

INSTRUCTIONS FOR FILLING APPLICATION FORMS

(Integral part of Circular Ref. No. 01/FA/ISD/EOFS/17 dated 06.09.2017)

EMPLOYEE OFFER BY THE GOVERNMENT OF INDIA (“GoI”) OF SHARES OF NTPC LIMITED, POST OFFER FOR SALE THROUGH STOCK EXCHANGE MECHANISM (“OFS”), UNDERTAKEN BY GoI (“Employee Offer”)

Eligibility:

All permanent and full time employees of NTPC Limited as on 28th August 2017 (i.e the date of decision of Alternative Mechanism to undertake the OFS transaction) who were working in India on that date, are eligible to participate in the Employee Offer (“**Eligible Employees**”). A list of such Eligible Employees who can participate in the Employee Offer is available on the Intranet & ESS

Employees regularised after 28th August 2017: Those employees who are regularized after the cut-off date of 28th August 2017 or joined NTPC after the cut-off date are not eligible.

Ex-employees: Only those ex-employees who were Eligible Employees of NTPC Ltd. as on 28th August 2017 are eligible to apply in the Employee Offer, no other ex-employee can participate.

Designated Employees: No holding period restriction is applicable to such shares purchased under the Employee Offer.

Employee Offer details:

Offer Price	Rs.159.60
No. of shares that can be applied by each employee	Minimum 10 shares and in multiples of 10 shares thereafter except if applying for 1253 or 3132 shares. (Amount needed for applying maximum shares Rs. 499,868/-*)
Employee Offer Opening Date	11.09.2017 (10 am onwards)
Employee Offer Closing Date	13.09.2017 (upto 5 pm)
Lock-in of shares	No lock-in period
Transfer/ Allotment date of share	Tentatively by 25 th September,2017
Collection Bank (e-mode)	State Bank of India (all branches)
Mode of transfer/ allotment	Compulsorily in Demat mode. No physical shares will be transferred/ allotted. Therefore, employee must have Demat Account

*rounded up to next Rupee.

How to Apply:

Availability of Application forms:

For Eligible present employees: online application to be filled through ESS portal

For Eligible ex-employees: physical application to be downloaded from website i.e. www.ntpcexemployees.co.in/www.ntpc.co.in

Application by eligible employees:

1. Login to ESS and go to NTPC employee OFS tab
2. Fill requisite details in the ESS to generate the Application Form
3. Save draft application form
4. Payment Modes- “State Bank Collect” or Direct Payment through NEFT/ Transfer from bank.

SBI -collect (Preferable Mode)	Direct Payment through NEFT/ Transfer from bank
<ol style="list-style-type: none"> 1. Either follow the link on NTPC employee OFS tab in ESS or go to SBI website www.onlinesbi.com and click on the State Bank Collect Tab and click proceed on the next window. 2. Select state of the Institution as National Capital Territory of Delhi and type of Corporate as “Industry”. 3. Select NTPC from dropdown menu and follow the link (under this mode OFS bank account details get auto captured). 4. Make the payment by any one of the modes available in the link 5. Take a print out of the challan having SB Collect Reference No. 	<ol style="list-style-type: none"> 1. If you want to make online payment through net banking or transfer through your bank, pay amount in the following account. Name of A/c: Escrow A/c -NTPC Employee OFS Account No.: 37139148459 IFSC Code: SBIN0009996 2. Get NEFT No./Bank Transfer Reference No.

Note: Bank charges, if any, levied w.r.t. the remittance made for subscribing the shares shall be to the account of respective employee.

5. Again open the saved draft application form and fill in the State Bank Collect Reference No. or NEFT No. depending on the mode.
6. Save and submit the final application form in ESS portal.
7. Take the print out of completed application form from ESS portal, sign it and deposit it with nodal officer at your station/ project along with copy of payment slip duly supported by SB Collect Reference No. advice or NEFT No. advice.

Application by eligible ex-employees:

1. Physical application form to be downloaded from NTPC ex-employees website (www.ntpcexemployees.co.in) or NTPC website (www.ntpc.co.in)
2. Fill in required details.
3. Payment may be made as detailed above either through State Bank Collect mechanism or through NEFT/Bank Transfer mode.
4. Submit the duly completed application form at the nearest NTPC office with the nodal officer.

Do's and Don'ts:

1. An employee can apply only once in the Employee Offer. Multiple applications even within the overall limit of 3132 shares are prohibited. ESS portal link will be deactivated after successful submission of the first application form in respect of an employee subscribing to the shares under Employee OFS.
2. **Filling of incorrect NEFT/Bank Transfer details shall make application liable to be rejected. Therefore, employees should double check these details while filling details in ESS portal. In case of Bank Transfer rejection due to any reason, no shares will be transferred/allotted.**
3. **Each applicant must ensure to submit application to Nodal Officer by 6.30 pm on the working day of payment so that batch wise reconciliation can occur.**
4. Employee Offer will close on 13.09.2017 at 5 pm (sharp). No application will be entertained after the closure of the Employee Offer.
5. Transfer/Allotment will be made to all Eligible Employees whose Applications are valid in all respects.
6. Refund of excess amount paid or rejections (if any) shall be made in the bank account linked with Demat Account obtained from depository.
7. Applicants to carefully fill the Demat Account details as the shares will be credited to Demat Account mentioned in the application form. The applicant to ensure that his/her name appears first in such Demat Account where shares need to be credited.
8. In case of incorrect Demat Account details or in-operative Demat Account, the shares will be transferred to suspense account and will be transferred only when correct account details are furnished by the applicant.
9. In-case there is a mismatch in the amount paid and number of shares applied for, transfer/allotment will be made for number of shares arrived by reverse calculation based on amount actually paid/credited. Any excess amount will be refunded in 10 working days after transfer/allotment of shares. No interest shall be payable on application money or refund amount to applicants by the Company or Government of India.
10. Ensure that the DP ID, the Client ID and PAN mentioned in the Application Form matches with the DP ID, Client ID and PAN available in the Depository database.