

13th June 2022

NOTE TO MANAGING DIRECTOR

Subject: **Nomination of Nodal officer under "Fraud Prevention Policy"**

NRL had voluntarily been adhering to the Corporate Governance practices since long and in line with the model DPE guideline on Corporate Governance had adopted various policy documents. These systems & policies have been designed to ensure that officials dealing and undertaking transactions conduct the same in a transparent & uniform manner.

The Fraud Prevention Policy (FPP) is also forming a part of internal control mechanism of the Company to put in place a mechanism for employees/third parties to report to the Management about unethical behavior, actual or suspected fraud or violation of conduct or ethics policy.

NRL's FPP covers the following salient features:

1. Staff responsibilities in relation to fraud prevention and identification.
2. Responsibility of fraud investigation once a fraud has been identified.
3. Process of reporting on fraud related matters to management.
4. Reporting and recording processes to be followed to record allegations of fraud.
5. Requirements of training to be conducted on fraud prevention and identification.

The adopted Fraud prevention policy empowers the Managing Director to notify "Nodal Officer" who on receipt of the information relating to fraud will report the same to the Chief Vigilance Officer. The FPP clearly mentions about reporting system and investigation procedure.

All fraud and suspected fraudulent activities in NRL to be reported to Nodal Officer as laid down in the "Fraud Prevention Policy". Presently, name of Shri Prabir Talukdar, then Chief General Manager (HR), is appearing in the NRL web page (www.nrl.co.in) as Nodal officer.

View above, you may wish to nominate Shri Kajal Saikia, General Manager (HR) I/c to act as Nodal officer for Fraud and fraudulent practice reporting until further notice.



Chiranjeeb Sharma
Company Secretary