

Guidelines for the
Shareholders of IDBI Bank Limited

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A. General Information :

1. All the correspondence relating to Equity Shares may be addressed to the Registrar and Share Transfer Agent (RTAs) at the following address –

KFin Technologies Ltd.
Unit: IDBI Bank Ltd.-Equity
Selenium Tower B, Plot 31-32, Gachibowli, Financial
District, Nanakramguda,
Hyderabad – 500 032
Toll Free No. 1800-3454-001
Website: www.kfintech.com
Email: einward.ris@kfintech.com

However, Shareholders are free to write to IDBI Bank Ltd. at the address given below –

IDBI Bank
Board Department, Equity Cell,
IDBI Tower, 22nd Floor, B Wing,
WTC Complex, Cuffe Parade,
Mumbai - 400 005
Phone No. 022-6655 3336/ 3062/ 3147/2806
E-mail – idbiequity@idbi.co.in

2. While sending the queries/grievances, Shareholder(s) should invariably quote the Folio no., Certificate no., Client Id, DP Id, Subject matter, etc. Kindly indicate your full address including Pin code, Telephone no/ Mobile No. and e-mail id.
3. The communication should be legible and preferably in capital letters.
4. In case of valuable documents, the same may be sent by Registered Post / Speed Post.
5. Shareholder(s) are requested to keep photocopies of Application, Share Certificates and Postal Registration slip/ Acknowledgement, etc., and / or other documents attached to the application.
6. On receipt, the documents complete in all respect will be processed in accordance with the Regulatory / Statutory time limits.
7. The standard forms on which shareholders are required to apply for various requests are given in the Annexures

B. Mandatory Furnishing of PAN, KYC details and Nomination by holders of physical securities:

SEBI Circular No.: SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 03rd November 2021 and Circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 has provided for Common and simplified norms for processing any service request from the holder, Electronic interface for processing investor’s queries, complaints and service requests, Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities, Compulsory linking of PAN and Aadhaar by all holders of physical securities.

There could be restrictions on securities and other service requests transactions until PAN and Aadhaar is linked.

The physical shareholders are requested to submit the documents/ details (self-attested) listed in the table below:

Sr. No	Documents / details required to be provided by shareholder(s)	Please furnish details in
1	Valid PAN Linked with Aadhar	Form No. ISR-1 (Annexure I)
2	Postal Address with PIN	
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Nomination details	Form: SH-13 (Annexure VI)
8	Declaration to opt out nomination	Form: ISR-3 (Annexure III)
9	Confirmation of signature from Banker along with cancelled cheque or copy of passbook	Form No. ISR-2 (Annexure II)

The documents can be sent through your email registered with RTA-KFin, to einward.ris@kfintech.com duly e-signed. E-Sign is an integrated service which facilitates issuing a digital signature certificate and performing signing of requested data by the e-Sign user. Shareholder may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology, Government of India (<https://cca.gov.in/>) for the purposes of obtaining the e-sign. For Folios wherein email is not registered and e-sign is not available documents need to be submitted in following modes-

- a. Through ‘In Person Verification’ (IPV): The authorized person of the RTA shall verify the original documents furnished by the investor and retain copy (ies) with IPV stamping with date and initials.
- b. Through Post: Hard copies of self-attested documents

C. Transfer of Shares :

In terms of Regulation 40 (1) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, transfer of securities held in physical mode has been discontinued w.e.f. April 01, 2019. Subsequently, vide Press Release No. 12/2019 dated March 27, 2019, SEBI clarified that transfer deeds lodged prior to deadline of April 01, 2019 and rejected / returned due to deficiency in the documents may be re-lodged with requisite documents. SEBI had fixed March 31, 2021 as the cut-off date for re-lodgement of transfer deeds vide circular dated September 7, 2020.

Hereafter, an investor will not be able to transfer the shares held in physical form using a transfer deed. The transfer will be possible only after dematerialization of their physical shares.

This amendment will help in curbing fraud and manipulation risk in physical transfer of securities by unscrupulous persons. Further, with shares held in demat form will improve ease, convenience and safety of transactions for investors. All the investors who are holding shares etc. in physical form, should consider opening a demat account at the earliest and submit request for dematerialization of their shares in order to protect the liquidity of the shares.

Shareholders of the Bank are asked to take note that henceforth, only the requests for transmission and transposition of securities in physical form, will be accepted by the listed companies / their RTAs. Further the transmission or transposition of securities held in physical or dematerialised form shall be effected only in dematerialised form.

D. Transmission of Shares

1. Transmission of shares arises in case of death of the registered shareholder(s) holding shares in their name.
2. As per SEBI circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 and SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/65 dated May 18, 2022 the following Documents are required for transmission of securities held in physical mode -

I. For securities held in single name with a nominee:

- i) Duly signed transmission request (Annexure XV) along with ISR-5 form by nominee(Annexure V)
- ii) Original death certificate of deceased shareholder or a copy of death certificate duly attested by a Notary Public or by a Gazetted Officer;
- iii) Self-attested copy of PAN card of the nominee. (Copy of PAN card may be substituted with ID proof in case of residents of Sikkim after collecting address proof) ;
- iv) Copy of birth certificate (in case the nominee/ claimant / legal heir is minor);

- v) KYC of the claimant guardian (in case of nominee / claimant being minor/ of unsound mind);
- vi) Self-attested copy of Address proof i.e. AADHAAR Card / Passport / Driving License / Voter ID;
- vii) Original Share Certificate(s) (Consolidated Share Certificate issued in 2004 and after).
- viii) Duly filled & signed ISR-1 (Annexure I), ISR-2 (Annexure II) and ISR-5 (Annexure V).
- ix) SH-13 (Annexure VI – for updation of Nomination) OR form ISR-3 (Annexure III – for opting out from nomination) along with a cancelled cheque of the account where future dividend, if any, is to be credited in order to capture accurate details viz., Bank IFS Code, MICR Code, Account number etc. of the first holder

II. For securities held wherein Sole holder is deceased without nominee:

1. Duly signed transmission request (Annexure XV) along with Form ISR-5 (Annexure V) duly signed by the legal heir(s)/ Claimant(s) along with the KYC documents in form ISR-1 (Annexure I).
2. Original death certificate or Copy of death certificate attested by a notary public/gazette officer or copy of the death certificate attested by the claimant(s)/legal heir(s), subject to verification with original by the RTA/Listed Issuer.
3. Self-attested copy of Permanent Account Number Card of the claimant(s)/legal heir(s) issued by the Income Tax Department
4. Copy of Birth Certificate (in case the claimant/legal heir is a minor)
5. KYC of the Claimant Guardian (in case of claimant being a minor).
6. Original security certificate(s) (Consolidated Share Certificate issued in 2004 and after).
7. Notarized affidavit from all legal heir(s) made on non-judicial stamp paper of appropriate value on identity and claim of ownership, as per the format provided in – (Annexure-VIII).
8. In case the legal heir(s)/claimant(s) are named in the Succession Certificate or Probate of Will or Will or Letter of Administration or Legal Heirship Certificate(or its equivalent certificate), an Affidavit from such legal heir(s)/claimant(s), duly Notarized and as per the format provided in (Annexure-VIII), shall be sufficient.
9. Copy of any of the following documents:
 - a. Succession certificate; or
 - b. Probate of Will; or
 - c. Will, along with a notarized indemnity bond from the legal heir(s)/claimant(s) to whom

- the securities are transmitted, as per the format specified provided in (Annexure IX); or
- d. Letter of Administration; or
 - e. Court Decree; or
 - f. Legal Heirship Certificate or its equivalent, along with;
 - a notarized indemnity bond from the legal heir(s)/claimant(s) to whom the security are transmitted, as per the format specified provided in (Annexure IX), and
 - No Objection from all the non-claimants, duly attested by a notary public or by a gazetted officer as per the format provided in (Annexure X).

The document should be attested by the legal heir(s)/claimant(s) subject to verification with the original or duly attested by a notary public or by a Gazetted officer.

10. For cases where the value of securities is up to rupees five lakhs per listed entity as on the date of submission of complete documentation in case of securities held in physical mode and up to rupees fifteen lakhs per beneficial owner in case of securities held in dematerialized mode, instead of and where the documents mentioned in point 9 above are not available, the following documents may be submitted;
 - (i) no objection certificate from all legal heirs(s), as per the format provided in (Annexure-X) on non-judicial stamp paper of the value applicable in the state where the documents is executed, or copy of family settlement deed executed by all the legal heirs, duly attested by a notary public or by a gazette officer ; and
 - (ii) notarized indemnity bond made on non-judicial stamp paper of the value applicable in the state where the documents is executed, indemnifying the Share Transfer Agent/listed entity, in as per the format provided in (Annexure-IX).
11. Duly filled & signed ISR-1 (Annexure I), ISR-2 (Annexure II) and Form ISR-5 (Annexure V)
12. SH-13 (Annexure VI – for updation of Nomination) OR form ISR-3 (Annexure III – for opting out from nomination) along with a cancelled cheque of the account where future dividend, if any, is to be credited in order to capture accurate details viz., Bank IFS Code, MICR Code, Account number etc. of the first holder

E. Name Deletion

This process is applicable when the shares are held in joint names and the deceased shareholder's name is required to be deleted. A copy of the death certificate of deceased shareholder duly attested by competent authority(ies) (Magistrate or Notary Public or Gazetted Officer o.) is to be sent along with the following documents –

- Request letter duly signed by surviving joint holder (Annexure - XVI)
- Original Share Certificate(s) (Consolidated Share Certificate issued in 2004 and after).
- Self-attested copy(ies) of PAN card(s) of surviving Joint Holder(s)
- Self-attested copy of Passport /AADHAAR Card/ Voter ID/ Driving License as address proof of surviving joint holder
- Duly filled and signed Form ISR-1, ISR -2 (in case of change in signature)(Annexure I, Annexure II respectively)
- Form SH-13 (Annexure VI – for updation of Nomination) OR ISR-3 (Annexure III– for opting out from nomination)
- a cancelled cheque of the account where future dividend, if any, is to be credited in order to capture accurate details viz., Bank IFS Code, MICR Code, Account number etc.
- If shareholder holds demat account then submit Client Master List (CML) duly signed by Depository Participant.

Please ensure that the attesting authority should mention his / her Name and address in full.

F. Transposition (change in the order of holders) :

1. Transposition refers to change in the order of holders of the shares inter-se, i.e., the first holder may become second holder or third holder and vice versa.
2. Following documents are required to be enclosed to application for Transposition :
 - Request letter for Transposition of shares (Annexure XIV)
 - Self-attested copy of PAN card of all joint holders;
 - Self-attested copy of Voters ID/ Passport/ AADHAAR Card/ Driving License of all joint holders;
 - Original Share Certificate(s) (Consolidated Share Certificate issued in 2004 and after)
 - Duly filled and signed Form ISR - 1, ISR-2 (in case of change in signature) and ISR-4 (Annexure I, Annexure II and Annexure IV respectively)
 - SH-13 (Annexure-VI for updation of Nomination) OR form ISR-3 (Annexure – III for opting out from nomination)
 - a cancelled cheque of the account where future dividend, if any, is to be credited in order to capture accurate details viz., Bank IFS Code, MICR Code, Account number etc. of the first holder
 - Incase shareholder holds demat account then submit Client Master List (CML) duly signed by Depository Participant.

G. Issue of Duplicate Share Certificates :

SEBI vide its circular no: SEBI/HO/MIRSD_RTAMB/P/ CIR/2022/8 dated January 25, 2022 and SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/70 dated May 25, 2022 has directed simplification of procedure and standardization of formats in documents for issuance of duplicate Securities Certificate

I. Defaced / damaged share certificate(s) :

Duplicate share certificate(s) can be issued in lieu of defaced/ damaged share certificates. The defaced / damaged share certificate(s) may be sent to Bank's RTA, KFin Technologies Limited with a duly signed request along with relevant information (Certificate nos./ Folio no. and Distinctive nos) in order to issue duplicate certificate(s) along with following documents –

- Request letter for Duplicate share certificate (Annexure XVII)
- Self-attested copy of PAN Card, self-attested copy of Passport/ Voter ID/ Driving License/ AADHAAR Card;
- Duly filled and signed Form ISR - 1, ISR -2, ISR -4 and SH-13 (updation of Nomination) OR form ISR-3 (Opting out from nomination)
- a cancelled cheque of the account where future dividend, if any, is to be credited in order to capture accurate details viz., Bank IFS Code, MICR Code, Account number etc. of the first holder.
- Submit Client Master List (CML) duly signed by Depository Participant

II. Theft or loss of certificate(s) :

- i) The loss of share certificate(s) shall be reported immediately to Bank's RTA KFin Technologies Limited or Equity Cell of IDBI Bank Ltd., at address given, informing Certificate nos./ Folio no. and Distinctive nos. in order to enable the Bank/ RTA to stop transfer of such shares.
- ii) The request for issue of Duplicate Share Certificate(s) shall be sent to RTA / IDBI Bank Ltd., along with –
 - a. Request letter for issue of Duplicate Share Certificate (Annexure XVIII)
 - b. Questionnaire Form (Annexure XI)
 - c. Indemnity Bond (Annexure XII)) in the prescribed form duly executed on Non-Judicial Stamp Paper of appropriate value as applicable in the state of execution of documents;
 - d. Self-attested copy of PAN Card, self-attested copy of Passport/ Voter ID/ Driving License/ AADHAAR Card;
 - e. Affidavit (Annexure XIII) duly executed on Non-Judicial Stamp Paper of appropriate value as applicable in the state of execution of documents;
 - f. Duly filled and signed Form ISR - 1, ISR -2, ISR -4 and SH-13 (updation of Nomination) OR ISR-3 (Opting out from nomination).
 - g. a cancelled cheque of the account where future dividend, if any, is to be credited in order to capture accurate details viz., Bank IFS Code, MICR Code, Account number etc. of the first holder.

- iii) In case the value of securities as on the date of submission of application exceeds Rs.5 Lakhs, then, in addition to the documents listed in point (ii) above, the following additional documents are also required to be submitted:
- a) copy of FIR including e-FIR/Police complaint/Court injunction order/copy of plaint (where the suit filed has been accepted by the Court and Suit No. has been given), necessarily having details of the securities, folio number, distinctive number range and certificate numbers.
 - b) Issuance of advertisement regarding loss of securities in a widely circulated newspaper.
- iv) An overseas securities holder, in lieu of documents mentioned in point (iii) above, shall be permitted to provide self-declaration of the security certificates lost/misplaced/stolen which shall be duly notarized/ apostilled /attested by the Indian Consulate / Embassy in their country of residence, along with self-attested copies of valid passport and overseas address proof.

H. Issue of duplicate dividend warrant(s) :

1. Dividend warrants are dispatched within 30 days of declaration of Dividend, if any, in the Annual General Meeting (AGM). Statutory time limits are adhered by the Bank.
2. Duplicate Dividend cheque or Warrant can be issued in case of defaced, torn or decrepit Dividend cheque or warrant or non-receipt of Dividend warrant subject to compliance with all the requisite formalities.
3. Shareholders who have not received the dividend warrants within a reasonable time after the conclusion of AGM, shall have to apply for duplicate warrant(s) along with a Indemnity duly filled in as per the prescribed format only if the dividend amount is above Rs.1500/-.
4. Duplicate Dividend warrant shall be issued after reconciling the Bank statement and only if it is found that the said warrant(s) have not been en-cashed.
5. List of documents required for revalidation of dividend warrant –
 - Request letter for issue of duplicate warrant (Annexure XIX)
 - Self-attested copy of PAN Card, self-attested copy of Passport/ Voter ID/ Driving License/ AADHAAR Card;
 - Duly filled and signed ISR Form- 1 & ISR Form-2
 - SH-13 (Annexure-VI for updation of Nomination) OR form ISR-3 (Annexure – III for opting out from nomination)
 - a cancelled cheque of the account where future dividend, if any, is to be credited in order to capture accurate details viz., Bank IFS Code, MICR Code, Account number etc. of the first holder.
 - Indemnity Bond (Annexure XXXI) as per prescribed format (if applicable)

Investors may please note that SEBI vide its Circular No. CIR/MRD/DP/10/2013 issued on 21/03/2013, directed that, henceforth, listed companies shall mandatorily make all payments to investors, including dividend (to be declared, if any, in future) to Shareholders, through RBI approved Electronic mode of payment such as ECS [LECS (Local ECS) /RECS (Regional ECS) / NECS (National ECS)], NEFT etc.

In view of this, it is suggested to register the KYC details with the RTA / IDBI Bank Ltd.- Equity Cell, along with required documents in order to receive credit of the dividend, if any, directly to the mandated Bank Account.

I. Revalidation of dividend warrant:

Dividend Warrant is valid for 3 months from the date of issue. On expiry of the validity period, the Original Dividend Warrant(s) along with the request letter (Annexure XX) for revalidation of Dividend Warrant(s), need to be sent to RTA, KFin Technologies Limited / IDBI Bank Ltd.

List of documents required for revalidation of dividend warrant –

- i. Self-attested copy of PAN Card, self-attested copy of Passport/ Voter ID/ Driving License/ AADHAAR Card;
- ii. Duly filled and signed ISR Form- 1(Annexure I) & ISR Form-2(Annexure II)
- iii. SH-13 (Annexure VI – for updation of Nomination) OR form ISR-3 (Annexure III – for opting out from nomination)
- iv. a cancelled cheque of the account where future dividend, if any, is to be credited in order to capture accurate details viz., Bank IFS Code, MICR Code, Account number etc. of the first holder.

However, it is suggested to get the KYC details registered with the RTA / IDBI Bank Ltd.- Equity Cell, along with required documents in order to receive credit of the dividend, if any, directly to the mandated Bank Account.

J. Correction of mistakes in share certificate(s)/dividend warrant(s) :

Requests for correction in share certificates/dividend warrants duly signed by all the holders (Annexure XXI) may be sent along with the original share certificate(s) / Dividend warrant(s).

In case, the shares are held in demat mode under DP ID / CL ID, before sending request for correction on **dividend warrant(s)**, to RTA / Bank, please ensure to get the correction done on Master record maintained at Depository Participant (DP). After due correction in the records of DP, request for correction on Dividend Warrant may be addressed & sent to RTA or Bank at the address provided along with corrected Client Master Report.

K. Change of address/ Bank Mandate details :

If the shares are in physical form, request in writing for change of address (Annexure- XXII) or bank details (Annexure –XXIII) shall be sent to RTA, KFin Technologies Limited, /IDBI Bank Ltd., indicating the folio no. along with Form ISR-1, ISR-2 form SH-13 (update of Nomination) OR ISR-3 (Opting out from nomination and self- attested copy of PAN card and Residence proof (i.e. Passport/Driving License/ AADHAAR card/Voter ID) and original cancelled cheque OR Bank passbook/statement attested by the Bank.

In case of joint holders, the registrar shall proceed with the update of bank details based on the documents provided by the first holder only.

If the shares are in electronic form, the request should be forwarded to the Depository Participant in the format prescribed by DP.

L. Change in the names of shareholders:

I. In case of Individuals

Change in name consequent upon marriage/ divorce :

For effecting the change of name consequent upon marriage/divorce, etc., the Consolidated original share certificate(s) issued in 2004 and after together with a copy of marriage certificate/Divorce order, or publication of name change in official gazette or any document evidencing the old name / decree of divorce duly attested by competent authorities (Magistrate, Notary Public, Gazette Officer, Manager of Nationalized Bank or Officials of IDBI Bank Ltd.) shall have to be forwarded to RTA / IDBI Bank Ltd. (Annexure XXV) along with –

- a. Self-attested copy of PAN card,
- b. Self-attested copy of Residence proof (Passport or AADHAAR card or Voter ID or Driving License);
- c. Form ISR-1, ISR-2, ISR -4 (Request for Change/Correction of Name) and SH-13 (update of Nomination) OR form ISR-3 (Opting out from nomination) along with cancelled blank cheque.

Attesting authority of the Bank shall give full name, address, contact details and Employee ID/Code while attesting the signature.

Any other case :

- a. Request for change in name (Annexure XXIV) shall be made together with original Consolidated Share Certificate) issued in 2004 and after along with a copy of notification in Official Gazette issued or a newspaper publication.
- b. Form ISR-1, ISR-2, ISR -4 (Request for Change/Correction of Name) and SH-13 (updation of Nomination) OR form ISR-3 (Opting out from nomination) along with cancelled blank cheque .

Minor mismatch in name:

- a. Request for change in name (Annexure XXIV) shall be made together with original Consolidated Share Certificate) issued in 2004 and after along with an affidavit executed on stamp paper of requisite value applicable in their state, duly notarized
- b. Form ISR-1, ISR-2, ISR -4 (Request for Change/Correction of Name) and SH-13 (updation of Nomination) OR form ISR-3 (Opting out from nomination) along with cancelled blank cheque .

II. In case of Companies:

Companies desirous of changing the name in which the share certificate has been issued shall have to furnish the following documents along with Original Share certificate(s)-

- Duly filled ISR-1 and ISR-2 form. (by Authorised Signatory)
- Board Resolution authorising the person to submit/execute the documents on behalf of company for aforementioned purpose
- A certified copy of the fresh Certificate of Incorporation issued by the Registrar of Companies along with attested copy of duly changed AOA, Memorandum of Association;
- Certified copy of Board Resolution;
- Certified copy of Shareholders Resolution;
- Scheme of Amalgamation/ Demerger as approved by Competent Court, etc., if any.
- Court Order /decree, if any
- Duly attested copy of PAN card of the Company
- Cancelled cheque

M. Split and Consolidation of shares

Shareholders desirous of split / consolidation of the share certificate, may forward the original share certificate(s) issued in 2004 with written request letter (Annexure XXVII and XXVIII respectively) and form ISR -4 duly signed by all the holders.

N. Dematerialization of shares :

- i. Shares can also be held in dematerialized (demat) form in National Securities Depository Ltd. (NSDL) or Central Depository Services India Ltd. (CDSL). NSDL and CDSL are depositories where the securities of an investor are held in electronic form through the medium of Depository Participants (DPs).
- ii. The shareholders have to open a Demat Account with a SEBI registered Depository Participant (DP) and surrender the Consolidated Original Share Certificate(s) issued in 2004 and after along with Demat Requisition Form to the RTAs through their DP, which will be verified and if found in order, the shares will be dematerialized and equivalent number of shares will be credited to the Demat account of the shareholder.
- iii. Advantages to shareholder on holding demat shares :
 - a. No damage or loss of certificate, e.g. Loss in postal transit;
 - b. Cases of forgery or tearing or mutilation of share certificate(s) are eliminated;
 - c. Once a demat account is opened with a DP, shareholder can buy or sell shares in electronic form without any paperwork and without paying stamp duty as applicable to physical share certificate based transaction(s).

O. Re-materialisation of Shares:

Shareholders who hold shares in dematerialized form and wish to hold shares in Physical Form, are required to submit the documents required by the Depository Participant (DP), where demat account is maintained. Duly filled in Remat Request Form (RRF) along with the documents is required to be submitted to concerned DP.

P. Unclaimed Shares Demat Suspense Account:

In compliance of Clause 5A of the then Listing Agreement, Bank has opened an Unclaimed Suspense Account, in which all unclaimed shares are credited. As and when the Shareholder approaches the Bank for claiming shares, the Bank shall credit the shares lying in the suspense account to the Demat account of the concerned Shareholder to the extent of the Shareholders entitlement after proper verification of the identity of the claimant/ Shareholder. For the purpose following documents are required to be submitted.

- i. Request letter of the Claimant(s)/ Shareholder(s)
- ii. Client Master List (CML) duly stamped and signed by the depository participant
- iii. Duly filled and signed ISR -1, ISR-2 and ISR-4 form.
- iv. Cancelled cheque.

Q. Nomination:

- a) Individual Shareholder holding shares in physical mode can nominate a person to whom his / her shares shall vest in event of his / her death.
- b) Only one person can be nominated for a given folio.

How to apply for nomination:

In case of individual shareholders holding shares in physical mode, nomination can be noted by sending the SH-13 (updation of Nomination) **OR** form ISR-3 (Opting out from nomination) duly filled, to the Bank's RTA.

In case of individual shareholders holding shares in dematerialised form, Nomination has to be recorded with the respective Depository Participant with whom the Demat account is maintained.

R. Payment of Dividend through Electronic Mode:

In terms of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended and SEBI Circular No. CIR/MRD/DP/10/2013 dated March 21, 2013 directing that, henceforth, listed companies shall make all payments to investors including dividend to Shareholders, through RBI approved Electronic mode of payment such as ECS [LECS (Local ECS) /RECS (Regional ECS) / NECS (National ECS)], NEFT etc,

In view of this, it is suggested to get the KYC and Bank details registered with the RTA / IDBI Bank Ltd.-Equity Cell, along with required documents in order to receive credit of the dividend, if any, directly to the mandated Bank Account.

Please ensure that the Bank details submitted by you to the Registrars are clear and correct, as any error therein could result in the dividend amount being credited to wrong account.

In case of shareholders holding shares in dematerialized form, please send the request to Depository Participant (DP) with whom the demat account is maintained.

S. Procedure for change in Signature (Individual & Company) :

In case of complete / material change of signature an affidavit is required.

Individual –

- i) Request letter for change of signature(Annexure XXIX)
- ii) Self-attested copy of PAN card
- iii) Self-attested copy of Residence proof (Passport or AADHAAR card or Voter ID or Driving License)
- iv) Affidavit for change of Signature (Annexure XXX)/ Duly filled and attested ISR -2 form
- v) Original cancelled cheque

Company – Request along with a copy of the Board Resolution and list of Authorized Signatories duly attested by the Authority. Self-Attested KYC documents of Authorized signatories required.

T. Investor Education and Protection Fund (IEPF):

In terms of Section 124 (1) of the Companies Act, 2013, dividend, if any declared by IDBI Bank is required to be paid within 30 days from the date of declaration of the said dividend. Bank is required to transfer the total amount of dividend which remains unpaid or unclaimed within seven days from the date of expiry of the said period of 30 days from the date of declaration, to a special account to be opened by the Bank in that behalf, to be called the Unpaid Dividend Account.

As per Section 124 (5) of the Companies Act, 2013 read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended upto date, any money transferred to the unpaid dividend account of the Bank, which remains unpaid or unclaimed for a period of seven years are required to be transferred by the Bank to the Investor Education and Protection Fund (IEPF) established by the Ministry of Corporate Affairs, Government of India. Further, as per Section 124 (6) of the Companies Act, 2013, all shares corresponding to the shareholders of the Bank who have not claimed dividend consecutively for seven years or more, are required to be transferred to IEPF.

However, in terms of Section 124 (6) of the Companies Act, 2013 read with Rule 7 of the IEPF Rules, 2016, a shareholder can claim shares, unclaimed dividend etc. from IEPF Authority (IEPFA) after the transfer thereof, by making an application in Form IEPF-5 online.

In order to claim unclaimed shares/unpaid dividends which have got transferred to IEPF we request you to follow the below process.

Step 1: Entitlement Letter to be obtained from IDBI Bank

1. Request for issue of Entitlement letter from shareholder/s
2. Proof of entitlement of shares : In case of physical shares -Scanned colour copy of Original Share Certificate issued by Bank on or after 2004. If the same is not in your possession kindly write to us at idbiequity@idbi.co.in If the shares are held in demat mode- Transaction statement evidencing transfer of shares to IEPF Authority
3. Client master list of the destination Demat Account of the shareholders
4. Self-attested copy of PAN & Aadhar of the shareholders
5. For minor correction in name of shareholder name confirm affidavit need to be submitted by the claimant, for major change in name Newspaper or Gazette Publication, if the name change is due to marriage, Marriage certificate.(format attached)

The above documents can be scanned and send us. As per IEPFA Rules, the Bank will provide an Entitlement Letter within 30 days from receipt of the documents, which is to be attached with the IEPF-5 e-form.

Step 2 To be followed after receipt of Entitlement letter from the Bank

1. Visit MCA portal viz. www.mca.gov.in and login with your user ID & password (If you don't have login credentials, you may create the same through Sign in tab on right corner then click on register tab - <https://www.mca.gov.in/content/mca/global/en/foportal/fologin.html>).
2. Go to MCA Services – Investor Services – IEPF-5
3. Fill in requisite details in the IEPF-5 web form.
4. Attach requisite scanned documents including Entitlement letter issued by the Bank in the proof of Entitlement tab.
5. Submit the duly filled form and generate Acknowledgement SRN.
6. After submission, download the submitted IEPF-5 Form, Acknowledgement (SRN), Indemnity Bond with your claim details filled in it.
7. Download & print the Form and Acknowledgement & sign with date on each page
8. Download & print and execute the Indemnity Bond In case of refund of dividend amount of Rs. 10,000 or more and/or market value of shares, non- judicial stamp paper of appropriate value as prescribed under Stamp Act according to state is required. For claim of only amount of Rs. 10,000 or less, indemnity bond can be executed on a plain paper.
9. Provide Self attested KYC documents (Pan & Aadhar of both the shareholders)
10. Provide attested Client Master list copy, duly stamped & signed by Depository Participant of the shareholders
11. Original Cancelled Cheque Leaf
12. In case of physical shares -Scanned colour copy of Original Share Certificate issued by Bank on or after 2004 () If the shares are held in demat mode- Transaction statement evidencing transfer of shares to IEPF Authority

Please note that scan copies of aforesaid documents are required to be attached while filing online IEPF-5 without which, the system won't allow to submit the form online. The Frequently Asked Questions (FAQs) available on IEPFA website.

The claimant(s) after making application in Form IEPF- 5, is required to download and take print of Form IEPF-5, acknowledgement, Indemnity Bond; and send the self attested hard copies (duly complete in all respect) along with other relevant documents as specified on the IEPF-5 form / IEPF website. The set of documents should be sent to IDBI Bank at its registered office in an envelope marked "Claim for refund from IEPF Authority" for verification and further processing in the matter. Address of Registered Office of Bank is –

IDBI Bank Ltd.

Board Department - Equity Cell

IDBI Tower, 22nd floor, B Wing,

WTC Complex, Cuffe Parade,

Mumbai – 400 005

Tel.No. (022) 66554172, 66552806 66553336, 66553062, 66553147

As per the process laid down by IEPFA, IDBI Bank has to submit an online verification report after due verification of documents received in respect of the claim. Such report is required to be filed within 30 days of generation of the claim, failing which Bank is liable for penalty of Rs.50/- per day. In view of this, shareholders are requested to ensure that the claim documents should reach at registered office of the Bank within given timelines (considering reasonable time for the Bank to verify the claim), failing which, the Bank will file online verification report to IEPFA for rejection of the claim with reason "Documents not received". After submission of online Verification Report, the claim settlement shall be done by IEPF Authority. Therefore for any further status / follow-up, the claimant may contact IEPF Authority on 1800-114-667 or iepf@mca.gov.in

Special Window Facility for Senior-Citizens of age 75 Years & above

- As a part of this facility, IEPF Authority has put in place a mechanism to prioritise the claims filed by the senior citizen claimants of age 75 years & above.
- The claim filed by the claimant shall be auto-prioritized in MCA 21 system after receipt of e-verification report from the Bank.
- For facilitation of the claimants, a dedicated telephone number 011-23441727 and email id seniorcitizen.iepfa@mca.gov.in has been established by MCA.

U. Claiming of shares from Suspense Escrow Demat Account:

SEBI vide its circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 has decided that listed companies shall issue the securities in dematerialized form only, while processing duly complied service request viz. duplicate share certificate, transmission, transposition, name deletion, change of name etc. Henceforth, the claimant will be provided with 'Letter of Confirmations' (LOC) in lieu of physical share certificates which has to be dematerialized within 120 days from the date of issue of LOC

The circular entails that, in case the investor/claimant fails to demat within the aforesaid period, Bank shall transfer such securities to Suspense Escrow Demat Account. So, IDBI Bank has opened Suspense Escrow Demat Account.

For claiming of shares from Suspense Escrow Demat Account, the following documents are to be submitted-

1. Request letter for claiming the shares from **Suspense Escrow Demat Account**
2. Form ISR-4
3. Client master list
4. Self-attested KYC documents viz PAN and Aadhar

The shares will be credited to investors demat a/c through Corporate Action

Kindly note the procedure to claim shares from suspense escrow demat account of the bank is cumbersome and time consuming, in order to avoid costs and hassles, shareholders must ensure to demat the LOC within the validity period.

V. Online Dispute Resolution Mechanism

The Securities Exchange Board of India ("SEBI") vide its circular dated July 31, 2023 has introduced a common Online Dispute Resolution Portal ("ODRP") to facilitate online resolution of disputes arising in respect of equity shares. The ODRP provides members with an additional mechanism to resolve their grievances. Any unresolved issues pertaining to any service related complaints between members and listed entity including its Registrar & Share Transfer Agents in the securities market, will be resolved in accordance with the above mentioned SEBI Circular.

In order to make members aware about the ODR mechanism, the process is given below:

Level 1 - Raise with IDBI Bank / KFin Technologies Limited -Registrar and Transfer Agent (“RTA”):

Initially, all grievances/ disputes/ complaints against Bank/RTA are required to be directly lodged with the Bank / RTA. Shareholder may lodge the same by sending an email to einward.ris@kfintech.com/ idbiequity@idbi.co.in or by sending physical correspondence at:

M/s. KFin Technologies Limited Unit: IDBI Bank Ltd Selenium Tower B, Plot No.31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad-500 032 Toll Free No. : 1800 309 4001 E-mail Address : einward.ris@kfintech.com	IDBI Bank Board Department - Equity Cell, IDBI Tower, 22 nd floor, B Wing, WTC Complex, Cuffe Parade, Mumbai – 400 005 Tel.:(022) 66553336/ 3147 e-mail id: idbiequity@idbi.co.in
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Level 2 - SEBI Complaints Redress Systems (“SCORES”):

The grievances/ disputes/ complaints which remain unresolved at Level 1, or if the member is not satisfied with the resolution provided by the Company/ RTA, then a complaint may be raised on “SCORES” platform of SEBI which can be accessed at <https://www.scores.gov.in>.

Level 3 - ODR Platform:

In case the member is still not satisfied with the resolution provided at Level 1 or 2, then the online dispute resolution process can be initiated through the ODR portal as under:

- The link to access the ODR Portal as well as modalities and operational guidelines of the ODRP including timelines for review/resolution of complaints filed through the portal, manner of proceedings to be conducted by the ODR institutions, roles and responsibilities of Market Infrastructure Intermediaries, Code of conduct for Conciliators and Arbitrators etc. as provided in the SEBI Circular(s) are hosted on the Bank’s website at <https://www.idbibank.in/smart-odr.aspx>.
- It may be noted that the dispute resolution through the ODR portal can be initiated only if such complaint / dispute is not pending before any arbitral process, court, tribunal or consumer forum or if the same is non-arbitrable under Indian Law.
- There shall be no fees for registration of a complaint/dispute on the ODR portal, and the fees for conciliation or arbitration process including applicable GST, stamp duty etc. shall be borne by the Investor /Company/other market participant as the case may be.

Annexure I

Form ISR – 1

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: ___ / ___ / _____

A. I / We request you to Register / Change / Update the following (Tick relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail ID	<input type="checkbox"/> Address
<input type="checkbox"/> Demat Account details		

B. Security Details:

Name of the Issuer Company		Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.	
Number & Face value of securities		
Distinctive number of securities (Optional)	From	To

C. I / We are submitting documents as per Table below (tick as relevant, refer to the instructions):

	<input type="checkbox"/> Document / Information / Details	Instruction / Remark
1	PAN of (all) the (joint) holder(s)	
	PAN Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	□□□□□□□□□□, □□□□□□□□□□ □□□□□□□□□□ PAN shall be valid only if it is linked to Aadhaar by March 31, 2023* For Exemptions / Clarifications on PAN, please refer to Objection Memo provided below
2	Demat Account Number	□□□□□□□□□□ □□□□□□□□□□ Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

3	Proof of Address of the first holder	<p>Any one of the documents, only if there is change in the address;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unique Identification Number (UID) (Aadhaar) <input type="checkbox"/> Valid Passport/ Ration Card/Registered Lease or Sale Agreement of Residence / Driving License <input type="checkbox"/> Flat Maintenance bill accompanied with additional self-attested copy of Identity Proof of the holder/claimant. <input type="checkbox"/> Utility bills like Telephone Bill (only land line)/ Electricity bill / Gas bill - Not more than 3 months old. <input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by the employer with date and organisation stamp <input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken. <input type="checkbox"/> Proof of address in the name of the spouse accompanied with self-attested copy of Identity Proof of the spouse. <input type="checkbox"/> Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.
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4	Bank details (to be updated for first holder in case of joint holding)	Account Number: _____ # Bank Name: _____ Branch Name: _____ IFS Code: _____ Provide the following: <input type="checkbox"/> Self-attested original cancelled cheque bearing the name of the security holder; OR <input type="checkbox"/> Bank passbook/statement attested by the Bank;
5	E-mail address	_____ #
6	Mobile	_____ #

* or any date as may be specified by the CBDT (DP: Depository Participant)

In case it is not provided, the details available in the CML will be updated in the folio

Authorization: I/ We authorise you (RTA) to update the above PAN and KYC details in my/ our folio (s) _____, _____, in which I/ We are the holder(s) (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	<input type="checkbox"/>		
Name	<input type="checkbox"/>		
Full address	<input type="checkbox"/>		
PIN			

Mode of submission of documents to the RTA Please use any one of the following mode:

- 1. Through ‘In Person Verification’ (IPV):** The authorized person of the RTA shall verify the original documents furnished by the investor and retain copy (ies) with IPV stamping with date and initials.
- 2. Through Post:** Hard copies of the documents which are self-attested.
- 3. Through electronic mode with e-sign:** The holder(s)/ claimant(s) may furnish the documents to RTAs electronically including by way of email or through service portal of the RTA provided the documents furnished shall have e-sign* of the holder(s)/ claimant(s).

*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

Note

<input type="checkbox"/> Holders of physical securities in listed company are mandatorily required to furnish PAN, KYC details (Contact details, Bank Account Details, Email address, Mobile Number Signature) and Nomination (for all the eligible folios) to enable RTA to process any service request or complaints received from the security holder(s)/ Claimants.
<input type="checkbox"/> Upon receipt or up-dation of bank details, the RTA shall, <i>suo-moto</i> , generate request to the company’s bankers to pay electronically all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.
<input type="checkbox"/> RTA shall update the folio with PAN, KYC details and Nominee, within timelines as mentioned in the circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/670 dated November 26, 2021. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.
<input type="checkbox"/> RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.

<input type="checkbox"/> Specimen Signature	<p>Option A</p> <p>i. Security holder shall provide the following documents:</p> <p>(a) Original cancelled cheque with name of the security holder printed on it; or</p> <p>(b) Self-attested copy of Bank Passbook/ Bank Statement; and</p> <p>ii. Banker’s attestation of the signature of the same bank account as mentioned in (i) above as per Form ISR - 2.</p> <p style="text-align: center;">OR</p> <p>Option B</p> <p><input type="checkbox"/> The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos. 1-4 of Annexure – E of SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</p>
<input type="checkbox"/> Nomination**	<ul style="list-style-type: none"> • Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or ‘Declaration to Opt out of Nomination’ as per Form ISR-3, in SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 • Variation in Existing Nomination: Please use Form SH-14 <p>Cancellation of Existing Nomination and opting out: use Form SH14 & Form ISR – 3</p>

** Nomination (**Form SH-13 or SH-14**) / ‘Declaration to Opt-Out of nomination’ (**Form ISR – 3**), has to be furnished by the holder(s) separately for each listed company.

(Below Page is for information to investors; print out of the same is not required)

Objection Memo that can be raised by the RTA

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	‘Exemptions/clarifications to PAN’, as provided in clause D to ‘Instructions/Check List for Filing KYC Forms’ in Annexure – 1 to SEBI circular No. MIRSD/SE/Cir21/2011 dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the RTA	<p>Option A</p> <p>i. Security holder shall provide the following documents:</p> <p>(a) Original cancelled cheque with name of the security holder printed on it; or</p> <p>(b) Self-attested copy of Bank Passbook/Bank Statement;</p> <p style="text-align: center;">and</p> <p>ii. Banker’s attestation of the signature of the same bank account as mentioned in (i) above as per Form ISR - 2</p> <p style="text-align: center;">OR</p> <p>Option B</p> <p>The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos.1-4 of Annexure – E of SEBI Circular No.SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</p>
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names;

		<ul style="list-style-type: none"> • Unique Identification Number (UID) (Aadhaar) • Valid Passport • Driving license in Smart Card form, Book form or copy of digital form • Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. • PAN card with photograph • Marriage certificate • Divorce decree
5	Present address of the holder is not matching with the address available in the folio	<p>RTA shall issue intimation to both the old and new addresses. If the letters sent to either the old and or new addresses is / are undelivered or if there is an objection in response to this letter, then provide any one of the following;</p> <ul style="list-style-type: none"> <input type="checkbox"/> any one of the documents in row 3 in Table C of Form ISR-1, reflecting the old address or <input type="checkbox"/> Counterfoil of dividend warrant received from the company or <input type="checkbox"/> Bank statement showing the credit of previous dividend received <p>The above procedure will be applicable for request for change in address of the holder also</p> <p>In case the signature of the holder matches with the record available with the RTA, the request for change in address may be processed within the prescribed timelines.</p> <p>In case there is a difference in signature, the RTA shall follow the procedure as prescribed for mismatch in signature as laid down at Para – 1 of Annexure C of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/ 2023/37 dated March 16, 2023</p>

(Above page referring to objection memo is for information to investors; print out of the same is not required)

Annexure II

Form ISR – 2

Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch	
2. Bank contact details Postal Address Phone number E-mail address	
3. Bank Account number	
4. Account opening date	
5. Account holder(s) name(s)	1) 2) 3)
6. Latest photograph of the account holder(s)	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">1st Holder</div> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">2nd Holder</div> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">3rd Holder</div> </div>	
7. Account holder(s) details as per Bank Records	
a) Address	
b) Phone number	
c) Email address	
d) Signature(s)	
1) <input style="width: 150px; height: 40px;" type="text"/>	2) <input style="width: 150px; height: 40px;" type="text"/>
	3) <input style="width: 150px; height: 40px;" type="text"/>
Signature verified as recorded with the Bank	
Seal of the Bank	
	(Signature)
Place:	Name of the Bank Manager
	Employee Code
Date:	E-mail address

Annexure III
Form ISR – 3

**Declaration Form for Opting-out of Nomination by holders of
physical securities in Listed Companies**

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Name of the Company :

Registered Address of the Company:

I / we the holder(s) of the securities particulars of which are given hereunder, ***do not wish to nominate*** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No.

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s) *
Sole / First Holder Name

Signature(s)

Second Holder Name

Third Holder Name

** Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature*

ANNEXURE IV

Form ISR-4

Request for issue of Duplicate Certificate and other Service Requests

Date: ___ / ___ / _____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick as relevant, refer to the instructions):

- Demat Account No. (If available):

Provide Client Master List (CML) of your Demat Account from the Depository Participant*

- Provide the following details, if they are not already available with the RTA (see SEBI circular dated November 03, 2021 in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use Form ISR-1 in SEBI circular dated November 03, 2021.

B. I / We request you for the following (tick relevant box)

<input type="checkbox"/> Issue of Duplicate certificate	<input type="checkbox"/> Claim from Unclaimed Suspense Account
<input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Sub-division / Splitting of securities certificate	<input type="checkbox"/> Consolidation of Folios
<input type="checkbox"/> Consolidation of Securities certificate	
<input type="checkbox"/> Transposition (<i>Mention the new order of holders here</i>)	
<input type="checkbox"/> Claim from Suspense Escrow Demat Account	

C. I / We are enclosing certificate(s) as detailed below:**

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- I. Duplicate securities certificate
- II. Claim from Unclaimed Suspense Account

Securities claimed (in numbers)
(in words)

- III. Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)

- IV. Endorsement
- V. Sub-division / Splitting of securities certificate
- VI. Consolidation of securities certificate/Folios
- VII. Change/Correction in Name
- VIII. Transposition
- IX. Claim from Suspense Escrow Demat Account

Securities claimed (in numbers)
(in words)

Provide / attach original securities certificate(s) for request for item numbers III to IX above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓
Full address	✓		
PIN			

After processing the service request, the RTA shall issue a ‘Letter of Confirmation’ to the securities holder/claimant, which is valid only for 120 days. Using this ‘Letter of Confirmation’, the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.

Annexure V

ISR - 5

Request for Transmission of Securities by Nominee or Legal Heir
[For Transmission of securities on death security holder(s)]

To:

KFin Technologies Limited (Unit:- IDBI Bank Ltd),
Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda,
Hyderabad –500032

Name of the Claimant(s) Mr./Ms.
Name of the Guardian <i>in case the claimant is a minor</i> → Date of Birth of the minor* Mr./Ms. _____
Relationship with Minor: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Court Appointed Guardian*
[Multiple PAN may be entered] PAN (Claimant(s)/Guardian): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> KYC Acknowledgment attached <input type="checkbox"/> KYC form attached
Tax Status: Resident Individual <input type="checkbox"/> Resident Minor (through Guardian) <input type="checkbox"/> NRI <input type="checkbox"/> PIO <input type="checkbox"/> Others (please specify)

*Please attach relevant proof

I/We, the claimant(s) named hereinabove, hereby inform you about the demise of the below mentioned Securities Holder(s) and request you to transmit the securities held by the deceased holder(s) in my/our favour in my/our capacity as –

Nominee Legal Heir Successor to the Estate of the deceased Administrator of the Estate of the deceased

Name of the deceased holder(s)	Date of demise**
1)	DD / MM / YYYY
2)	DD / MM / YYYY
3)	DD / MM / YYYY

**Please attach certified copy of Death Certificate.

Securities(s) & Folio(s) in respect of which Transmission of securities is being requested

Name of the Company	Folio No.	No. of Securities	% of Claim@
1)			
2)			
3)			
4)			

@As per Nomination OR as per the Will/Probate/Succession Certificate/Letter of Administration/ Legal Heirship Certificate (or its equivalent certificate)/ Court Decree, if applicable.

Bank Account Details of the Claimant

Bank Name	
Account No.	11-digit IFSC
A/c. Type (✓) <input type="checkbox"/> SB <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> FCNR	9-digit MICR No.
Name of bank branch	
City	
PIN	

Please attach & tick ✓ Cancelled cheque with claimant's name printed **OR** Claimant's Bank Statement/Passbook (duly attested by the Bank Manager)

Contact details of the Claimant (s) [Provision for multiple entries may be made]

Mobile No.+91	Tel. No. STD
Email Address	

Address (Please note that address will be updated as per address on KYC form / KYC Registration Agency records)

Address Line 1	
Address Line 2	
City:	State
PIN	

I also request you to pay the UNCLAIMED amounts, if any, in respect of the deceased securities holder(s) by direct credit to the bank account mentioned above.

Additional KYC information (Please tick ✓ whichever is applicable)

Occupation <input type="checkbox"/> Private Sector Service <input type="checkbox"/> Public Sector Service <input type="checkbox"/> Government Service <input type="checkbox"/> Business Professional <input type="checkbox"/> Agriculturist <input type="checkbox"/> Retired <input type="checkbox"/> Home Maker <input type="checkbox"/> Student <input type="checkbox"/> Forex Dealer <input type="checkbox"/> Others (Please specify)
The Claimant is <input type="checkbox"/> a Politically Exposed Person <input type="checkbox"/> Related to a Politically Exposed Person <input type="checkbox"/> Neither (Not applicable)
Gross Annual Income (₹) <input type="checkbox"/> Below 1 Lac <input type="checkbox"/> 1-5 Lacs <input type="checkbox"/> 5-10 Lacs <input type="checkbox"/> 10-25 Lacs <input type="checkbox"/> 25 Lacs-1crore <input type="checkbox"/> >1 crore

FATCA and CRS information

Country of Birth _____ Place of Birth _____	
Nationality _____	
Are you a tax resident of any country other than India? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please mention all the countries in which you are resident for tax purposes and the associated Taxpayer Identification Number and its identification type in the column below	
Country	Tax-Payer Identification Number

Nomination[@] (Please ✓ one of the options below)

<input type="checkbox"/> I/We DO NOT wish to make a nomination. <i>(Please tick ✓ if you do not wish to nominate anyone)</i>
<input type="checkbox"/> I/We wish to make a nomination and hereby nominate the person/s more particularly described in the attached Nomination Form to receive the securities held in my/our folio in the event of my / our death.

@ Guardian of a minor is not allowed to make a nomination on behalf of the minor

Declaration and Signature of the Claimant(s)

I/We have attached herewith all the relevant / required documents as indicated in the attached *Ready Reckoner as per Annexure A*.

I/We confirm that the information provided above is true and correct to the best of my knowledge and belief.

I/We _____ undertake to keep IDBI Bank Limited informed about any changes/modification to the above information in future and also undertake to provide any other additional information as may be required by the IDBI Bank.

I/We _____ hereby authorize IDBI Bank Limited and its RTA (KFin Technologies Limited) to provide/ share any of the information provided by me/us including my holdings in the IDBI Bank Limited to any governmental or statutory or judicial authorities/agencies as required by law without any obligation of informing me/us of the same.

Place	Signature of Claimant(s)
Date	

Documents Attached

- Copy of Death Certificate of the deceased holder
- Copy of Birth Certificate (in case the Claimant is a minor)
- Copy of PAN Card of Claimant / Guardian
- KYC Acknowledgment OR
 - KYC form of Claimant
- Cancelled cheque with claimant's name printed OR Claimant's Bank Statement/Passbook
 - Nomination Form duly completed
- Annexure VIII - Individual Affidavits given EACH Legal Heir
- Original security certificate(s)
 - Annexure IX - Bond of Indemnity furnished by Legal Heirs
- Annexure X - NOC from other Legal Heirs

Annexure VI

Form No.SH- 13
Nomination Form

(Pursuant to Section 72 of the Companies Act, 2013 and rule 19(1) of the Companies (Share Capital and Debenture) Rules, 2014)

NAME OF THE COMPANY :
ADDRESS OF THE COMPANY :

I/ we the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/ our death.

1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No

2) PARTICULARS OF NOMINEE/S –

- a) Name: :
- b) Date of Birth: :
- c) Father's/ Mother's/ Spouse's name: :
- d) Occupation: :
- e) Nationality :
- f) Address :
- g) E-mail id :
- h) Relationship with the Security holder :
- i) Specimen Signature of the nominee :

3) IN CASE NOMINEE IS A MINOR –

- a) Date of Birth :
- b) Date of Attaining majority :

c) Name of guardian :

d) Address of guardian :

Name of all the holder(s) (as appearing on the Certificate(s))		Signature as per specimen recorded with Company
Sole/ 1st holder		
2nd holder		
3rd holder		
4th holder		

Signature of two Witnesses:

	Complete Name and Address with date	Signature
1.		
2.		

INSTRUCTIONS:

[Please read the instructions given below very carefully and follow the same to the letter. If the form is not filled as per instructions, the same will be rejected.]

- The Nomination can be made by individuals only** applying/holding shares/debentures on their own behalf singly or jointly. Non-individual including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. If the shares are held jointly all joint holders will sign the nomination form. Space is provided as a specimen, if there are more joint holders more sheets can be added for signatures of holders of shares/ debentures and witness.
- A minor can be nominated by a holder of shares/debentures/deposits and in that event the name and address of the Guardian shall be given by the holder.

3. The nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A non-resident Indian can be a nominee on re-patriable basis provided RBI approval granted to the nominee is registered with the Company.
4. Transfer of shares/debentures in favor of a nominee and repayment of amount of deposit to nominee shall be a valid discharge by a company against the legal heir to the exclusion of any disposition or testamentary document in respect of the securities.
5. **Only one person can be nominated for a given folio.** In case you have many folios, then you may take a photocopy of this form and nominate separately
6. Details of all holders in a folio need to be filled; else the request will be rejected.
7. The nomination will be registered only when it is complete in all respects including the signature of (a) all registered holders (as per specimen lodged with the company) and (b) the nominee.
8. Whenever the Shares in the given folio are entirely transferred or transposed with some other folio, then this nomination will stand rescinded.
9. Upon receipt of a duly executed nomination form, the registrar and Transfer Agent of the company will register the form and allot a registration number. This number and folio no. should be quoted by the nominee in all future correspondence.
10. The nomination can be varied or cancelled by executing fresh nomination form.
11. Nomination for only one folio can be made on this form. In case the shares are held jointly by more than one person that the joint holders together may nominate any person in whom all rights shall vest in the event of death of all the joint holders.
12. The Company will not entertain any claims other than those of a registered nominee, unless so directed by a Court.
13. If any joint holder is deceased, then please attach a certified true copy of Death Certificate.

FOR OFFICE USE ONLY	
Nomination Registration Number	
Date of Registration	
Checked by and Signature of Employee	

Annexure VII

Form No. SH-14

Cancellation or Variation of Nomination

[Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]

Name of the company:

I/We hereby cancel the nomination(s) made by me/us in favor of.....(name and address of the nominee) in respect of the below mentioned securities. or

I/We hereby nominate the following person in place of as nominee in respect of the below mentioned securities in whom shall vest all rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being cancelled / varied)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2)(a) PARTICULARS OF THE NEW NOMINEE:

- i. Name:
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's name:
- iv. Nationality
- v. Address:
- vi. E-mail id:
- vii. Relationship with the Security holder:

(b) IN CASE NEW NOMINEE IS A MINOR--

- i. Date of Birth:

- ii. Date of attaining majority
- iii. Name of guardian:
- iv. Address of guardian:

Signature

Name of the Security

Holder (s)

Witness with name and address

ANNEXURE VIII

Individual Affidavits to be given by ALL the Legal Heirs OR Legal Heirs named in Succession Certificate*/ Probate of Will*/ Will*/ Letter of Administration*/ Legal Heirship Certificate*(or its equivalent certificate)*/Court Decree*

(For Transmission of securities on death of Sole Holder where NO NOMINATION has been registered)

Each Deponent (legal heir) shall sign separate Affidavits.

(To be executed on a non-judicial stamp of appropriate value and Notarized)

I, _____ Son / daughter of _____
residing at _____

_____ do hereby solemnly affirm and state on oath as follows.
That Mr. /Mrs _____ @ (“the

deceased holder”) held the following securities in his / her name as single holder:

Company Name	Folio No.	No. of securities held
1)		
2)		
3)		

- That the aforesaid deceased holder died intestate leaving behind him/her, the following persons as the only surviving heirs as per the Succession Certificate/ Legal Heirship Certificate(or its equivalent certificate)/Court Decree dated _____ / according to the Law of Intestate Succession by which he/she was governed at the time of his/her death and without registering any nominee. *

OR

- That the aforesaid deceased holder died leaving behind the following persons as the legatees as per the Will/ Probated Will/ Letter of Administration dated _____ and without registering any nominee. *

A copy of the **Succession Certificate*/ Probate of Will*/ Will*/ Letter of administration*/ Legal Heirship Certificate*(or its equivalent certificate)*/ Court Decree*** is attached herewith.

Name of the Legal Heir(s)	Address and contact details	Age	Relation with the Deceased
1)			
2)			
3)			

That among the aforesaid legal heirs, Master/ Kum. _____ aged _____ years is a minor and is being represented by Mr./Ms. _____ \$ being his / her father / mother / legal guardian.

Signature of the Deponent:

X _____

VERIFICATION

I hereby solemnly affirm and state that what is stated herein above is true and correct and nothing has been concealed therein and that we I am competent to contract and entitled to rights and benefits of the abovementioned securities of the deceased.

Solemnly affirmed at

Signature of the Deponent:

X _____

Signed before me

Place: _____

Date : _____

X -----

Signature of Notary with Official Seal of

Notary& Regn. No.

** strikeout whichever is not applicable*

= Name of the legal heir
the Guardian

@ = Name of the deceased security holder

\$ = Name of

ANNEXURE IX

Note: *To be executed in the presence of a Public Notary / Gazetted Officer*

**Bond of Indemnity to be furnished jointly by all Legal Heir(s) including the Claimant(s)
(To be submitted on Non-judicial Stamp Paper of appropriate value)**

[For Transmission of Securities on death of Sole Securities' Holder, where no nomination has been registered]

I/We do hereby solemnly affirm and state on oath as follows:

That Mr. /Ms. _____ Name of the deceased holder _____ was holding the following securities:

Name of the Company	Certificate No.	Distinctive No.	Folio No.	No. of securities held
1				
2				
3				
4				

That the aforesaid deceased holder died *intestate* on _____, without registering any nominee, leaving behind him/her the following persons as the only surviving legal heirs, according to the laws of intestate succession applicable to him/her by which he/she was governed at the time of his/her death.

Name of the Legal Heir(s)/Claimant(s)	Address and contact details	Age	Relationship with the Deceased
1			
2			
3			
4			

OR

That the aforesaid deceased holder died on _____, without registering any nominee, leaving behind him/her the following persons as the only surviving legal heirs, according to the laws of testamentary succession.

Name of the Legal Heir(s)/Claimant(s)	Address and contact details	Age	Relationship Deceased	with	the
1					
2					
3					

Therefore, I/We, the Legal Heir(s)/Claimant(s) and deponent(s) herein has/have, approached _____ (Name of the Company/RTA) with a request to transmit the aforesaid securities in the name of the undersigned Mr. /Ms.

[Name(s) of the legal heir(s)/claimant(s)] _____ #, on my/our behalf, without insisting on production of a Succession Certificate/ Probate of Will / Letter of Administration or any Court order, for which we execute an indemnity as is herein contained and on relying on the information herein given by us, believing the same to be true.

In consideration therefore of my/our request to transfer/transmit the above said securities to the name of the undersigned Mr. /Ms. [Name(s) of the legal heir(s)/claimant(s)] #,

I/We hereby jointly and severally agree and undertake to indemnify and keep indemnified, saved, defended, harmless, [Name of the Company/ Issuer and any RTA] and its successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which they may suffer and/or incur by reason of transferring the said securities as herein above mentioned, at my/our request to the undersigned Mr./Ms. [Name(s) of the legal heir(s)/claimant(s)] _____ #, without insisting on production of a Succession Certificate / Probate of Will / Letter of Administration or any Court order.

IN WITNESS WHEREOF the said 1) Mr. /Ms. _____ (Name and signature of the witness)

And 2) Mr. /Ms. _____ Name and signature of the witness _____ #, have hereunto set their respective hands and seals this day of

_____. Signed and delivered by the said legal heir/s.

Name the Legal Heirs	Signature of the Legal Heirs
1	X
2	X
3	X

(*) = Name of the deceased security holder

(#) = Name of the claimant/s

Signed before me

at: _____

on: _____

Signature of Notary

Official stamp & seal of the Notary & Regn. No.:

Annexure X

No-Objection Certificate from the Legal Heir(s)

Note: *To be executed in the presence of a Public Notary / Gazetted Officer*

[To be submitted in non-judicial stamp paper of appropriate value]

Format of NOC from other Legal Heir(s) for Transmission of Securities in favour of the Claimant(s) wherein the Sole Holder is deceased and NO NOMINATION has been registered

DECLARATION

I/We, the legal heir(s) of late Mr. / Ms _____ (name of the deceased holder) declare as follows –

- (i) That the above named deceased holder was holding the following securities in his / her name as single holder:

Name of the Company	Folio No.	No. of securities held
1)		
2)		
3)		

- (ii) That the deceased had died intestate on DD / MM / YYYY .and without registering any nominee.

- (iii) That the following Claimant(s) has/have applied for the transmission of the aforesaid securities:

Name of the Claimant(s)	Address and contact details	Age	Relationship with the deceased
1)			
2)			
3)			

- (iv) That I / We are the legal heir(s) of the deceased holder, apart from the Claimant(s)who has/ have applied for transmission of the aforesaid securities and our details are as follows:

Name of the Legal Heir(s)	Address and contact details	Age	Relationship with the deceased
1)			
2)			
3)			

(v) I / we hereby declare that, I / we do not desire to make any claim in respect of the title to the aforesaid securities held by the deceased and I / we hereby wilfully relinquish & renounce all my /our rights in respect of the aforesaid securities and shall have no legal claim upon said securities in future.

(vi) Accordingly, I / we declare that I / we have NO OBJECTION WHATSOEVER in _____ (Name of the Company) transmitting the aforesaid securities in favour of the Claimant(s) Mr. / Ms. _____.

(vii) I / we hereby state that whatever is stated herein above are true to the best of my/our knowledge and nothing has been concealed therein.

Name(s) and Signature(s) of Legal Heir(s) who are Non – Claimant(s):

- 1) _____
- 2) _____
- 3) _____

VERIFICATION

We hereby solemnly affirm and state that what is stated herein above is true to our knowledge and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned securities.

Solemnly affirmed at _____

Deponent(s) (1) _____ (2) _____ (3) _____

Annexure XI

QUESTIONNAIRE FORM

IDBI BANK LIMITED

Form to be filled by applicant (s) for issue of duplicate share certificate

Sr. No.	Question	Remark
1	Full name of holder and joint holder(s), if any (Fill in identical order)	Folio No.
2	Number of shares held by the holder(s) for which Duplicate certificate(s) is/are being sought	No. of shares (in figures)
3	Distinctive numbers of the shares in respect of which Certificate(s) is/are lost (must tally with no. given in item 2)	
4	When and how did the holder(s) acquire the shares in respect of which certificate(s) is/are lost?	(Quote at least approximate date/period)
5	When was/were the certificate(s) lost or found to be missing?	(Quote at least approximate date/period)
6	Full statement of the circumstances regarding loss of the above certificate(s)	
7	Were any signed transfer form(s) accompanying the lost share certificate(s)? If so, give full particulars of the transaction.	If your answer is YES, you must furnish with a "Prohibitory Order from a competent court to stop transfer of shares in the name(s) of any other person(s)
8	Were these shares sold/pledged or otherwise disposed of either by the holder/applicant or by any other person? If so, give full particulars of transactions	In case answer to 7 above is Yes, attach document(s) in respect of your statement
9	Was diligent search made for the missing Certificate(s)?	
10	Whether any report was lodged with the police regarding the loss of original certificates? If so, the details thereof	For Office use only
11	Whether any public notice was given for the loss of the original certificates. If so, copy of the relevant publication.	
12	Whether the loss of the original certificates has been notified to the Bombay Stock Exchange/ National Stock Exchange or any other stock Exchange. A copy of the relevant notice attached	

Date :

Signature(s) of the applicant(s)

Annexure XII

INDEMNITY

[For issuance of duplicate securities]

Note: *This indemnity is to be executed in the presence of a Public Notary Gazetted Officer*

[To be submitted on non-judicial stamp paper of appropriate value]

I/We, _____
 _____ Son / daughter / spouse / of
 _____ residing at

 _____ having Permanent Account No (s)
 _____ do hereby solemnly affirm and state on oath as
 follows.

1. That I/we, am/are the sole/joint holder/s of the Securities in following folios. I/We request you to issue duplicate certificate(s) for securities, as detailed below in my/our name(s):

Name of the Company	Certificate No.**	Distinctive No.**	Folio No. **	No. and Face value of securities held
1				
2				
3				
4				

**In case of non-availability of Certificate Nos./Distinctive Nos./ Folio nos., security holder shall obtain the same from RTA/IDBI Bank

2. That the above securities were acquired by me/us for valuable consideration out of my/our own investment/funds against allotment in Public

Issue/allotment in Right Issue or acquired from the market/through inheritance in the year(s)

3. I/We hereby jointly and severally agree and undertake to indemnify and keep indemnified, saved, defended, harmless IDBI Bank Limited, its RTA, successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which you may suffer and/or incur by reason of your, at my/our request, issuing the said Duplicate Securities as herein above mentioned, to the undersigned.

IN WITNESS WHEREOF the said 1) Mr. /Ms. _____ (Name and signature of the witness) _____

And 2) Mr. /Ms. _____ Name and signature of the witness _____ #, have hereunto set their respective hands and seals this day of _____

Tel. No.	
Email id	
Date	

Address of First holder / Applicant :

Signature of All holder(s) / Applicant(s) :

Pincode

FOR OFFICE USE ONLY Signature checked by :

at: _____ on: Signed before me

Signature of Notary / JMFC

Official stamp & seal of the Notary Magistrate/ Notary & Regn. No.:

Annexure XIII

[AFFIDAVIT: For issuance of duplicate securities]

**Note: This affidavit is to be executed in the presence of a Public Notary
[To be submitted in non-judicial stamp paper of appropriate value]**

I/We, _____

Son / daughter of

_____ residing at

having Permanent Account No (s) _____ do hereby solemnly affirm and state on oath as follows.

1. That I/We, _____ (“all the shareholders ”) hold the following (number of) securities under Folio no. _____ in IDBI Bank Limited in my/ our name as single holder / joint holder:

	Company Name	Folio No.	No. of securities held	Security Certificate No.	Distinctive Nos.	
					From	To
1)						
2)						
3)						

2. I/We _____ further swear / solemnly declare that I/ we am/are applying for issue of duplicate certificate(s) to me/us on the ground that the original security(ies) certificate(s) has/have been misplaced / not found by me/us, despite a diligent search made by me/us in that behalf.

3. I/We _____ further swear /solemnly declare that the said securities are not sold or pledged or deposited by way of security to any person/company.

4. I/We _____ hereby further swear / solemnly declare that if, after the duplicate share certificate(s) is / are issued to us as aforesaid, the original security(ies) certificate(s) is / are at any time subsequently, found, recovered or traced by us or by anyone on our behalf, then, we unconditionally undertake not to deal with the said original share certificate(s) in any manner whatsoever (whether by physical transfer or dematerialization

or as security or pledge) and further unconditionally undertake to promptly surrender the original share certificate(s) to IDBI Bank Limited or its Registrar and Transfer Agent, for cancellation.

5. I/We _____ am/are making the above solemn declaration on oath with full knowledge of the fact that in the event the original security (ies) certificate(s) issued is /are found, recovered and traced by me/us and instead of surrendering the same is / are dealt with by me/us as aforesaid, IDBI Bank Limited will be at liberty to adopt civil and / or criminal proceedings against me/us for my/our failure to promptly surrender the original security (ies) certificate(s), for cancellation and for breach of my/our solemn declaration and undertaking not to deal with the original security (ies) certificate(s) in any manner whatsoever as aforesaid at my/our entire risk as to cost and consequences.

Signature of all deponents :

VERIFICATION

We hereby solemnly affirm and state that what is stated herein above is true to our knowledge and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned securities.

Deponent(s) (1) _____ (2) _____ (3) _____

Solemnly affirmed at

Signature of the Deponent(s):

Signed before me

Place: _____

Date: _____

Signature of Notary with Official

Seal of Notary & Regn. No.

Annexure XIV

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date:

KFin Technologies Limited
Unit: IDBI Bank Ltd.-Equity
Selenium Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032

Dear Sir,

Folio No. _____
Certificate No. _____

Subject: Request for transposition - Change in order of holders

We forward herewith the above mentioned original share certificate(s) and request you to please change the order of names (Transposition) of registered holders. Please find enclosed herewith Self-attested copy of PAN card of all joint holders; Self-attested copy of Voters ID/ Passport/ AADHAAR Card/ Driving License of all joint holders; Duly filled and signed Form ISR-1, ISR-2, ISR-4, SH-13 (for updation of Nomination) OR form ISR-3, a cancelled cheque of the account where future dividend, if any, is to be credited in order to capture accurate details viz., Bank IFS Code, MICR Code, Account number etc. of the first holder, Client Master List (CML) of demat account duly signed by Depository Participant.

Yours faithfully,

Encl : as above

(Note: No Stamping required in case of transposition)

Signature of holder(s)

Annexure XV

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date:

KFin Technologies Limited
Unit: IDBI Bank Ltd.-Equity
Selenium Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032

Dear Sir,

Folio No. _____
Certificate No. _____

Subject: Request for Transmission of shares

We forward herewith the above mentioned original share certificate(s) (Consolidated Share Certificate issued in 2004 and above) and request you to please transmit the shares in our names. Requisite documents as applicable are enclosed herewith.(Refer page 7 to 10)

Yours faithfully,

Encl : as above

Signature of claimant (s)

Annexure XVI

(Request for Name deletion - death of shareholder - In case of joint holding)

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date:

KFin Technologies Ltd
Unit: IDBI Bank Ltd.(Equity)
Selenium Tower B, Plot 31-32,
Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032

Dear Sir,

Folio No. _____

Certificate No. _____

Subject: Request for deletion of name on share Certificate in case of death of joint shareholder

I/we the surviving shareholder(s) forward the following documents for deletion of name of shareholder Shri./Smt. _____ from the share certificate(s) who has since expired.

Documents enclosed:

- i) A copy of the death certificate of deceased shareholder duly attested by competent authority(ies) (Magistrate or Notary Public or Gazetted Officer.
- ii) Original Share Certificate(s) (Consolidated Share Certificate issued in 2004 and after).
- iii) Self-attested copy(ies) of PAN card(s) of surviving Joint Holder(s)
- iv) Self-attested copy of Passport /AADHAAR Card/ Voter ID/ Driving License as address proof of surviving joint holder
- v) Duly filled and signed Form ISR-1, ISR -2 Form SH-13 (for updation of Nomination) OR ISR-3 (for opting out from nomination)
- vi) a cancelled cheque of the account where future dividend, if any, is to be credited in order to capture accurate details viz., Bank IFS Code, MICR Code, Account number etc.

vii) Client Master List (CML) of demat account duly signed by Depository Participant.

Yours faithfully,

{Signature of holder(s)}

Annexure XVII

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date:

KFin Technologies Ltd
Unit: IDBI BankLtd(Equity).-
Selenium Tower B, Plot 31-32,
Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032

Dear Sir,

Folio No. _____
Certificate No. _____
Subject: Request for issue of duplicate share certificate(s) in lieu of defaced/damaged share certificate(s)

I/We forward herewith the above mentioned share certificate(s) which is / are defaced /damaged. You are requested to issue me/us duplicate share certificate(s) against the defaced/damaged certificate(s).

1. Self-attested copy of PAN Card & Address proof i.e., AADHAAR/Voter Id/ Passport / Driving License.
2. Duly filled and signed ISR-1, ISR-2,SH-13/ ISR-3 and ISR-4 forms

Yours faithfully,

{Signature of holder(s)}

Encl: as above

Annexure XVIII

KFin Technologies Ltd
Unit: IDBI Bank Ltd.-Equity
Selenium Tower B, Plot 31-
32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date:

Dear Sir,

Folio No. _____
Certificate No. _____
Subject: Request for issue of duplicate share certificate(s) in case of theft or loss including postal loss

This is to inform you that the above share certificate(s) has / have been lost / stolen. In this connection, I / We forward the following documents:

1. Duly executed Indemnity Bond
2. Duly executed Affidavit
3. A copy of FIR / Police Complaint (Stamped copy) if the value of shares exceeds 5 lakhs
4. Newspaper Advertisement informing loss of share certificate (if the value of shares exceeds 5 lakhs)
5. Self-attested copy of PAN card
6. Self-attested copy of Address proof i.e. AADHAR card / Passport/Voter ID/Driving License
7. Duly filled and signed ISR-1, ISR-2,SH -13/ISR-3 and ISR-4 forms

Yours faithfully,

{Signature of holder(s)}

Encl: as above

Annexure XIX

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date

KFin Technologies Ltd
Unit: IDBI Bank Ltd.-Equity
Selenium Tower B, Plot 31-32,
Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032

Dear Sir,

Folio No. _____
Certificate No. _____
Subject: Request for issue of duplicate dividend warrant for the year

I have not received dividend for the year _____. Kindly arrange to credit my mandated bank account/send me the duplicate dividend warrant. (*strike out which ever not applicable*)

In this connection, I forward herewith Letter of Indemnity (in case of amount exceeds Rs 1500/-), ISR-1, ISR2, SH13/ ISR-3 along with other documents viz., self-attested copy of PAN card, address proof, cancelled cheque etc., mentioned therein.

Kindly do the needful.
Thanking you,

Yours faithfully,

{Signature of holder}

Encl: as above

Annexure XX

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date:

KFin Technologies Ltd
Unit: IDBI Bank Ltd.-Equity Selenium
Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032

Dear Sir,

Folio No. _____
Certificate No. _____

Subject: Revalidation of dividend warrant

I forward herewith original dividend warrant no. _____ dated _____ for
Rs. _____ as the validity of the instrument has expired.

Form ISR-1, ISR2, SH13/ ISR-3 along with other documents viz., self-attested copy of PAN card,
address proof, cancelled cheque etc are enclosed herewith.

You are requested to credit the dividend directly to my mandated bank account.

Yours faithfully,

{Signature of first holder}

Encl: as above

Annexure XXI

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date:

KFin Technologies Ltd
Unit: IDBI Bank Ltd.-Equity Selenium
Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032

Dear Sir,

Folio No. _____
Certificate No. _____
Subject: Request for correction in share certificate/dividend warrant

I/We advise that the following mistakes have been observed in share certificate(s)/dividend warrant no. _____. I/We forward the following original document(s) for correction:

- 1.
- 2.
- 3.

[Indicate type of mistake/correction required]
Duly corrected document(s) may be forwarded to me/us.

Yours faithfully,

(Signature of all holders)

- Encl: i) Self-attested copy of PAN card
ii) Self-attested copy of Address proof i.e. any of – Passport/Voters ID / Driving License / AADHAAR card
iii) Original Share certificate(Consolidated Share Certificate issued in 2004 and after / dividend warrant

Guidelines for the shareholders of IDBI Bank Limited

- iv) Duly filled and signed ISR-1, ISR-2, SH-13/ISR-3, ISR-4
- v) Name Confirmation affidavit, Gazette Copy duly notarised, Marriage Certificate, Divorce decree etc as applicable
- vi) In case of change in name of company Board Resolution, Shareholders Resolution, Certificate of incorporation, Authorised Signatory, PAN

Annexure XXII

Name:
Address:
Pincode:
Tel. no. / Mob. No.: Email
id:
Date:

KFin Technologies Limited
Unit: IDBI Bank Ltd.-Equity
Selenium Tower B, Plot 31-32,
Gachibowli,
Financial District, Nanakramguda, Hyderabad – 500
032

Dear Sir,,,,,

Folio No. _____
Certificate No. _____
Subject: Request for change of address

I request you to note the new address in your records.

*Old Address:

*New Address

Yours faithfully,

Signature of first holder

Note: The share certificate(s) need not be enclosed

* Please attach self-attested documentary proof for new address (Any one of the following)

(i) AADHAAR card (ii) Voter Id (iii) Passport (v) Valid Driving License

AND Duly filled and signed ISR-1, ISR-2,SH-13/ISR-3 forms

Annexure XXIII

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date:

KFin Technologies Ltd
Unit: IDBI Bank Ltd.-Equity
Selenium Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032

Dear Sir,

Folio No. _____
Certificate No. _____
Subject: Request for change in Bank details

I hereby revoke the earlier bank details given to you regarding crediting the dividend payable to me in respect of IDBI Bank Ltd's Equity Shares held by me and authorize you to credit the same in my Bank account, details of which are given in enclosed ISR-1 and ISR-2, wherein my signature is attested by Banker. The following documents are attached:

1. Form ISR-1
2. Attested ISR 2 form
3. SH-13 / ISR-3
4. Self-attested copy of PAN Card copy
5. Self-attested copy of address proof i.e., AADHAAR/Voter Id/ Passport / Driving License
6. Cancelled Cheque with name of the security holder printed on it / Bank statement/ Bank passbook duly attested by the Bank

Yours faithfully,

{Signature of first holder}

Annexure XXIV

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date:

KFin Technologies Limited
Unit: IDBI Bank Ltd.-Equity,
Selenium Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032

Dear Sir,

Folio No. _____

Certificate No. _____

Subject: Request for change in name /correction in name of the holder

I/we request you to make necessary corrections in your record about the change in my/our name(s). In this connection, I/We forward the following documents:

1. Original share certificate(s).(Consolidated Share Certificate issued in 2004 and after)
2. Attested copy of notification published in Official Gazette or a newspaper or an affidavit duly executed.
3. Self-attested copy of PAN card(s)
4. Self-attested copy of Address proof (Passport/AADHAR/Driving License/Voter ID)
5. Duly filled ISR-1, ISR-2, SH-13/ISR-3 and ISR-4 form

Yours faithfully,

(Signature of Shareholder)

Annexure XXV

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date:

KFin Technologies Limited
Unit: IDBI Bank Ltd.-Equity
Selenium Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032.

Dear Sir,

Folio No. _____

Certificate No. _____

Subject: Request for change in name consequent to change in marital status

I forward herewith the following documents for change in my name consequent upon change in my marital status:

1. Original share certificate(s)).(Consolidated Share Certificate issued in 2004 and after)
2. Attested copy of marriage certificate or decree of divorce issued by competent authority.
3. ISR -1 and ISR-2 Form
4. SH-13 / ISR-3 and Form ISR-4
5. Self-attested copy of PAN card(s).
6. Self-attested copy of Address proof (Passport/AADHAR/Driving License/Voter ID)

Kindly make necessary changes in the Share certificate(s) and forward the same to me/ us at the above address.

Yours faithfully,

(Signature of Shareholder)

Annexure XXVI

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Date:

KFin Technologies Limited
Unit: IDBI Bank Ltd.-Equity
Selenium Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032.

Dear Sir,

Folio No. _____
Certificate No. _____
Subject: Request for change in name of the Company

We advise you that the name of the Company has since changed to _____ . We, therefore, request you to make necessary changes in your records. In this connection, we forward herewith the following documents: please () tick appropriate document(s))

1. Original share certificate(s) .(Consolidated Share Certificate issued in 2004 and after)
2. Certified copy of fresh/new certificate of incorporation issued by Registrar of Companies.
3. Attested copy of the duly changed AOA and Memorandum of Association.
4. Attested copy of Scheme of Amalgamation/de-merger as approved by Competent Court (if any)
5. Court Order / Decree (if any)
6. Certified Copy of Board Resolution and Shareholders Resolution.
7. PAN of Company
8. Board Resolution authorizing the person to submit the documents on behalf of the Company

Thanking you,

Yours faithfully,

Authorized Signatory

Annexure XXVII

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date:

KFin Technologies Limited
Unit: IDBI Bank Ltd.-Equity
Selenium Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032.

Dear Sir,

Folio No. _____
Certificate No. _____

Subject: Request for split certificates

I/we am/are holding _____ number of shares of IDBI Bank Ltd. in consolidated form. I/we now request you to issue me/us certificate(s) of _____ shares each.

I/we are sending the original certificate(s) for further action.

Yours faithfully,

{Signature of holder(s)}

Encl: as above

Annexure XXVIII

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date:

KFin Technologies Limited
Unit: IDBI Bank Ltd.-Equity
Selenium Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032.

Dear Sir,

Folio No. _____
Certificate No. _____
Subject: Request for consolidation of share certificates

I/we am/are holding _____ number of share certificates of IDBI Bank Ltd. I / We wish to consolidate my / our holdings. Please issue me / us consolidated share certificate(s) as against multiple share certificates issued to me / us. The original share certificates are enclosed herewith along with copy of PAN card & address proof.

Yours faithfully,

{Signature of all holder(s)}

Encl: as above

Annexure XXIX

Name:
Address:
Pincode:
Tel. no. / Mob. No.:
Email id:
Date

KFin Technologies Ltd
Unit: IDBI Bank Ltd.-Equity
Selenium Tower B, Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032

Dear Sir,

Folio No. _____
Certificate No. _____
Subject: Request for change in Signature

I request you to update my signature in your records. Please find enclosed herewith the following documents -

- i) Self-attested copy of PAN card
- ii) Self-attested copy of Residence proof (Passport or AADHAAR card or Voter ID or Driving License)
- iii) Affidavit for change of Signature (Annexure XXX)/ Duly filled and attested ISR -2 form
- iv) Original cancelled cheque

Company – Request along with a copy of the Board Resolution and list of Authorized Signatories duly attested by the Authority.

Yours faithfully,

{Signature of first holder}

Annexure XXX

**AFFIDAVIT (FOR CHANGE OF SIGNATURE)
(TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF REQUISITE
VALUE AS APPLICABLE IN THEIR STATE)**

I.....S/O.....aged
.....residing at

Solemnly affirm and declare in favour of IDBI Bank Ltd. whose registered office is situated at IDBI Tower, World Trade Complex, Cuffe Parade, Mumbai – 400005.

That I am the holder of number of equity shares in IDBI Bank Ltd. as detailed below:

Folio Number	No of shares	Certificate Numbers	Distinctive No. (From)	Distinctive Nos. (To)

1. That I am residing at the above address and have not changed my address in the past 3 years (in case there is a change in address the investor should furnish details)
2. That the above shares were acquired by me out of my own investment / funds against allotment in Public Issue / from the market in the year(s).
3. That my signature might have changed / altered by passage of time and therefore the signatures recorded with the company shall be cancelled.
4. That my specimen signature given below be taken on record in respect of my holdings of securities in the Company as mentioned in Para 1 in place of my existing signature in the Company's record.
5. I hereby affirm that I shall not hold the company or its Agents anyway responsible for any consequences that might occur directly or indirectly on account of the company or its on our request herein stated by replacing the signature in the company's records and for the consequential acts/deeds by the Company/its Agent.
6. This Affidavit is executed in favour of the Company/its agent on my/our own volition and is in the form as required by the company/its Agent forwarded to me/us vide its letter No dated.....

VERIFICATION

I affirm that the statements contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly declared and affirmed on
Identification at.....

On this.....day of20

1. Specimen signature of
2. Specimen signature of.....
3. Specimen signature of.....

Name, Address & Signature of Witness

- 1.
- 2.

Executed before me
(Should be attested by First Class Judicial
Magistrate/Notary)

Annexure XXXI

Indemnity for Duplicate Dividend Warrant

Adhesive Stamp of Rs. ___/- if the amount of dividend exceeds Rs. 1500/-

To,
IDBI BANK LIMITED
IDBI Tower, Cuffe Parade,
Mumbai – 400 005.

I/We am/are the registered holder(s) of _____ Equity Shares of Rs. _____ each in the IDBI Bank Ltd., details of which are given below:

Regd. Folio no.	Share Certificate No(s)	No. of Shares	Distinctive Nos.

I/We have to inform you that the Original Dividend Warrant No. _____ dated _____ for Rs. _____/- issued in my / our favour towards the dividend for the year _____ has been lost / misplaced / accidentally destroyed.

In consideration of the IDBI Bank Ltd., (the Bank) issuing to me /us Duplicate warrant / Draft in lieu of the said original warrant and making payments thereon, I /We hereby agree to indemnify the Bank against all cost, expenses, loss and damages which may be incurred by the Bank consequent to issuing the duplicate warrant and making payments thereon in consequence of any claim which may be made by or on behalf of any person holding the original dividend warrant.

Dated:

Signature of the first holder

Name of Shareholder:

Full Address: