

**NLC India Limited**(formerly Neyveli Lignite Corporation Limited)  
(NAVRATNA - Government of India Enterprise)**Registered Office :** First Floor, No.8, Mayor Sathyamurthy Road,  
FSD, Egmore Complex of Food Corporation of India, Chetpet, Chennai - 600 031.**Corporate Office :** Block-1, Neyveli - 607801, Cuddalore District, Tamil Nadu.

CIN : L93090TN1956GOI003507, Website : www.nlcindia.com, e-mail : investors@nlcindia.com

July 9, 2018

Dear Shareholder(s),

**Sub: Updation of PAN, Bank Account details, e-mail address and Dematerialisation of Shares held in NLC India Limited in physical form.**

Securities and Exchange Board of India (SEBI) vide circular No: SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 has mandated all listed Companies to update the Permanent Account Number (PAN) and Bank account details of all shareholders who are holding shares in physical form. As per our record(s), PAN and Bank details have not been updated for the above folio. Hence, we request you to send us the enclosed form, duly filled and signed by all shareholders (including joint holders, if any) along with the following documents to the below mentioned address of our Registrar and Share Transfer Agent within 21 days from the date of this letter.

1. Self attested copy of PAN card of all shareholders including joint holders. In case of residence of Sikkim, the requirement of PAN Card be substituted with a valid Identity proof issued by Government.
2. Original Cancelled Cheque Leaf bearing the name of Sole / first named shareholder (or) attested copy of Bank passbook

Integrated Registry Management Services Private Limited

Unit : NLC India Limited

2nd Floor, Kences Towers, No. 1 Ramakrishna Street, North Usman Road,  
T Nagar, Chennai – 600 017.

Phone : 044-2814 0801 and 044-2814 0803

Please note that Companies Act, 2013, provides for sending all documents, notices convening General Meetings, Audited financial statements, Directors' Report, Auditors' Report and every other documents required by law to be annexed or attached thereto etc., in electronic form to the registered e-mail address of the Shareholders. In terms of Regulation 36 (1) (a) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the listed entity shall send soft copies of full annual report to all those shareholder(s) who have registered their e-mail address(es) for the purpose. In order to receive all the correspondence from us by e-mail, you may kindly mention your e-mail id, which will be registered with us as your registered e-mail id for sending all correspondence by e-mail to you.

Also, on 8<sup>th</sup> June 2018, SEBI vide its notification No. SEBI/LAD-NRO/GN/2018/24 had amended the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, which states that, "except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a Depository." As such, SEBI had mandated transfer of shares in dematerialised form alone. The regulation comes into effect on the 180<sup>th</sup> day of the notification. Hence, you are requested to note the same and take necessary steps to dematerialise your shares that are held in physical form, before **5<sup>th</sup> December, 2018**.

We seek your co-operation in this regard.

Thanking you

Yours faithfully  
For **NLC India Limited**  
**K Viswanath**  
Company Secretary

Encl. As above

To  
**Integrated Registry Management Services Private Limited**  
Unit: NLC India Limited  
2nd Floor, Kences Towers, No. 1 Ramakrishna Street,  
North Usman Road, T Nagar, Chennai – 600 017

Folio No:

**PERMANENT ACCOUNT NUMBER (PAN) AND BANK ACCOUNT UPDATION FORM**

SHAREHOLDER (S) NAME	PAN									
1										
2										
3										
<b>PARTICULARS OF BANK ACCOUNT OF FIRST / SOLE SHAREHOLDER</b>										
<b>Address of the Shareholder</b>										
<b>Name of the Bank</b>										
<b>Branch full address with pin code</b>										
<b>Account Number of First / Sole Shareholder</b>										
<b>Account Type</b>						<b>Savings / Current</b>				
<b>MICR Code (9-Digit Code Number of the Bank and Branch appearing on the MICR cheque issued by the Bank)</b>										
<b>IFSC of Bank Branch</b>										
<b>Mobile/Phone No. of First / Soleholder</b>										
<b>Email ID of First / Sole holder for serving all future communications including Annual Report, AGM Notice etc.</b>										

I/We, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible.

Signature of Shareholder (First / Sole)	
Signature of Joint Holder 1 (if any)	
Signature of Joint Holder 2 (if any)	

Place :

Date :

Encl :

- (1) Self attested copy of PAN card of all shareholders including joint holders. In case of residence of Sikkim, the requirement of PAN Card be substituted with a valid Identity proof issued by Government.
- (2) Original Cancelled Cheque Leaf bearing the name of sole / first named shareholder (or) attested copy of Bank passbook\*
- (3) Shareholders are requested to get the specimen signature attested by their Bank Manager, in case of any change in their signature.

