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CIN No: L65191TN1989PLC017883

May 15, 2020

Intimation to the Shareholder(s)

In view of the difficulties faced by the Stakeholders on account of the threat posed by COVID-19 and considering the overall situations at present in the Country, there are several measures being taken by the Government of India to curb the spread of virus through social distancing, inter-alia, restrictions on movement and / or gathering of persons which have impacted several services including postal and courier services. The Ministry of Corporate Affairs (MCA) vide its circulars no.14/2000 dated April 8, 2020, no.17/2020 dated April 13, 2020 and no.20/2020 dated May 5, 2020 has allowed certain classes of Companies to conduct their Extra-Ordinary General Meeting (EOGM) and Annual General Meeting (AGM) through video conferencing (VC) or other audio visual means (OAVM).

Owing to difficulties involved in dispatching of physical copies of the financial statements (including Board's report, Auditor's Report or other documents required to be attached therewith), the MCA has granted permission to communicate to the shareholders of the Company through their registered email ids., which helps in better and timely communication between the Company and the shareholders.

We wish to urge the shareholders for registration and/ or updation of their Permanent Account Number (PAN) and bank mandate as it ensures the receipt of dividend and/or any other consideration timely.

Accordingly, to update the details with the Company, you may follow the below procedure:

To update	Mode of Holding	Procedure	Documents required
E-Mail id & PAN	Physical	Send an e-mail to Company's e-Mail id investors@indbankonline.com or to the Company's Registrar and share transfer agent, M/s. Cameo Corporate Services Limited investor@cameoindia.com	A signed request letter mentioning your folio no. and the email id / PAN including joint holders (self-attested copy) that is to be registered
	Demat	Update the e-mail id / PAN through your Depository Participant	
Bank Mandate	Physical	Send an e-mail to Company's e-Mail id investors@indbankonline.com or to the Company's Registrar and share transfer agent, M/s. Cameo Corporate Services Limited investor@cameoindia.com	A signed request letter mentioning your folio no., cancelled cheque with the name of the first / sole holder name printed on it or copy of the bank passbook showing name & account details attested by the Bank and self-attested PAN copy
	Demat	Update the Bank Mandate through your Depository Participant	

Please note that under the current circumstances of COVID-19 pandemic, physical dispatch of any communication / notices / financial statements / dividend warrants or any such documents is not possible.

It would be highly appreciated that the shareholders co-operate and support and do the needful at the earliest.