

Dear Shareholder

In our constant endeavor to create awareness among our shareholders, who are holding shares in physical form, on the benefits of dematerialization of shares, ECS for dividend payment and nomination facility we have been communicating to the shareholders to make maximum use of these facilities for better convenience of handling their investment in shares of our Bank.

We are still having few shareholders who could not opt for these facilities for some reason or the other. We emphasize the need to take advantage of these opportunities and we have explained below in greater detail the benefits available.

DEMATERIALIZATION OF SHARES

Dematerialization is the process by which physical certificates of an investor are converted to an equivalent number of securities in electronic form and credited in the investor's account with his / her Depository Participant (DP).

Our Banks' shares can be traded on Bombay Stock Exchange Ltd and National Stock Exchange of India Ltd and it is mandatory to trade in **demat form only**. We have been given ISIN no INE166A01011 for the shares.

Benefits of holding shares in dematerialized form:

In the depository system, the ownership and transfer of securities takes place by means of electronic book entries. This system rids the capital market of the dangers related to handling of paper.

The depository system provides numerous benefits such as:

- Elimination of bad deliveries
- Elimination of all risks associated with physical certificates
- No Stamp duty
- Immediate transfer and registration of securities
- Faster settlement cycle
- Faster disbursement of non-cash corporate benefits like rights, bonus, etc
- Reduction in brokerage by many brokers for trading in dematerialised securities
- Reduction in handling of huge volumes of paper
- Periodic status reports for the DPs
- Elimination of problems related to change of address of investor, transmission etc to be intimated/completed for each company.
- Ease in portfolio monitoring

ING Vysya Bank Ltd also offers DP Services and you can convert physical holdings into demat shares.

As a shareholder, you can avail the concessional Annual Maintenance Charge of Rs 400/- as against Rs. 750/- for non-customers. All you have to do is just open a Demat account. You may open a Savings Bank account with our Bank (unless you already have with our Bank) with a Standing Instruction to pay Demat bills. Please feel free to contact your nearest ING Vysya Bank branch to open your Demat account and SB account. You could also call our toll free number 1800 425 9900 from any BSNL/MTNL/Reliance/Airtel line or SMS <<Orange DMT >> to 56161, if you require further clarification

NOMINATION FACILITY

If you still desire to hold the shares in physical form we advise you to register **Nomination**, for the shares held by you for hassle free transmission of shares to your beloved ones.

A shareholder of the Bank may, at any time, nominate in the prescribed format (as enclosed-**Annexure A**), a person to whom his / her shares in the Bank shall vest in the event of his/her death. Only individuals holding shares singly or jointly can make the nomination. Where more than one person holds the shares jointly, the joint holders may together nominate a person to whom all the rights in the shares of the Bank shall vest in the event of death of all the joint holders.

What is the advantage of making nomination?

Notwithstanding anything contained in any other law or any testamentary disposition or otherwise, in respect of the shares, where a nomination has been made in accordance with the Companies Act, 1956, the nominee on the death of the shareholder of the Company or on the death of all the joint holders, as the case may be, shall become entitled to the rights in the shares of the Company to the exclusion of all other persons unless the nomination is revoked. No need to produce letter of administration/succession certificate/legal heirship certificate and indemnity cum affidavit. The shareholders are requested to avail this facility.

ELECTRONIC CLEARING SERVICE (ECS) FOR REMITTANCE OF DIVIDEND:

In order to avoid the postal delay, loss in transit and fraudulent encashment by third parties of physical warrants, our Bank has made available ECS facility for payment of Dividend that ensures timely credit of dividends directly into the Bank account of the shareholders.

We enclose format (**Annexure – B**) for registering the ECS details. The shareholders are requested to avail this facility.

We also request you to communicate any change in address (as per the format enclosed-**Annexure - C**) to ensure prompt delivery of communications.

You are also requested update your signature(s), format enclosed (**Annexure D**), to avoid any inconvenience to you in future when the shares are transacted either for transfer or dematerialization.

Please send all the above formats, duly filled in, to our R & T Agents for registering the details and feel free to contact them at their address mentioned below for any other queries.

M/s. Karvy Computeshare (P) Ltd.
Unit:ING Vysya Bank Ltd
Plot No. 17 to 24, Vithalrao Nagar,
Madhapur
Hyderabad – 500081.
Telephone: 040-2420815-28
Email: mailmanager@karvy.com
mahendra.singh@karvy.com

We earnestly request you to make use of all the above facilities at an early date to conveniently handle your investments in the shares and free yourself from hassles of handling physical share certificates

M V S Appa Rao
Corporate Secretary

FORM 2B
Nomination Form
 [To be filled by individual(s)]

ANNEXURE - A

To _____
 Karvy Computershare Pvt Ltd.
Unit: ING Vysya Bank Ltd.,
 Plot no 17 to 24 Vittal Rao Nagar
 Madhapur
 Hyderabad-500 081

From : _____

Folio No : _____

No. of shares: _____

I/We holder(s) of Shares of the Company as mentioned above. I/We nominate the following person in whom all rights of transfer and/or amount payable in respect of Equity Shares shall vest in the event of my/our death.

| | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--------------|--|---|----------|--|---|---------|--|---------------|-----------|----------|----------|--|--|--|--|--|--|--|--|--|--|
| Nominee's name | | | | | | | | | | | Age | | | | | | | | | | | | |
| To be furnished in case the nominee is a minor | | | | | | | | | | Date of Birth | | | | | | | | | | | | | |
| Guardian's Name * | | | | | | | | | | | | | | | | | | | | | | | |
| Occupation of Nominee Tick (√) | 1 | Service | | 2 | Business | | 3 | Student | | 4 | Household | | | | | | | | | | | | |
| | 5 | Professional | | 6 | Others | | 7 | Others | | | | | | | | | | | | | | | |
| Nominee's Address | | | | | | | | | | | | | Pin Code | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone No. | | | | | | | | | | | | | | | | | | | | | | | |
| Email Address | | | | | | | | | | | | | Fax No. | | | | | | | | | | |
| | | | | | | | | | | | | Std Code | | | | | | | | | | | |
| Specimen signature of Nominee / Guardian (in case nominee is minor) | | | | | | | | | | | | | | | | | | | | | | | |

• To be filled in case nominee is a minor
 Kindly take the aforesaid details on record.

Thanking you,
 Yours faithfully,

Date -----

| | Name and address of equity shareholder {as appearing on the Certificate(s)} | Signature (as per specimen with company) |
|--|--|---|
| Sole/1 st holder (address) | | |
| 2 nd holder | | |
| 3 rd holder | | |
| 4 th holder | | |
| Witnesses (two) | | |
| | Name and Address | Signature |
| 1 | | |
| 2 | | |

INSTRUCTIONS :

1. Please read the instructions given below carefully and follow the same to the letter. If the form is not filled as per instructions, the same will be rejected.
2. The nomination can be made by individuals only. Non individuals 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 shall sign (as per the specimen registered with the Company) on the nomination form.
3. A minor can be nominated by a holder of Shares and in that event the name and address of the Guardian shall be given by the holder.
4. 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.
5. Transfer of Shares in favour of a nominee and repayment of amount to nominee shall be a valid discharge by a company against the legal heir.
6. Only one person can be nominated for a given folio.
7. Details of all holders in a folio need to be filled; else the request will be rejected.
8. 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.
9. Whenever the Shares in the given folio are entirely transferred, transpositioned or dematerialized with some other folio, then this nomination will stand rescinded.
10. 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. The registration number and folio no. should be quoted by the nominee in all future correspondence
11. The nomination can be varied or cancelled by executing fresh nomination form.
12. The company will not entertain any claims other than those of a registered nominee unless so directed by a Court.
13. The intention regarding nomination/nomination form shall be filed in duplicate with the Registrar and Transfer Agents of the Company who will return one copy thereof to the Shareholders.
14. For shares held in dematerialized mode nomination is required to be filed with depository participant in their prescribed form.

| |
|---------------------------------|
| FOR OFFICE USE ONLY |
| Nomination Registration Number |
| Date of Registration |
| Checked by (Name and Signature) |

ANNEXURE - B

ELECTRONIC CLEARING SERVICE (ECS) MANDATE FORM
(For shares held in physical form)

To

**The Manager,
Karvy Computershare Pvt. Ltd,
Unit: ING VYSYA BANK
Plot No. 17-24, Vithal Rao Nagar,
Madhapur, Hyderabad-500081**

Registered Folio No.: _____

I hereby give my mandate to credit my Dividend on the shares held by me with respect to aforesaid folio number direct to my bank account through Electronic Clearing Service (ECS) . The details of the bank account are given below.

Particulars of Bank Account :

- a. **Bank Name** :
- b. **Branch Name:**
- Address (for Mandate Only) :**

- c. **9 Digit Code number of the bank & branch :**
name appearing on the MICR cheque :
- d. **Account type (Savings/Current) :**
- e. **Account No. as appearing on the cheque book :**

(Please attach a blank “cancelled” cheque or photocopy thereof or a certificate from Bank)

Signature of the sole/first holder
(as per the specimen registered with the Company)

Name : _____

Address: _____

(As address proof, I am attaching herewith a copy from among the following documents viz. Passport copy, Voters ID, Driving Licence, Front page of bank Passbook or Ration Card)

Date: _____
Place : _____

ANNEXURE - C

Request for updation of Records – Change of Address

To,
 The Manager,
 Karvy Computershare Pvt. Ltd,
 Unit: ING VYSYA BANK
 Plot No. 17-24, Vithal Rao Nagar,
 Madhapur, Hyderabad-500081

Dear Sir,

I/we hereby request you to please update my/our change in address in your records for the **Registered Folio No.**

| Old Address | New Address |
|----------------|-------------|
| | |
| | |
| | |
| City | |
| State | |
| Pincode | |

For your doing the needful, I am attaching herewith a copy from among the following documents as **Proof of Identification (POI) & Proof of Address (POA)** and marked against the relevant box. Further a copy of past dividend warrant is attached confirming the old address.

| Proof of Identification (POI) | (X) | Proof of new address (POA) | (X) |
|--------------------------------------|------------|-----------------------------------|------------|
| Passport copy | | Passport copy | |
| Voters ID | | Voters ID | |
| PAN Card | | Pan Card | |
| Driving License | | Driving License | |
| | | Front page of Bank Passbook | |
| | | Ration Card | |

Kindly confirm having recorded the changed address.

Yours Faithfully

(
 _____)
Signature of the first holder & Jt. Holder(s)
(as per specimen registered with the Company)

Dated:

ANNEXURE – D

| |
|--|
| Request for updation of Signature |
|--|

To,
The Manager,
Karvy Computershare Pvt. Ltd,
Unit: ING VYSYA BANK
Plot No. 17-24, Vithal Rao Nagar,
Madhapur, Hyderabad-500081

Dear Sir,

I hereby request you to please incorporate my latest signature duly attested by my banker in your records for the **Registered Folio No.** in which I am the sole holder or joint holder no. 1/joint holder no. 2 with the first holder.

Name of the shareholder _____
Present Signature _____ **Date of effect:** / /

| | | |
|-----------------------|------------------------|--------------------------|
| | | |
| As Sole Holder | As Jt. holder 1 | As Joint holder 2 |

Verification of Signature by Banker with Designation & Seal

| | | | |
|----------------------------|--|------------------------|--|
| Account No. | | Type | |
| Bank Name | | | |
| Address | | | |
| Name of the officer | | Branch Code No. | |

Please find enclosed herewith a copy of the front page of the Pass book, of which the attestation is being done and a copy from among the following documents as **Proof of Identification (POI) & Proof of Address (POA)** and marked against the relevant box.

| | | | |
|--------------------------|-------------------------------------|--------------------------|-------------------------------------|
| (POI) & (POA) | <input checked="" type="checkbox"/> | (POI) & (POA) | <input checked="" type="checkbox"/> |
| Passport copy | | Driving License | |
| Voters ID | | Ration Card | |
| PAN Card | | | |

I, hereby declare that the particulars given above are correct and complete.

Signature of the sole/first holder _____

Name : _____

Address: _____
