

NOTICE

**FOR KIND ATTENTION OF SHAREHOLDERS OF INDBANK MERCHANT
BANKING SERVICES LTD**

Dear Investors,

We draw your attention to the circular issued by Securities and Exchange Board of India (SEBI) No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20/04/2018. SEBI, in point no. 12 (ii) of the Annexure to its circular has directed all the listed companies to send a communication to all its shareholders, who are holding shares in physical form and obtain copy of the PAN of all the holders and Bank account details of the first / sole shareholder of the company.

These guidelines are issued by SEBI to streamline and strengthen the procedures and processes with regard to handling and maintenance of records, transfer of securities and payment of dividend/interest/redemption by the RTAs, Issuer Companies and Bankers to Issue.

To enable us to update the PAN and Bank account details, we request you to kindly submit the following documents:

- Copy of self-attested PAN card of the shareholders including joint holders, if any in the format attached
- Bank a/c details of the first/sole shareholder, as per the Bank Mandate format attached
- Original cancelled cheque leaf with the name of the first/sole shareholder printed on it or copy of bank passbook showing name & account details of the account holder attested by the bank

On receipt of the above documents, we will update the same in our records.

In case of dividend declaration by the company, all dividends including past unpaid dividends, if any, will be directly credited to the bank account furnished by you. It is not out of place to mention here that under section 124 (6) of the Companies Act 2013, if dividends remain unpaid / unclaimed for a period of seven consecutive years then the underlying shares are also liable to be transferred to the a/c of IEPF authority.

The first reminder letters have been dispatched on 13.07.2018 through registered post/ speed post to the address registered in the respective folios. We request you to kindly submit the documents sought above immediately to our RTA @ **“M/s Cameo Corporate Services Limited, Subramanian Building, No.1 Club House Road, Chennai 600 002, Tamilnadu”**

We also request you to kindly arrange to send us the first/sole shareholders email Id for sending future communications as per the format attached.

Further, we draw your attention to the notification issued by SEBI dated 08.06.2018 amending Regulation 40 of the Listing Regulations. Pursuant to this, request for effecting transfer of securities shall not be processed except in case of transmission or transposition of securities unless the securities are held in demat form. Hence, we would not be in a position to accept /process the requests for transfer of shares held in physical form with effect from 04.12.2018. We therefore advise you to take immediate steps for dematerializing your shareholding in the company.

As you may be aware holding shares in dematerialized form offers host of benefits like enhanced security, ease of handling, faster transfers, exemption from stamp duty, eliminating bad deliveries. In view of the above, in order to ensure that you are able to deal in the securities hassle-free, kindly take steps for dematerializing the shares at an early date.

Our Company offers Demat services, you can utilize the services of the company for dematerializing your physical shares. For more details for dematerializing contact the nearest DP service center/ terminals of our company. The Address and the contact details of our DP service centers/ terminals are available on our website www.indbankonline.com under **“Contacts”**

For downloading the PAN and Bank Mandate form click → **“PAN & Bank Mandate Form”**
