



National Aluminium Co.Ltd

P/1, Nayapalli, Bhubaneswar - 751 013. Email ID:company_secretary@nalcoindia.co.in
Tel: (0674) 2300677

IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

Ref: Unit Code/DEMAT/1/
To,

Date : /2018

Dear Shareholder(s),

Sub.: Dematerialization of your 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:

- Possibility of damage or loss of Physical share certificate is eliminated;
- Cases of forgery or tearing or mutilation of share certificate(s) are eliminated;
- 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).
- 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. In case, if you have any queries or need any assistance in this regard, please contact:

M/s. Karvy Computershare Pvt. Ltd.
Unit : National Aluminium Co. Limited
Karvy Selenium Tower B, Plot 31-32,
Gachibowli, Financial District, Nanakramguda,
Hyderabad – 500 032
Toll Free No.: 1800-3454-001
Email : einward.ris@karvy.com

Company Secretary
National Aluminium Co.Ltd.,
P/1, Nayapalli, Bhubaneswar - 751 013.
Email ID:company_secretary@nalcoindia.co.in
Tel: (0674) 2300677

Thanking you,

Yours faithfully,
For National Aluminium Co. Ltd.,

Sd/

N. K. Mohanty
Company Secretary & Compliance Officer



National Aluminium Co.Ltd

P/1, Nayapalli, Bhubaneswar - 751 013. Email ID: company_secretary@nalcoindia.co.in
Tel: (0674) 2300677

IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

Ref: unit code/PAN/Reminder-I /

/ 2018

Name
Address 1
Address 2
Address 3
Pincode

BARCODE

Dear Shareholder(s),

Sub.: First Reminder for Mandatory updation of PAN, NECS, Bank details & email ID against your holding.

In continuation to our previous letter dtd. 15th May, 2018 and pursuant to SEBI circular dated 20th April, 2018, shareholders whose ledger folios do not have or having incomplete details with regard to PAN and Bank particulars are required to compulsorily furnish the details to the RTA for registration in the folio. **As per the records with RTA, your folio needs to be updated with the PAN / complete Bank details so that the investments held by you will be fully protected with proper KYC compliance.**

ACTION REQUIRED FROM YOU

You are requested to submit the following to update the records immediately on receipt of the letter

- Enclosed format to be duly filled in and signed.
- Self-attested copy of Pan Card.
- Cancelled Cheque leaf with name (if name is not printed, self-attested copy of the pass book first page)
- Address proof (self-attested Aadhaar-card)
- Email address of the First / sole Holder.

In case if you have any queries or need any assistance in this regard, please contact;

M/s. Karvy Computershare Pvt. Ltd. Unit : National Aluminium Co. Limited Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032 Toll Free No.: 1800-3454-001 Email : einward.ris@karvy.com	Company Secretary National Aluminium Co.Ltd., P/1, Nayapalli, Bhubaneswar - 751 013. Email ID: company_secretary@nalcoindia.co.in Tel: (0674) 2300677
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Thanking you,

Yours faithfully,

For National Aluminium Co. Ltd.,

Sd/

N. K. Mohanty

Company Secretary & Compliance Officer

FORMAT FOR FURNISHING THE PAN , NECS, BANK DETAILS & EMAIL ID

Reference No: (pre-filled)

To

Karvy Computershare Private Limited
Unit: National Aluminium Company Limited
 Karvy Selenium Tower B, Plot 31-32,
 Gachibowli, Financial District, Nanakramguda,
 Hyderabad – 500 032

BARCODE(pre-filled)

Dear sir,

Unit: National Aluminium Company Limited

I/ We furnish below our folio details along with PAN and Bank mandate details for updation and confirmation of doing the needful. I/we are enclosing the self-attested copies of PAN cards of all the holders, original cancelled cheque leaf, Bank pass book and address proof viz., Aadhaar card as required for updation of the details:

Folio No.	
Address of the 1st named shareholder as per the share certificate	
Mobile No	
E-Mail id	

Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)									
Name of the Bank									
Name of the Branch									
Account Number (as appearing in your cheque book)									
Account Type (Saving / Current / Cash Credit)	<u>10 – Saving</u>			<u>11 – Current</u>			<u>13 – Cash Credit</u>		
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) Please enclose a photocopy of a cheque for verification									
11 Digit IFSC Code									

	PAN No	Name	Signature
First Holder :			
Joint Holder 1 :			
Joint Holder 2 :			

Date:

Place:

NB: The above details will not be updated if the supporting documents are not attached and not duly signed by all the shareholders.