

Process to claim Shares from Bonus Escrow Account and Other Shares

As per extant rule, Issue of Shares in Physical Form is prohibited. Hence, Bonus Shares of Physical Shareholders have been parked in the Escrow Account.

Shareholders, holding shares in Physical Form, are advised to open Demat Account and dematerialize their holding to avoid similar situation in future.

To claim the Bonus Shares Issued in 2024, the holders of Physical Shares ([Unclaimed Shares Bonus Issue 2024.xlsx](#) & Other Shares ([Clause 5A report as on 25.10.2024.xlsx](#)) are advised to claim their entitled shares as below: -

1. Request letter with folio details duly signed by shareholder/s should be sent to the Company's RTA alongwith following documents
2. Self-attested copy of PAN and Aadhar Cards of the holder/s.
3. Client Master List of your demat account/if not, kindly open Demat Account & shares Client Master List.
3. Cross Cancelled Cheque leaf of the Bank Account linked with your demat account.
4. **ISR - 4** (copy annexed) duly filled tick mark in the box "Claim from unclaimed suspense account" in **Column B & Column D(ii)** duly signed by the Shareholder(s) at Page No. 3 as well as on Page No. 1. Your Name and Folio No. should come under **Column C**.

Besides other details, don't forget to fill **following details** at **Column-A (on Page No.1)**, without which form may be rejected-

Provide the following details, if they are not already available with the RTA (see SEBI circular dated November 03, 2021 in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

Kindly note, if your KYC is not updated with the RTA, same should be updated at the time of submission of claim for shares by submitting **Form ISR-1**.

Further, if the specimen signature has been changed over the period of time, same should be updated by submitting form **ISR-2** duly attested by your Bank.

For nomination purpose use:-

Form SH-13 – For opting Nomination

Form SH-14 – Change / Variation in Nomination

Form ISR-3 – Declaration to opt out Nomination.

All relevant forms are available at the following link at OIL website
<https://www.oil-india.com/investor-services/71>

Above forms should be submitted alongwith relevant annexures as mentioned in the form itself.

Form ISR-4

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: ____ / ____ / ____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick ✓ as relevant, refer to the instructions):

- Demat Account No. (If available): _____
Provide Client Master List (CML) of your Demat Account from the Depository Participant*
- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) in this regard)

PAN:	Specimen Signature
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

B. I / We request you for the following (tick ✓ relevant box)

<input type="checkbox"/> Issue of Duplicate certificate	<input type="checkbox"/> Claim from Unclaimed Suspense Account
<input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Sub-division / Splitting of securities certificate	<input type="checkbox"/> Consolidation of Folios
<input type="checkbox"/> Consolidation of Securities certificate ?	<input type="checkbox"/> Transmission
<input type="checkbox"/> Transposition (Mention the new order of holders here)	
<input type="checkbox"/> Deletion of Name	



Change of name

C. I / We are enclosing certificate(s) as detailed below:**

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Folio Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- I. ☐ Duplicate securities certificate
- II. ☐ Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
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- III. ☐ Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV. ☐ Endorsement
- V. ☐ Sub-division / Splitting of securities certificate
- VI. ☐ Consolidation of securities certificate/Folios
- VII. ☐ Transmission
- VIII. ☐ Transposition
- IX. ☐ Deletion of Name
- X. ☐ Change of Name

Provide / attach original securities certificate(s) for request for item numbers III to X above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge

and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓
Full address	✓		
PIN			

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.