

संदर्भ: एनबीसी/एस/97/2022/2487  
दिनांक: 15.12.2022

Ref: NBC/S/97/2022/2487  
Date: 15.12.2022

**KIND ATTENTION: MEMBERS OF NALCO**

**Sub: Mandatory requirement of furnishing PAN, KYC details and Nomination by holders of physical securities.**

Securities and Exchange Board of India (SEBI) vide Circular dated 3<sup>rd</sup> November, 2021 has made it mandatory to update PAN, email address, mobile number, bank account details and nomination by holders of physical securities. Folios wherein any one of the said document / details are not available **on or after April 01, 2023, shall be frozen and the shareholder will not be eligible to lodge grievance or avail service request from the RTA and will not be eligible for receipt of dividend.** Further, shareholders holding shares in physical mode are requested to ensure that their PAN is linked to Aadhaar by March 31, 2023 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of folio. Further, as per the said circular of SEBI, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, after December 31, 2025.

Keeping the above statutory requirements in view, a letter dated 27.01.2022 was sent to all members holding shares in physical form, requesting them to furnish valid PAN, KYC details and Nomination immediately to the Company/RTA in specified forms. All required forms were uploaded and are available in NALCO's website on the below mentioned path:

<https://nalcoindia.com/> > Menu > Investor Services > Information for Shareholders> Download Forms> PAN, KYC details and Nomination Form

From the records, it is observed that many members have not updated the above information. Hence, we once again request members to furnish the documents/ details to the Registrar & Share Transfer Agent i.e. M/s. KFin Technologies Limited (Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032, E-mail: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)) immediately, by submitting the duly executed forms (to be downloaded from the website), to avoid any inconvenience to them in future.

***Further, all shareholders, who have not yet dematerialized their shares, are advised to get their shares converted into demat/ electronic form to get inherent benefits of dematerialization,*** as transfer of physical shares except for transmission and transposition cases has been stopped w.e.f 01.04.2019, as per SEBI Regulations and settlement of market trades are taking place only in demat mode.

**for National Aluminium Co. Ltd.**

Sd/-

**(N.K. Mohanty)**

**GGM & Company Secretary**

नेशनल एल्युमिनियम कम्पनी लिमिटेड  
(भारत सरकार का उद्यम)  
निगम कार्यालय  
नालको भवन, नयापल्ली, भुवनेश्वर - 751 013 भारत

National Aluminium Company Limited  
(A Government of India Enterprise)  
REGD. & CORPORATE OFFICE  
Nalco Bhawan, Nayapalli, Bhubaneswar-751013, India

CIN # L27203OR1981GOI000920

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