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

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
   - □ 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 more by Rs. ________________
   - □ Amount received is short by Rs. ________________
   - □ Warrant torn/mutilated/defaced, sent for fresh Warrant/DD. Not yet received.
   - □ 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:

Date:

SINGATURE OF THE APPLICANT(S)