\*In case, the shareholder is not in a position to submit "cancelled cheque leaf", this form has to be certified by concerned Bank Manager as under, by enclosing copy of Bank pass book (1<sup>st</sup> page and transaction page) bearing the name of account holder which should also be certified by the concerned Bank Manager.

**Certificate of the Shareholder's Bank**

Certified that the particulars furnished above are correct as per our records.

Date :

Signature of the Authorised Official of the Bank

(Please affix Bank Seal with Identity Number of Bank Official)

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CIN : L93090TN1956GOI003507, Website : www.nlcindia.com, e-mail : investors@nlcindia.com

**REMINDER 2**

October 30, 2018

Dear Shareholder(s),

**Sub: Updation of PAN, Bank Account details, e-mail address and Dematerialisation of Shares held in NLC India Limited in physical form.**

Securities and Exchange Board of India (SEBI) vide circular No: SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 has mandated all listed Companies to update the Permanent Account Number (PAN) and Bank account details of all shareholders who are holding shares in physical form. As per our record(s), PAN and Bank details have not been updated for the above folio. Hence, we request you to send us the enclosed form, duly filled and signed by all shareholders (including joint holders, if any) along with the following documents to the below mentioned address of our Registrar and Share Transfer Agent within 21 days from the date of this letter.

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Also, on 8<sup>th</sup> June 2018, SEBI vide its notification No. SEBI/LAD-NRO/GN/2018/24 had amended the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, which states that, "except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a Depository." As such, SEBI had mandated transfer of shares in dematerialised form alone. The regulation comes into effect on the 180<sup>th</sup> day of the notification. Hence, you are requested to note the same and take necessary steps to dematerialise your shares that are held in physical form, before **5<sup>th</sup> December, 2018**.

This is a reminder to our earlier letter dated July 9, 2018. In case you have already sent the documents based on our earlier letter, we request you to ignore this reminder.

We seek your co-operation in this regard.

Thanking you

Yours faithfully

For **NLC India Limited****K Viswanath****Company Secretary**

Encl. As above

To

**Integrated Registry Management Services Private Limited**

Unit: NLC India Limited

2nd Floor, Kences Towers, No. 1 Ramakrishna Street,

North Usman Road, T Nagar, Chennai – 600 017

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<b>PARTICULARS OF BANK ACCOUNT OF FIRST / SOLE SHAREHOLDER</b>										
<b>Address of the Shareholder</b>										
<b>Name of the Bank</b>										
<b>Branch full address with pin code</b>										
<b>Account Number of First / Sole Shareholder</b>										
<b>Account Type</b>						<b>Savings / Current</b>				
<b>MICR Code (9-Digit Code Number of the Bank and Branch appearing on the MICR cheque issued by the Bank)</b>										
<b>IFSC of Bank Branch</b>										
<b>Mobile/Phone No. of First / Soleholder</b>										
<b>Email ID of First / Sole holder for serving all future communications including Annual Report, AGM Notice etc.</b>										

I/We, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible.

Signature of Shareholder (First / Sole)	Signature of Joint Holder 1 (if any)	Signature of Joint Holder 2 (if any)

Place :

Date :

Encl :

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 CIN : L93090TN1956GOI003507, Website : www.nlcindia.com, e-mail : investors@nlcindia.com

**Final Reminder**

November 30, 2018

Dear Shareholder(s),

**Sub: Updation of PAN, Bank Account details, e-mail address and Dematerialisation of Shares held in NLC India Limited in physical form.**

Securities and Exchange Board of India (SEBI) vide circular No: SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 has mandated all listed Companies to update the Permanent Account Number (PAN) and Bank account details of all shareholders who are holding shares in physical form. We had already communicated the same to you vide our letter dated July 9, 2018 and reminder letter dated October 30, 2018. However, we find from our record(s) that PAN and Bank details have not been updated for the above Folio. Hence, we request you to send us the enclosed form, duly filled and signed by all shareholders (including joint holders, if any) along with the following documents to the below mentioned address of our Registrar and Share Transfer Agent within 21 days from the date of this letter.

1. Self attested copy of PAN card of all shareholders including joint holders. In case of residence of Sikkim, the requirement of PAN Card be substituted with a valid Identity proof issued by Government.
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Thanking you

Yours faithfully  
 For **NLC India Limited**  
**K Viswanath**  
**Company Secretary**

Encl. As above

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