



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

CIN : L11101AS1959GOI001148 Email: investors@oilindia.in

Website: www.oil-india.com

Regd. Office: P.O. Duliajan, Distt. Dibrugarh, Assam - 786 602

Ph : 0374-2804510 Fax : 0374-2800433

Corp. Office: Plot No.19, Sector-16A, Noida, Distt. G.B.Nagar (U.P) 201301

Ph : 0120-2419000, Fax : 0120-2419069

POSTAL BALLOT FORM

Serial No.

(Please read the instructions printed overleaf carefully before filling this form)

- 1. Name and Registered Address of the sole / first named Shareholder
2. Name(s) of Joint-Holder(s), if any
3. Registered Folio No. / DP ID No. / Client ID No.
4. Number of Shares held
5. I / We hereby exercise my / our vote in respect of the Ordinary Resolution to be passed through Postal Ballot for the business stated in the Notice of the Company dated November 29, 2016, by conveying my / our assent or dissent to the said resolution by placing the tick (✓) mark in the appropriate box below:

Table with 5 columns: Description, No. of Shares held by me/us, (For) I/We assent (agree) to the Resolution, (Against) I/We dissent (disagree) to the Resolution, (Abstain) I/We abstain to vote to the Resolution. Row 1: Issue of Bonus shares (1:3)

Place:

Date:

(Signature of the Member) (Refer Instruction No. 5 overleaf)

Important: Please complete and return this Form to the Scrutinizer at the address mentioned in the pre-paid self-addressed business reply envelope. The last date for receipt of this Postal Ballot Form by the Scrutinizer is January 05, 2017.

ELECTRONIC VOTING PARTICULARS

The e-voting facility is available at the link https://evoting.karvy.com. The electronic voting particulars are set out as follows:

Table with 3 columns: E-Voting Event Number (EVENT), User ID, Password

Note: Please read the instructions printed in the Notice carefully before exercising the vote.

The e voting facility will be available during the following voting period:

Commencement of e-voting	End of e-voting
December 07, 2016 at 9:00 a.m.	January 05, 2017 at 5:00 p.m.

INSTRUCTIONS

1. The Member desiring to exercise vote by postal ballot may complete this postal ballot form (no other form or photocopy thereof is permitted to be used for the purpose) and send it to the Scrutinizer, CS Manish Gupta, Partner, M/s RMG & Associates, Company Secretaries, appointed by the Board of Directors of the Company, in the attached pre-paid self-addressed business reply envelope ("**envelope**"). Postage will be borne and paid by the Company. However, envelope containing Postal Ballot, if deposited in person or sent through courier / post at the expense of the Member will also be accepted. Member(s) residing outside India should stamp the envelope appropriately.
2. Members who have registered their e-mail IDs for receipt of documents in electronic mode under the Green Initiatives of Ministry of Corporate Affairs are being sent the Notice of Postal Ballot by e-mail and others are sent by post along with Ballot Form. Members who have received Postal Ballot Notice by e-mail and who wish to vote through postal ballot form can download postal ballot form from the Company's website or seek duplicate postal ballot form from the Registrar & Share Transfer Agent, M/s. Karvy Computershare Private Limited, Karvy Selenium Tower No. B, Plot No. 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032, fill in the details and send the same to the Scrutinizer not later than 5.00 p.m. on January 05, 2017.
3. A Member may vote through electronic mode as per the instructions for e-voting provided in the Notice. The Members can opt for only one mode of voting i.e. either through postal ballot form or e-voting. In case of receipt of vote by both the modes, vote cast through e-voting shall prevail and vote cast through postal ballot form shall be treated as invalid.
4. There shall be one Postal Ballot for each Folio / DP ID - Client ID irrespective of the number of joint holders. Members cannot appoint a proxy to exercise their voting powers through Postal Ballot.
5. The postal ballot form should be completed and signed by the Member. In case of joint holding, this form should be completed and signed (as per specimen signature registered with the Company or furnished by National Securities Depository Limited / Central Depository Services (India) Limited to the Company, in respect of shares held in physical form or dematerialized form respectively) by the first named Member and failing him/her by the next named Member and so on. Where an authorized representative of a body corporate has signed the postal ballot form, a certified copy of the relevant authorization to vote on the Postal Ballot should accompany the postal ballot form. A Member may sign the Form through an Attorney appointed specifically for this purpose, in which case an attested true copy of the Power of Attorney should be attached to the postal ballot form.
6. Duly completed postal ballot form should be received by the Scrutinizer not later than 5.00 p.m. on January 05, 2017. Postal ballot forms received after this date will be treated as if no reply has been received from the Member. Incomplete, unsigned or incorrect postal ballot forms will be rejected. The Scrutinizer's decision on the validity of the Postal Ballot shall be final and binding.
7. The votes should be cast either in favour or against by putting the tick (✓) mark in the column provided for assent or dissent. Postal ballot form bearing tick marks in both the columns will render the Form invalid. The consent or otherwise received in any other manner will be rejected.
8. Members are requested not to send any other paper along with postal ballot form in the enclosed self-addressed envelope. The Scrutinizer would destroy any extraneous paper found in such envelope.
9. The item of business covered by this Postal Ballot will not be transacted at any General Meeting.
10. A Member need not use all the votes / cast the votes in the same way.
11. Only a Member entitled to vote is entitled to fill in the postal ballot form and send it to the Scrutinizer, and any recipient of the Notice who has no voting right should treat the Notice as an intimation only.
12. Voting rights shall be reckoned on the paid up value of the equity shares registered in the name of the shareholder(s) as on the cut-off date i.e. November 25, 2016.
13. The vote of a Member will be considered invalid on any of the following grounds:
 - a. if the Member's signature does not tally, or if the Postal Ballot Form is not signed as per the process mentioned above;
 - b. if the Member has marked his / her / its vote both 'FOR' and 'AGAINST' in the Postal Ballot Form in such a manner that the aggregate shares voted 'FOR' and 'AGAINST' exceeds the total number of shares held;
 - c. if the ballot paper is received, torn or defaced or mutilated to an extent that it is difficult for the Scrutinizer to identify either the identity of the Member or the number of votes or as to identify whether the votes cast are in favour or against or inability of the signature to be verified or on one or more of the above grounds.