

Sub.: Procedure for Dematerialisation of physical shares

In terms of Regulation 40 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended vide SEBI (LODR) (Fourth Amendment) Regulations, 2018 (gazette notification dated June 8, 2018 of SEBI), it has been notified that except

in case of transmission or transposition of securities, requests for effecting transfer of shares shall not be processed w.e.f. December 05, 2018, unless the shares are held in dematerialized form with a depository.

In view of the aforesaid amendment, we request all Members, who are holding physical shares of the Company, to take note of the impact of the said amendment in Regulation 40, on transfer of shares held in physical form w.e.f. December 05, 2018 and get their shares dematerialized. Shares can be held in Demat form in either of the two Depositories, viz, National Securities Depository Ltd.(NSDL) or Central Depository Services India Ltd.(CDSL) where the shares are held in electronic form through the medium of Depository Participants (DPs). Advantages of holding the shares in Demat form are as follows:

- i. Possibility of damage or loss of Physical share certificate is eliminated;
- ii. Cases of forgery or tearing or mutilation of share certificate(s) are eliminated;
- iii. Dematting provides the ease and convenience of Paperless trading of shares. Once a demat account is opened with a DP, shareholder can buy or sell shares in electronic form without any paperwork as applicable to Physical share certificate based transaction(s).
- iv. No stamp duty is payable on transfer of shares in Demat form.

Process for Dematerialization of shares in Physical form:

1. For shareholder(s) who are not having a Demat account:

The shareholder(s) is/are required to approach any Depository Participant (DP) and open a Demat Account with a DP in the same name(s) and style in which the shareholder(s) holds shares in National Aluminium Co. Ltd. After opening of the Demat Account, shareholder (s) has to surrender the Original Share Certificate(s) alongwith duly filled-in and signed Demat Request Form (DRF) to the DP, who will forward the same to the RTAs, i.e., Karvy Computershare Pvt Ltd. The RTAs will scrutinize/ verify the DRF and, if found in order, the shares will be dematerialised and equivalent number of shares will be credited to the Demat account of the shareholder(s) by RTAs.

2. For shareholders already having a Demat account:

The shareholder (s) who are already having the Demat Account are required to check whether the existing Demat Account is in the same name(s) and style as per the shareholding in National Aluminium Co. Ltd. If yes, shareholder (s) has to submit duly filled in and signed DRF alongwith original share certificate to the DP for dematerialisation of the shares.

If the existing Demat Account is not in the same order of name, the shareholder(s) is/are required to approach his/her DP for guidance.

We request you to convert your Shareholdings from physical form to Demat form at the earliest in view of the advantages of Demat holding as explained above.