

INVESTOR QUERY/COMPLAINT FORM

(Please tick (√) the appropriate item and complete all the columns in CAPITAL LETTERS)

To
Company Secretary/Share Registry
National Aluminium Company Limited
NALCO BHAWAN, Plot No. P/1, Nayapalli,
BHUBANESWAR-751 013(ORISSA)

From
Name : _____
Address : _____

Complaint relates to Shares / Debentures

Dear Sir,

I/We request early action on my/our query/complaint. Details are given as under :

A. Nature of Query/Complaint

1. Non-receipt of Acknowledgement/Confirmation from the Company :

- On receipt of share transfer deed(s) & certificate(s)
- Change of address
- On receipt of any kind of correspondence
- Entry of Bank Particulars/ECS mandate
- On receipt of POA

2. Non-receipt of share/debenture certificate(s) after :

- Transfer of shares
- Splitting of shares
- Consolidation of shares
- Transmission of shares
- Transposition of Names
- Consolidation of multiple folios
- Certificates received are short by ___Nos.
- Surrender of Pre-restructured shares

3. Non-receipt of share/debenture certificates after rectification :

- Signature of authorised signatory on endorsement side missing
- Authentication of corrections/alterations with company's round seal
- Company's round seal required on corrections/alterations
- Correction in name/address

4. Issue of Duplicate share certificate(s):

- STOP TRANSFER confirmation not received
- Duplicate certificate(s) not received in lieu of torn/mutilated/defaced certificate(s) submitted
- Certificate(s) lost. Informed the company and sought procedure for issue of duplicate certificate(s). Reply not received.
- Duplicate share certificate(s) not received in lieu of lost/misplaced/postal intercepted certificates

5. Dividend/Interest :

- Amount not received for financial year /half year _____
- Amount received is short by Rs. _____
- Amount received is more by Rs. _____
- Revalidated Warrant/DD not yet received
- Warrant torn/mutilated/defaced, sent for fresh Warrant/DD. Not yet received.
- Bank A/c Number and Bank Particulars wrongly printed on the Warrant/DD.
- ECS credit not received/credited to wrong A/c.
- Tax deduction certificate (TDS) not received.

6. Annual Report/Notice of AGM/EGM :

- Annual Report for the year(s) _____ not received.
- Notice of AGM/EGM not received.

7. Dematerialisation / Rematerialisation:

- Demat / Remat confirmation not received.
- Demat / Remat requests pending for _____ days.
- Certificates and other documents not received after rejection of Demat Request.
- Certificates not received after rematerialisation of shares/debentures.

B. Particulars of the shareholder/shareholdings : (If space is not sufficient, please attach the particulars in a separate sheet)

- (i) Full Name of the shareholder(s)/ shareholder(s): _____
- (ii) Registered Folio No. /DP Id & Client Id (if any): _____
- (iii) No. of shares/debentures held/sent : _____
- (iv) Original certificate No(s), : _____ (v) Distinctive Nos: _____
- (vi) Date of lodgement and other particulars: _____
- (vii) Acknowledgement/reference of earlier correspondence, if any, with photo copies: _____
- (viii) Other relevant information, if any in brief: _____

Kindly attend and redress my/our query/complaint at any early date.

Place :

SINGATURE OF THE APPLICANT (S)

Date: