

INDEX

Please click on the respective topic to go directly to that particular section/page

Sr. No.	Particulars	Page No.
1.	GUIDELINES TO SHAREHOLDERS	
	A. General Information	4
	B. Transfer of Shares i) In case Transferor is a Company ii) In case Transferor is Co-op Society	5-6
	C. Transmission of Shares in case of death of Shareholder i) For Securities held in single name with Nominee ii) For Securities held in single name without Nominee	7-8
	D. Name Deletion	8
	E. Transposition (Change in the order of holders)	9
	F. Issue of Duplicate Share certificate i) In case of defaced/damaged share certificate(s) ii) In case of theft or loss (other than postal loss) of share certificate(s) iii) In case of Postal Loss of Certificate(s)	9-10
	G. Issue of duplicate dividend warrant(s)	10
	H. Revalidation of dividend warrant	11
	I. Correction of mistakes in share certificate(s)	11
	J. Change of address/Bank Details	11
	K. Change in the names of shareholder(s) i) Change in the names of Individuals ii) Change in the name consequent upon marriage/divorce iii) Change in the name of Companies	12
	L. Split and consolidation	12
	M. De-Materialisation of shares	13
	N. Re-Materialisation of shares	13
	O. Unclaimed Shares Demat Suspense Account	13
	P. Nomination	14
	Q. Payment of dividend through Electronic Mode	14
	R. Procedure for change in signature	14
	S. Investor Education and Protection Fund (IEPF):	15

Sr. No.	Annexure No.	Particulars	Page No.
2.		INDEX OF ANNEXURES	
	I	<u>Request for Transfer of Shares</u>	15
	II	<u>Request for Name Deletion in case of Death of shareholder-(in case of joint holding)</u>	16
	III	<u>Request for transmission of shares in case of Death of shareholder-(in case of Single holder)</u>	17-18
	IV	<u>Request for Transposition – Change in order of holders</u>	19-20
	V	<u>Request for issue of Duplicate Share Certificate(s) in lieu of defaced/damaged share certificate(s)</u>	21
	VI	<u>Request for issue of Duplicate Share Certificate(s) in case of theft or loss (other than postal loss)</u>	22
	VII	<u>Request for issue of duplicate share certificate(s) in case of Postal Loss</u>	23
	VIII	<u>Request for issue of duplicate dividend warrant</u>	24
	IX	<u>Request for revalidation of Dividend warrant</u>	25
	X	<u>Request for correction in share certificate/dividend warrant</u>	26
	XI	<u>Request for change of Address</u>	27
	XII	<u>Request for change of Bank details</u>	28
	XIII	<u>Request for change in name of the holder – Individual</u>	29
	XIV	<u>Request for change in name consequent to change in marital status</u>	30
	XV	<u>Request for change in name of Company</u>	31
	XVI	<u>Request for split certificates</u>	32
	XVII	<u>Request for consolidation of share certificates</u>	33
	XVIII	<u>Nomination form</u>	34-38

	XIX	<u>Bank Mandate Form</u>	39
	XX	<u>Affidavit for change of Signature</u>	40-41
	XXI	<u>Transmission form</u>	42-43
	XXII	<u>No Objection Certificate to Transmit shares</u>	44
	XXIII	<u>Indemnity Bond for Transmission</u>	45
	XXIV	<u>Affidavit for Transmission</u>	46-47
	XXV	<u>Indemnity Bond for Duplicate Share Certificate</u>	48
	XXVI	<u>Questionnaire form – Duplicate Share Certificate</u>	49
	XXVII	<u>Affidavit for duplicate Share Certificate</u>	50
	XXVIII	<u>Indemnity for issuing Duplicate Dividend Warrant</u>	51
	XXIX	<u>Securities Transfer Form (SH4)</u>	52

Guidelines for the Shareholders of IDBI Bank Limited

A. General Information :

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

Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy Selenium Tower B,
Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032
Tel. Nos. +91 40- 67162222;
Fax No. +91 40- 23420814
Toll Free No. 1800-3454-001
Email: einward.ris@karvy.com

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

IDBI Bank Limited
Board Department, Equity Cell,
IDBI Tower, 20th Floor, “C” Wing,
WTC Complex, Cuffe Parade,
Mumbai - 400 005
Phone No. 022-6655 2779
6655 3062
6655 3147
6655 3336
6619 4200

E-mail – idbiequity@idbi.co.in

2. While sending their queries/grievances, Shareholder(s) should invariably quote the Folio no., Certificate no., Client Id, DP Id, Subject matter, etc. They should also indicate their full address including Pin code, Telephone no. / Fax no./ e-mail id, if any.
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. Please always keep photocopies of Application, Share Certificates, Transfer Deed and Postal Registration slip/Acknowledgement, etc., and / or other documents, if any, attached to the application. This would facilitate future queries, if any.

6. NRI Shareholder as a transferor and NRI as a transferee must furnish RBI approval wherever applicable. He shall also give NRO/NRE bank account number, IFS Code, 9 digit MICR Code with name and address of the bank to enable remittance of future dividend, if any. Please enclose cancelled cheque or legible photo copy of the cheque.
7. While requests are generally processed within 10 days from the date of receipt, matters like Transmission/ Transfer, etc. may take more time. However, documents complete in all respect will be processed in compliance with the Regulatory / Statutory time limits.
8. In the case of issue of Duplicate Share Certificate(s), since the procedure involved is elaborate, it may take some more time. However, they are issued within Regulatory/ Statutory time limits fixed for the purpose.
9. The standard forms on which shareholders are required to apply for various matters are given in the [Annexures](#).

B. Transfer of Shares :

1. While sending the shares for transfer, please ensure that the Securities Transfer Form (Form no. SH.4) is complete in all respects particularly the Buyer's and Seller's Signature and requisite Share Transfer Stamp duty paid through franking which is specifically marked as Share Transfer Stamp duty or by affixing Share Transfer Stamps.
2. Ensure that the buyers and sellers have signed at appropriate places and the buyer's address is given in full including Pin Code, Telephone number, Fax number, e-mail id, if any.
3. The following documents are required to be sent along with the Securities Transfer Form –
 - i) Original Share Certificate(s);
 - ii) Self-attested copy of Passport or AADHAAR Card or Voter ID or Driving License of Buyer(s);
 - iii) Self-attested copy of PAN Card of Buyer(s) and Seller(s);
 - iv) [Bank Mandate](#) authorizing Bank to credit the dividend, if any, directly to the Bank account and cancelled blank cheque leaf of the account of Buyer wherein dividend is required to be credited. Please ensure that transferee has provided his bank details, i.e., Account number, IFS Code, 9 digits MICR Code with name and address of the bank branch to enable remittance of future dividend, if any, directly to the mandated bank account.
4. Ensure that transferor(s) has / have put his/her/their signature(s) on Securities Transfer Form (SH.4), as recorded with the Bank.

i) In case Transferor is Company:

Please ensure to enclose following:

- a) Attested copy of latest Memorandum and Articles of Association
- b) Copy of PAN card of the Company duly attested by authorized signatory of the Company;
- c) Certified copy of Board Resolution authorizing sale of shares and nominating a person to sign on behalf of the Company OR
- d) Duly attested Copy of Power of attorney;
- e) Self-attested copy of PAN card of Authorized Signatory(ies);

ii) In case Transferor is Co-op Society:

Please ensure to enclose the following:

- a) Attested copy of latest Bye laws
- b) Copy of PAN card of Co-op. Society duly attested by authorized signatory(ies) of Co-op. Society;
- c) Committee Resolution for sale of Shares and authorizing persons to sign on behalf of the Co-op. Society;
- d) Self-attested copy of PAN card of Authorized Signatory;

Further, the signature of transferor(s) on Securities Transfer Form (SH.4) should be duly witnessed. In case, the transferor(s) has/have put his/her/their thumb impression, it should be duly attested by Magistrate or Notary Public or Special Executive Magistrate or Manager of the Transferor's Bank. The attesting authority should invariably mention his Name, Full Address, Contact Number etc.

5. If the Securities Transfer Form is signed by the constituted Attorney of transferor(s), please ensure that registration number of the Power of Attorney registered with RTAs / IDBI Bank Ltd. is mentioned on the Securities Transfer Form (Form no. SH.4). Otherwise, the transferor(s) should register the Power of Attorney immediately with RTAs / IDBI Bank Ltd., before approaching for transfer. In case, a transferee wishes to have the Securities Transfer Form (Form no. SH.4) signed by his/her/their constituted Attorney, kindly attach the necessary Power of Attorney duly notarized. (In case the transferee is acting through his constituted Attorney, and his/her/their Power of Attorney is already registered with IDBI Bank Ltd., please note to quote the registration number at appropriate place.)
6. In case there are joint holders as transferee(s), self-attested copy(ies) of PAN card(s) should be submitted for all such joint holders along with the Securities Transfer Form (Form no. SH.4).

7. In case the purchaser i.e. transferee is already having an existing folio number in similar name(s) and order thereof, please quote the same in the Securities Transfer Form (Form no. SH.4) to enable the Bank to register new shares in the same folio number.
8. Please mention CIN of the Bank on Securities Transfer Form (Form no. SH.4) at the place provided therein. CIN of the Bank is L65190MH2004GOI148838
9. Sale and Purchase of shares (Physical mode) may be done through the SEBI registered Share Broker.
10. Please click here to download Securities Transfer Form (SH.4) (put hyperlink)

C. 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/MIRSD3/CIR/P/2016/00000085 dated September 15, 2016, 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 form](#) by the nominee;
- ii) Original or Copy of death certificate of deceased shareholder 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) Self-attested copy of Address proof i.e. AADHAAR Card or Passport or Driving License or Voter ID;
- v) Bank Mandate Form. ([Click here for Format](#))
- vi) Original Share Certificate(s)

II. For securities held in single name without a nominee :

Following documents in addition to the documents at (I) above are required:

- i) Affidavit from all Legal heirs, executed on non-judicial stamp paper of appropriate value – to the effect of identification and claim of legal ownership to the securities; ([Click here for Format](#))
Provided that in case the legal heir(s)/ claimant(s) is named in the succession certificate or Probate of will or Letter of administration, an Affidavit from such legal heir(s)/ claimant(s) alone would be sufficient.
- ii) For value of securities of the Bank upto Rs. 2,00,000 (Rupees Two lakh only) as on date of application, one or more of the following documents:

- a) Succession certificate or probate of will or letter of administration on court decree, as may be applicable
- b) In the absence of the documents as mentioned at (a) above,
 - A [No objection certificate \[NOC\]](#) from all legal heir(s) who do not object to such transmission (or) copy of Family Settlement Deed duly notarized or attested by a Gazetted Officer and executed by all the legal heirs of the deceased holder. [\(Click here for Format\)](#)

And

- An [Indemnity](#) executed on non-judicial stamp paper of appropriate value indemnifying the Bank. [\(Click here for Format\)](#)
- iii) For value of securities more than Rs. 2,00,000 (Rupees Two lakh only) per issuer company as on date of application following document is required to be submitted:

Succession certificate (or) Probate of will (or) Will (or) Letter of Administration (or) Court decree, as may be applicable in terms of Indian Succession Act, 1925

3. Please also ensure to enclose following documents of person(s) in whose names the shares are to be transmitted –

- i. Self-attested copy of PAN card;
- ii. Self-attested copy of Passport or AADHAAR Card or Driving License or Voter ID;
- iii. Cancelled Blank 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.

D. Name deletion :

If the shares are held in joint names, only the deceased shareholder's name is deleted. A copy of the death certificate of deceased shareholder duly attested by competent authority(ies) (Magistrate or Notary Public or Gazetted Officer or Manager of Nationalised Bank or official of IDBI Bank Ltd.) is to be sent alongwith the following documents –

- i) Duly signed request letter by surviving joint holder
- ii) Original Share Certificate(s);
- iii) Self-attested copy(ies) of PAN card(s) of surviving Joint Holder(s)
- iv) Self-attested copy of Passport or AADHAAR Card or Voter ID or Driving License as a address proof of surviving joint holder
- v) Bank Mandate Form [\(Click here for Format\)](#)

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

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

1. Transposition can be resorted to change the order of holders of the shares inter-se, i.e., the first holder may become second holder or third holder and vice versa. All requests for transposition should be sent to Registrar & Transfer Agents (RTAs) on a plain paper on the prescribed form. [\(Click here for Format\)](#)
2. Following documents are required to be enclosed to application for Transposition :
 - i. Self-attested copy of PAN card of all joint holders;
 - ii. Self-attested copy of Voters ID or Passport or AADHAAR Card or Driving License of all joint holders;
 - iii. [Bank Mandate Form](#) alongwith Cancelled Blank 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
 - iv. Original Share Certificate(s)

F. Issue of duplicate share certificate :

Duplicate share certificate(s) will be issued only after necessary notification regarding loss/non-receipt of the original share certificates is published in the newspapers and no objections to the issue of duplicate share certificates have received in that regard.

1. In case of defaced / damaged share certificate(s) :

Duplicate share certificate(s) can be issued in lieu of defaced/ damaged share certificates or incase of Full of caged provided for endorsement. The defaced / damaged share certificate(s) may be sent to Bank's RTAs – Karvy Computershare Pvt. Ltd., on their address given with a duly signed request along with relevant information in order to issue duplicate certificate(s)

2. In case of theft or loss (other than postal loss) of certificate(s) :

- a) The loss of share certificate(s) shall be reported immediately to Bank's RTAs – Karvy Computershare Pvt. Ltd., or Board Department of IDBI Bank Ltd., at address given, informing Certificate nos./ Folio no. and Distinctive nos. in order to enable the Bank/RTA to note stop transfer of such shares.

- b) A complaint shall be lodged with the local police station about the loss of certificate(s). A copy of the FIR / Police complaint shall be obtained.
- c) Simultaneously, Competent Court should be approached for obtaining an order restraining RTAs / IDBI Bank Ltd. from transferring such shares.
- d) The request for issue of Duplicate Share Certificate(s) shall be sent to RTAs / IDBI Bank Ltd., along with –
 - i. [Questionnaire form](#);
 - ii. [Indemnity Bond](#) in the prescribed form duly executed on Non-Judicial Stamp Paper of appropriate value;
 - iii. Self-attested copy of PAN Card, self-attested copy of Passport or Voter ID or Driving License or AADHAAR Card;
 - iv. [Affidavit](#) duly executed on Non-Judicial Stamp Paper of appropriate value;
 - v. [Bank Mandate Form](#) along with the documents mentioned therein.

3. In case of postal loss of certificate(s) :

In case, the share certificate(s) have been lost in postal transit, the request for issue of duplicate share certificate(s) shall be sent to RTAs / IDBI Bank Ltd. along with –

- i. Request letter duly signed by all shareholders mentioning that share certificate could not reach shareholder having been lost in transit
- ii. [Questionnaire form](#);
- iii. [Indemnity Bond](#) in the prescribed form duly executed on Non-Judicial Stamp Paper of appropriate value;
- iv. Self-attested copy of his PAN Card, self-attested copy of Passport or Voter ID or Driving License or AADHAAR Card;
- v. [Affidavit](#) duly executed on Non-Judicial Stamp Paper of appropriate value;
- vi. [Bank Mandate Form](#) along with the documents mentioned therein.

G. 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 to by Bank.
2. 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) alongwith a Indemnity duly filled in as per the prescribed format only if the dividend amount is above Rs. 1500/-.[\(Click here for format\)](#)
3. 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 encashed.

H. 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 for revalidation of Dividend Warrant(s), need to be sent to RTAs – Karvy Computershare Pvt. Ltd., / IDBI Bank Ltd.

However, it is suggested to get the [Bank Mandate](#) details recorded with the RTA- Karvy Computershare Pvt. Ltd., / 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. Correction of mistakes in share certificate(s)/dividend warrant(s) :

Requests for correction in share certificates/dividend warrants duly signed by all the holders 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.

J. Change of address/Bank Mandate details :

1. If the shares are in physical form, request in writing for [change of address](#) shall be sent to RTAs –Karvy Computershare Pvt. Ltd., /IDBI Bank Ltd., indicating the folio no. along with self-attested copy of PAN card and Residence proof (i.e. Passport/Driving License/ AADHAAR card/Voter ID). If the shares are in electronic form, the request should be forwarded to the Depository Participant in the format prescribed by DP.
2. If the shares are in physical form, request in writing for change / updating of **Bank details** shall be sent to RTAs –Karvy Computershare Pvt. Ltd., /IDBI Bank Ltd. indicating the folio no. along with -
 - 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) [Bank Mandate Form](#) along with cancelled blank cheque.

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

K. Change in the names of shareholders :

1. Change in the names of Individuals :

- a) [Requests for change of names](#) shall be made together with original Share Certificate along with a copy of notification in Official Gazette issued or a newspaper publication **OR** an affidavit executed on stamp paper of requisite value applicable in their state, duly notarized.
- b) Fresh specimen signature(s) duly attested by a banker shall also have to be submitted to RTAs / IDBI Bank Ltd. Bank's Attesting authority shall give full name, address and Employee ID/Code while attesting the signature.

2. Change in the name consequent upon marriage/divorce :

- a) For effecting the change of name consequent upon marriage/divorce, etc., the original share certificate(s) together with a copy of marriage certificate / decree of divorce duly attested by competent authorities (Magistrate, Notary Public, Gazetted Officer, Manager of Nationalized Bank or Officials of IDBI Bank Ltd.) shall have to be forwarded to RTA / IDBI Bank Ltd. ([Please click here for FORMAT](#)) along with
—
 - 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) [Bank Mandate Form](#) along with cancelled blank cheque.
- b) Fresh specimen signature duly attested by a banker shall also have to be submitted to Registrar / IDBI Bank Ltd. Bank's Attesting authority shall give full name, address, contact details and Employee ID/Code while attesting the signature.

3. Change in the name 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)-

- i) 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;
- ii) Certified copy of Board Resolution;
- iii) Certified copy of Shareholders Resolution;
- iv) Scheme of Amalgamation/ Demerger as approved by Competent Court, etc., if any.
- v) Court Order /decree, if any
- vi) Duly attested copy of PAN card of the Company

L. Split and Consolidation :

Shareholders desirous of split / consolidation of the share certificate, may forward the Original Share Certificates with written request duly signed by all the holders. ([Click here for FORMAT-Split](#)), ([Format for Consolidation](#))

M. De-materialization of shares :

- a) 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). This facility obviates the difficulties of loss, fraud, signing of Securities Transfer Form (SH.4) or delays in transfer, etc. and enables paperless trading.
- b) The shareholders have to open a Demat Account with a Depository Participant (DP) and surrender the Original Share Certificate(s) 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.
- c) Advantages to shareholder on holding demat shares :
 - i. No damage or loss of certificate, e.g. Loss in postal transit;
 - ii. Cases of forgery or tearing or mutilation of share certificate(s) are eliminated;
 - iii. 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).

N. 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.

O. Unclaimed Shares Demat Suspense Account :

In compliance of Clause 5A of the Listing Agreement, Bank has opened an Unclaimed Shares Demat Suspense Account, in which all unclaimed shares are credited. As per the said clause, as and when the Shareholder approaches the Bank claiming his 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.

If Claimant(s)/Shareholder(s) wish to have shares in Demat Form	If Claimant(s)/Shareholder(s) wish to have shares in Physical Form
<ul style="list-style-type: none">• Request letter of the Claimant(s)/Shareholder(s)• Client Master Report (in case Demat accountholder)• Self-attested copy of PAN Card(s) of all the Claimant(s)/Shareholder(s)	<ul style="list-style-type: none">• Request letter of the Claimant(s) /Shareholder(s)• Self-attested copy of PAN Card(s) of all the Claimant(s) /Shareholder(s)• Self-attested copy of Address Proof(any of – AADHAAR card/ Passport/Voter ID/Driving License)• <u>Bank Mandate</u> Details along with cancelled cheque leaf)

P. Nomination :

- a) Individual Shareholder holding shares of the Bank 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 **prescribed nomination form** ([Click Here for format](#)) duly filled in, in duplicate, 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.

Q. Payment of Dividend through Electronic Mode :

SEBI has vide Circular No. CIR/MRD/DP/10/2013 dated 21.03.2013, directed that, for making cash payments, if any, to investors, Listed Companies shall use, either directly or through their RTA, any Reserve Bank of India (RBI) approved electronic mode of payment such as ECS [NACH – National Automated Clearing House] for making payment of dividend, if any. In view of this, we appeal to all shareholders of the Bank to furnish the Bank account details in the form provided in Annexures, to facilitate prompt, safe and correct payment of the dividend, whenever declared.

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.

Click here for Bank Mandate Form

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

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

Individual – Affidavit for change of Signature ([Click here](#))

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

S. 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, 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 paid for FY 2008-09 and for subsequent years consecutively for seven years or more, are required to be transferred to IEPF, in the name of IEPF Suspense Account.

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 (i.e. <http://www.iepf.gov.in/IEPFA/refund.html>). Claimant(s) shall file only one consolidated claim in respect of Bank in a financial year.

The claimant(s) after making an application online in Form IEPF- 5, has to download and take print of Form IEPF-5 and send the same duly signed by him/her/them and other joint holder, if any, along with requisite documents as enumerated in Form IEPF-5 to the IDBI Bank at its registered office (**IDBI Bank Ltd., Board Department, Equity Cell, 20th Floor, “C” wing, WTC Complex, Cuffe Parade, Mumbai – 400 005**) for verification of claim and further processing in the matter.

Thereafter, a Verification Report alongwith the Form IEPF-5 and other documents received from the claimant(s), after scrutiny, will be forwarded by IDBI Bank to IEPFA for disposal. Such application shall be disposed of by the IEPFA within 60 days from the date of receipt of the Verification Report.

Annexure I

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy Selenium Tower B,
Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032**

Dear Sir,

**Folio No. _____
Certificate No. _____
Subject: Request for transfer of shares**

I/we forward herewith _____ no. of share certificates of IDBI Bank Ltd., alongwith duly completed Securities Transfer Form (SH.4) for transfer of the same in my/our name(s). Self-attested copy of PAN Card and as a address proof are enclosed. The bank details are as follows:

Bank Name :
Branch Name and Address :
Account Type :
Account No. :
IFS Code :
9 digit MICR Code :

Also please find enclosed cancelled blank cheque.

