

National Aluminium Company Limited

(A Government of India Enterprise)

REGD. & CORPORATE OFFICE

NALCO Bhawan, Plot No.P/1,Nayapalli,Bhubaneswar - 751013, India

CIN # L27203OR1981GOI000920

Tel.:0674-2301988-999,Fax:0674-2300677,

Email:company_secretary@nalcoindia.co.in,Website:www.nalcoindia.com

Date: 04.07.2018

Dear Shareholder,

Ref: Folio / DP Id & Client Id No:

Name of the Shareholder:

Subject: SERVICE OF DOCUMENTS IN ELECTRONIC MODE

The provisions of the Companies Act 2013 and the rules made there-under have permitted paperless communication by allowing service of all documents through electronic mode to person(s) entitled to receive such e-mail as per the records of the Company or as provided by the Depository.

SEBI has also mandated all listed companies to supply soft copies of full annual reports to all those shareholders who have registered their e-mail addresses for the purpose.

In view of above, we propose to send all documents including the notice convening the General Meeting, Financial Statements, Annual Reports etc. in electronic form, to the email address of the members. This will help in prompt receipt of communication, avoid loss of documents in transit as well as reduce paper consumption and maintain ecological balance by saving trees.

We note from our records that this email id is registered against the shares of National Aluminium Company Limited, held by you. We would use your email id for sending the above mentioned documents electronically. The soft copies of the documents would also be available on the website of company viz. www.nalcoindia.com

In case, you wish to register a different email id, please update the same with your

- Depository Participant (DP), in case of shares held in demat mode.
- RTA (i.e. M/s. Karvy Computershare Private Limited.,Karvy Selenium Tower B, Plot No.31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad-500032, Telangana, Tel. No. 040-67161500, Fax No. 040-23420814, Toll Free No.18003454001, Email: einward.ris@karvy.com, Website: www.karvycomputershare.com) in case of shares held in physical mode.

If at any time, you wish to receive a physical copy of any communication / document, which has been sent electronically, then the same would be provided free of cost on receipt of a request from you.

In case, if you wish to receive all documents, stated above in physical form only, then please confirm the same by 20th July, 2018 by clicking on the following link:

[CLICK HERE IF YOU WISH TO RECEIVE THE DOCUMENTS IN PHYSICAL FORM](#)

For any clarification on the matter, you may contact at the einward.ris@karvy.com or call at 040-67161500.

Thanking You,

Yours faithfully,

for **National Aluminium Company Limited**

Sd/-

(N.K.Mohanty)

Company Secretary