On registration, the same may be forwarded to my/our above mentioned address.

Yours faithfully,
{Signature of Transferee}

Annexure II

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

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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 : Original share certificate, attested copy of Death Certificate, Self attested copy of PAN Card, Self attested copy of Proof of residence (Any of- Passport/ AADHAAR card/Voter ID/Driving Licence) and a Blank Cancelled Cheque.

Kindly return the Share certificate(s) after deletion of the name of the deceased.

Further, request you to change /update the bank details which are as given below:

Bank Name :
Branch Name and Address :
Account Type :
Account No. :
IFS Code :
9 digit MICR Code :

Yours faithfully,

{Signature of Claimant(s)}

Annexure III

(Request for transmission of shares in case of death of shareholder - In case of single holder)

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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 in case of death of shareholder

I/We forward herewith the above share certificate(s) in original along with the following for transmitting the shares in my/our name.

- i) Attested copy of the WILL and duly attested copy of Probate granted by the Competent Court / Court order / Succession Certificate / Letter of Administration; OR Affidavit from all Legal heirs executed on non-judicial stamp paper of appropriate value
- ii) No objection Certificate
- iii) Duly executed Indemnity bond
- iv) Copy of death certificate duly attested by a Notary Public / Gazetted Officer
- v) Self attested copy of PAN card of Claimant

I/We also forward my/our specimen signature(s) duly attested by my/our banker. Further, self-attested copy of PAN Card of all Legal heirs, self-attested copy of Proof of residence (Any of- Passport/ AADHAAR card/Voter ID/Driving License) and Blank Cancelled Cheque of Claimant are also enclosed. I / We request you to change bank mandate as given below:

- a. Bank Name :
- b. Branch Name and Address :
- c. Account Type :
- d. Account No. :
- e. IFS Code :
- f. 9 digit MICR Code :

Yours faithfully,

{Signature of beneficiary/beneficiaries}

Certificate

Certified that the above signatures have been verified and tallies with our records.

(Signature of Bank official with Employee No. and Bank stamp)

Annexure IV

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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. We give hereunder the original order as stated in the share certificate(s) and proposed change in order of names:-

Original order of names of the registered shareholder:-

Sr.No.	Name of the shareholders	Signature of the shareholders
01		
02		
03		

Proposed change in order of names to be registered as Shareholder:- *

Sr.No.	Name of the shareholders in order proposed	Occupation	PAN No.	Specimen Signature
01				
02				
03				

* Self attested copies of PAN cards of all the shareholders must be attached alongwith this application in terms of SEBI Circular no. SEBI/MRD/DoP/SE/RTA/Cir-03/2010 dated January 07, 2010.

- Address of proposed First shareholder :
- Bank details of proposed first shareholder :
- Bank Name :
- Branch Name and Address :
- Account Type :
- Account No. :
- IFS Code :
- 9 digits MICR Code :

Folio No., if any, already exists as per the change in order of names-

Kindly return the certificate(s) at the above address after doing the needful.

Yours faithfully,

Signature of holder(s)

Encl : as above

(Note: No Stamping required in case of transposition)

- This form must be signed by all the shareholders.
- Please attach Cancelled cheque.
- Self-attested copy of Address proof i.e. AADHAR card / Passport/Voter ID/Driving License of all Holders.
- Original Share Certificate

Annexure V

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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).

Yours faithfully,

{Signature of holder(s)}

Encl: as above

Annexure VI

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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 case of theft or loss (other than postal loss)

This is to inform you that the above share certificate(s) has / have been lost / stolen. In this connection, I / we, request you to “stop - transfer” of the shares. I / We forward the following documents:

1. Duly executed Indemnity Bond
2. Duly executed Affidavit
3. A copy of FIR / Police Complaint (Stamped copy)
4. Self-attested copy of PAN card
5. Self-attested copy of Address proof i.e. AADHAR card / Passport/Voter ID/Driving License

Yours faithfully,

{Signature of holder(s)}

Encl: as above

Annexure VII

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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 case of postal loss

I/We understand that the share certificate(s) forwarded by you through post have been lost in transit. I/We, therefore, request you to 'stop-transfer' of the said shares and issue me/us the duplicate share certificate(s). In this connection, I / we forward the following:

1. Duly executed Indemnity Bond
2. Duly executed Affidavit
3. Questionnaire Form
4. Self-attested copy of PAN Card & Address proof i.e., AADHAAR/Voter Id/ Passport / Driving License.

Yours faithfully,

{Signature of holder(s)}

Annexure VIII

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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 ₹ 1500/-), Bank Mandate Form 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 IX

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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.

Bank mandate form along with documents mentioned therein is enclosed.

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

Yours faithfully,

{Signature of first holder}

Encl: as above

(in case, the shareholder has changed his residence, then in such cases please attach self-attested copy of either Passport or Voter ID or Driving License or Aadhar Card as a proof of residence, and a request letter to change the address in our records.)

Annexure X

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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) Duly filled Bank Mandate form
iv) Original Share certificate / dividend warrant

Annexure XI

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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

Annexure XII

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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 Bank Mandate Form, wherein my signature is attested by Banker. The following documents are attached:

1. Attested Bank Mandate Form
2. Self-attested copy of PAN Card copy
3. Self-attested copy of address proof i.e., AADHAAR/Voter Id/ Passport / Driving License
4. Cancelled cheque

Yours faithfully,

{Signature of first holder}

Annexure XIII

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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).
2. Attested copy of notification published in Official Gazette or a newspaper or an affidavit duly executed.
3. Old specimen signature.
4. New specimen signature duly attested by my/our Banker.
5. Self-attested copy of PAN card(s)
6. Self-attested copy of Address proof (Passport/AADHAR/Driving License/Voter ID)
7. Bank Mandate Form along with cancelled cheque

Yours faithfully,

(Signature of Shareholder)

Certificate

Certified that the above signatures have been verified and tallies with our records.

(Signature of Bank Official with stamp)

Annexure XIV

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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)
2. Attested copy of marriage certificate or decree of divorce issued by competent authority.
3. Old specimen signature.
4. New specimen signature duly attested by my Banker.
5. Self-attested copy of PAN card(s).
6. Self-attested copy of Address proof (Passport/AADHAR/Driving License/Voter ID)
7. Bank Mandate Form along with cancelled cheque

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

Yours faithfully,

{Signature of holder(s)}

Encl: as above

Certificate

Certified that the above signatures have been verified and tallies with our records.

(Signature of Bank Official with Stamp)

Annexure XV

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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)
2. Certified copy of fresh 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.

Please send the duly corrected original share certificate(s) issued in the new name of the company.

Thanking you,

Yours faithfully,

Authorised Signatory

Encl : As above.

Annexure XVI

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy 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 XVII

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

**Karvy Computershare Pvt. Ltd.
Unit: IDBI Bank Ltd.-Equity
Karvy Selenium Tower B,
Plot 31-32, Gachibowli,
Financial District, Nanakramguda,
Hyderabad – 500 032**

Dear Sir,

Folio No._____

Certificate Nos._____

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 alongwith _____ copy of PAN card & _____ address proof.

Yours faithfully,

{Signature of all holder(s)}

Encl: as above

Annexure- XVIII

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 Debentures) Rules 2014]

To

**IDBI Bank Ltd.
IDBI Tower, 20th Floor, "C" wing,
WTC Complex, Cuffe Parade,
Mumbai – 400 005**

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:

(3) IN CASE NOMINEE IS A MINOR -

- a) Date of Birth:
- b) Date of attaining majority:
- c) Name of guardian:
- d) Address of guardian:

(4) PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY-

- 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) Relationship with the minor nominee:

Name:

Address:

Name of Security Holder(s)

Signature

Witness with name and address

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]

To
IDBI Bank Ltd.
IDBI Tower, 20th Floor, "C" wing,
WTC Complex, Cuffe Parade,
Mumbai – 400 005

I/We hereby cancel the nomination(s) made by me/us in favour 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
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 NEW NOMINEE/S –**

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

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

- i) Date of Birth:
- ii) Date of attaining majority:
- iii) Name of guardian:
- iv) Address of guardian:

(3) PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY-

- 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) Relationship with the minor nominee:

Name:

Address:

Name of Security Holder(s)

Signature

Witness with name and address

Annexure XIX

BANK ACCOUNT PARTICULARS ECS [NACH – National Automated Clearing House]

I/We.....do hereby authorize IDBI Bank Ltd.

- To Print the following details on my/our dividend warrant or
- To Credit my dividend amount directly to my Bank account by ECS [NACH – National Automated Clearing House]

Folio No. : IDB.....

Particulars of Bank Account:

1.	Bank Name	:	
2.	Branch Name & Address (for Mandate only)	:	
3.	9 Digit Code number of the bank & Branch as appearing on the MICR cheque	:	
4.	Account Type (Savings/Current)	:	
5.	Account No. as appearing on the cheque book	:	
6.	Branch STD code & Telephone no.	:	
7.	IFSC Code of Bank Branch	:	
8.	Email ID of shareholder	:	
9.	Contact No. of Shareholder	:	

.....
Signature of the Member

1. Please attach the photocopy of a cheque or a blank cancelled cheque issued by your Bank relating to your above bank account for verifying the accuracy of the 9 digit MICR code number/IFSC Code.
- 2.

In case of shareholders holding shares in Physical Mode, please send these details to: Karvy Computershare Pvt. Ltd. Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032	In case of shareholders holding shares in Dematerialized form, please send these details to: The Depository Participant with whom your Demat Account is maintained.
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Enclosures:

1. Self-attested copy of PAN Card
2. Self-attested copy of Residence Proof (Any one – Voter ID/Passport/Driving License/ AADHAAR Card)
3. Cancelled Blank Cheque leaf.
4. Signature attestation by Manager of Nationalized Bank / IDBI Bank

Annexure XX

**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

1. That I, 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)

2. 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)

3. 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).

4. That my signature might have changed / altered by passage of time and therefore the signatures recorded with the company shall be cancelled.

5. 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.

6. 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.

7. I hereby further affirm that the Transfer Deeds for sale of securities bearing my signature as appended herein below can be taken as validly executed by me for all purposes and intents of transferring the ownership of securities held by me under the folios as stated in Para 1 above.

8. 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 XXI

TRANSMISSION

TRANSMISSION FORM

DATE:

1. Name of the deceased shareholder (as endorsed on the certificate)

--

2. Folio No.

--

3. Shares

--

4. Particulars of Share certificate(s): (if space is insufficient, please attach a separate sheet)

Certificate Nos.	Distinctive Nos.	No. of Shares

5. Particulars of applicant(s) in whose name(s), transmission is to be effected.

Name(s)	Father's/Husband's Name	Occupation

6. Address of First Holder

--

PIN Code:

7. Bank Mandate Details

1.	Bank Name	:	
2.	Branch Name & Address (for Mandate only)	:	
3.	9 Digit Code number of the bank & Branch as appearing on the MICR cheque	:	
4.	Account Type (Savings/Current)	:	
5.	Account No. as appearing on the cheque book	:	
6.	Branch STD code & Telephone no.	:	
7.	IFSC Code of Bank Branch	:	
8.	Email ID of Claimant	:	
9.	Contact No. of Claimant	:	

8. Specimen signature(s) of the applicant(s)

Names(s)

Signature(s)

- 1. _____
- 2. _____

Attestation: I hereby attest the above signature(s)

(To be attested by a Bank Manager with Office Seal)

Signature _____

Name _____

Address _____

Annexure XXII**NO OBJECTION CERTIFICATE**

In terms of Indemnity Bond and Affidavit dated _____ executed by _____ in respect of transmission of _____ Equity Shares of IDBI Bank Ltd., held by Late Mr. / Mrs. _____, (deceased) under Folio no. _____, in favour of Mr. / Mrs. _____, we the following Legal Heirs:

Sr. No.	Name	Relation to Deceased	Age
1			
2			
3			
4			
5			

hereby unconditionally renounce our rights, interest, title to the aforesaid shares and give our consent to transmit the shares, in favour of Mr. /Mrs. _____

Sr. No	Name of Legal Heir renouncing the right to shares	Signature
1		
2		
3		
4		
5		

Date:

Place:

Enclosures: Self attested Copies of PAN Card and Residence Proof (viz., AADHAR Card or Passport or Voter ID or Driving License) of all the persons renouncing their rights, interest, and title as contained above.

Annexure XXIII

[To be executed on Non - Judicial stamp paper of requisite value as applicable in their STATE]

INDEMNITY BOND FOR TRANSMISSION

_____ equity shares having distinctive numbers from _____ to _____ of the face value of Rs.10/- (Rupees 10 only) stand registered in the name of Late _____ in the books of IDBI Bank ltd. who died on _____ leaving behind him the following legal heirs.

<u>NAME</u>	<u>AGE</u>	<u>RELATION</u>
1.		
2.		
3.		

The above mentioned shares are the separate and self-acquired property of the deceased. Under the Indian Succession Act, 1956, the persons mentioned above are his/her only legal heirs who are entitled to inherit the aforesaid shares.

I/We therefore, request the Company/Bank to transmit the aforesaid shares standing registered in the name of the Late _____, to my/our name(s) without production of succession certificate or letters of Administration or Probate and also to pay me dividend payable by the company.

In consideration of the Company having agreed to comply with my request on my executing a bond in favour of the company, I / We, the applicant, hereunder for myself, my heirs, executors, administrators and assigns to hereby jointly and severally covenant with the company, its successors and assigns that we and each of our heirs, executors, administrators and assigns will, on the company transferring the said shares into my name and paying to me the dividends already due, at all times save, defend and keep indemnified the company its successors and assigns, its estate and effects, and the Directors, Manager, Company Secretary and Shareholders of the Company/Bank, their heirs, executors and assigns from and against all actions, causes of actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares / debentures of the dividends of any part thereof, or otherwise in connection with the same and from and against all claims, damages, costs, charges, expenses and losses arising in any manner howsoever.

In witness whereof, I / We, the applicant herein have signed and set my hand on _____ this _____ day of _____ 20

WITNESSES:
 (NAME, ADDRESS & SIGNATURE)

1. _____

2. _____

(Signature of Claimant(s))

1. _____

2. _____

Place:
Date:

Annexure XXIV

[To be executed before Notary Public on Non-JUDICIAL STAMP PAPER of requisite value as applicable in their STATE]

AFFIDAVIT

I / WE _____ R/o _____

do solemnly affirm and state as under :

1. That _____ shares bearing distinctive number from _____ to _____ of the face value Rs. _____ each are standing registered in the name of Late _____ in the books of IDBI Bank Ltd.,
2. The Shri / Smt. _____ died on _____.
3. That the deceased _____ left behind the following heirs:

Sr. No.	Name	Relation to Deceased	Age

4. That the above mentioned shares were separate and self acquired property of the deceased.
5. That under the Indian Succession Act, 1956, the persons mentioned in paragraph 3 above, are entitled to inherit the aforesaid shares jointly.
6. That the deceased _____ left no other legal heir than those mentioned in paragraph 3 of this affidavit and that the persons mentioned in the said paragraph 3 are his/her the only heirs.
7. That out of the aforesaid Legal Heirs,
 - i)
 - ii)
 - iii)
 - iv)

have renounced their right, title and interest in these shares and have further consented that they have no objection recognizing and registering Shri /Smt. _____ as absolute owner of the aforesaid shares.

8. That I/We therefore request IDBI Bank Ltd., to transmit the aforesaid Equity Shares registered in the name of the deceased _____ in favour of Shri / Smt. _____, for which Legal Heirs mentioned in Para 3 above have no objection for such transmission without production of succession certificate or Letter of Administration or Probate.

VERIFICATION

IN WITNESS WHEREOF, I/WE, the above named persons verify that the statements contained in the above paragraphs are true to the best of our knowledge and belief and that no material fact has been concealed.

Solemnly declared and affirmed on identification at _____ this _____
Day of _____ 20____.

(Signature of deponent/s)

PLACE:

DATE:

**BEFORE ME
(NOTARY/MAGISTRATE)**

Annexure-XXV
INDEMNITY BOND

To,
IDBI BANK LIMITED
IDBI TOWER, CUFFE PARADE
MUMBAI – 400 005

*[To be executed on Non -JUDICIAL
STAMP PAPER of requisite value as
applicable in their STATE]*

WHEREAS,

(1)
I/We,.....
.. (Name(s) of holder(s)/applicant(s)) am/are the holder(s) of(shares) under Folio No.
bearing Distinctive
Nos..... of IDBI BANK
LIMITED (hereinafter referred to as ‘the Bank’).

(2) I/We hereby represent to the Bank that the original certificate(s) in respect of the said shares has/have been lost/misplaced and the same cannot be found.

(3)I/We.....
have applied to the Bank for duplicate Certificate(s).

In consideration of the Bank issuing/agreeing to issue such duplicate Certificate(s),
I/We.....
.....for myself / ourselves/
our respective heirs, executors and administrators do hereby jointly and severally covenant with the Bank, its successors
and assigns that we and our heirs, executors and administrators respectively will at all times and from time to time save,
defend and keep harmless and indemnified the Bank, its successors and assigns and the Directors and Officers thereof
and their respective heir, executors and administrators and their and each of their estates and effects from and against all
actions, causes, suits, proceedings, accounts, claims and demand whatsoever on account of the said shares or any of
them or the loss or non-production of the Certificate(s) thereof on the part of any person or person(s) whomsoever and
against all damages, cost, charges, expenses and sums of money incurred in respect thereof or otherwise in relation to
the premises and I/We the said [(Name(s) of holder(s) / applicant(s)]

undertake on demand by the Bank to return and re-deliver such duplicate Certificate(s) and without such demand to
produce and return to the bank the original certificate(s) when found or traced and to take all actions, suits and
proceedings at our own cost as the Bank shall require for the recovery thereof or otherwise in relation to the premises.

Dated thisday of.....20.....
(Date) (Month)

Signature(s) of holder(s)/applicant(s)

.....
.....
.....

Annexure-XXVI

Duplicate Share Certificate

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	

Signature Checked by

Address:

Date:

Signature(s) of the applicant(s)

Annexure-XXVII

(PROFORMA TO BE EXECUTED ON STAMP PAPER OF APPROPRIATE VALUE APPLICABLE IN YOUR STATE)

(This affidavit should be verified in the presence of First Class Magistrate or a notary public. In the event of verification in the presence of a Notary Public, the Affidavit should contain the requisite Special Adhesive Stamps.)

AFFIDAVIT FOR DUPLICATE SHARE CERTIFICATE

I/We are Share-holder(s) of IDBI BANK LIMITED and hold shares of the face value of Rs. 10/- each as per the details given below:

Folio No.	No. of Shares held	Share Certificate(s)	Distinctive No.(s)

I/We do solemnly and sincerely swear and state as under:

1. That the said share certificate(s) covering the said Shares has/have been lost/misplaced/not received and it is/they are not in my/our possession:
2. That I/We have not transferred the said Shares or any of them in favour of any other person and I/We have not executed an instrument of transfer for the said shares in favour of any person.
3. That I/We have filed a request to IDBI Bank Ltd., to issue duplicate Share certificate for the said Shares.

NAME(S) OF SHARE HOLDERS:

SIGNATURE(S) OF SHAREHOLDER(S)

VERIFICATION

I/We solemnly verify that the facts stated above are true and that nothing material has been concealed.

NAME(S) OF SHARE HOLDER(S) :

SIGNATURE(S) OF SHAREHOLDER(S)

Annexure-XXVIII

[To be executed on Non -JUDICIAL STAMP PAPER of requisite value as applicable in their STATE]

INDEMNITY BOND FOR DUPLICATE DIVIDEND WARRANT

[To be completed and forwarded to IDBI BANK LIMITED, IDBI TOWER, CUFFE PARADE, MUMBAI – 400 005]

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

Dear Sir,

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 / Demand 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 this _____ day of _____, 20____ .

Signature of the first holder

Name of Shareholder:

Full Address:

Annexure-XXIX

Form No. SH-4 - Securities Transfer Form

[Pursuant to section 56 of the Companies Act, 2013 and sub-rule (1) of rule 11 of the Companies (Share Capital and Debentures) Rules 2014]

Date of execution: ____ / ____ / ____

FOR THE CONSIDERATION stated below the "Transferor(s)" named do hereby transfer to the "Transferee(s)" named the securities specified below subject to the conditions on which the said securities are now held by the Transferor(s) and the Transferee(s) do hereby agree to accept and hold the said securities subject to the conditions aforesaid.

CIN:

Name of the company (in full): _____

Name of the Stock Exchange where the company is listed, (if any): _____

DESCRIPTION OF SECURITIES:

Kind/ Class of securities (1)		Nominal value of each unit of security (2)	Amount called up per unit of security (3)	Amount paid up per unit of security (4)
No. of Securities being Transferred		Consideration received (Rs.)		
In figures	In words	In words	In figures	
Distinctive Number	From			
	To			
Corresponding Certificate Nos.				

Transferors' Particulars

Registered Folio Number:

Name(s) in full _____ Signature(s) _____

1. _____

2. _____

3. _____

I, hereby conform that the transferor has signed before me.

Signature of the Witness: _____

Name of the Witness: _____

Address of the Witness: _____

Pincode: _____

Transferees' Particulars

Name in full (1)	Father's/ Mother's / Spouse Name (2)	Address & E-mail id (3)
1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	_____ _____ _____ Pin code _____ Email id: _____
Occupation (4)	Existing Folio No., if any (5)	Signature (6)
1. _____ 2. _____ 3. _____	_____ _____ _____	1. _____ 2. _____ 3. _____

Folio No. of Transferee

Specimen Signature of Transferee(s)

1. _____
 2. _____
 3. _____

STAMPS

Enclosures:

1. Certificate of shares or debentures or other securities
2. If no certificate is issued, Letter of allotment Value of Stamp affixed: Rs. _____
3. Copy of PAN Card of all the Transferees (For all listed Cos.)
4. Others, Specify, _____

For Office Use Only

Checked by _____

Signature Talled by _____

Entered in the Register of Transfer on _____ vide Transfer no _____

Approval Date _____

Power of attorney / Probate / Death certificate / Letter of Administration

Registered on _____ at

No _____

