



**IDFC FIRST Bank Limited**

**CIN:** L65110TN2014PLC097792

**Registered Office:** KRM Tower, 7<sup>th</sup> Floor, No. 1 Harrington Road, Chetpet, Chennai 600 031

**Tel:** + 91 44 4564 4000

**Corporate Office:** IDFC FIRST Bank Tower, (The Square), C-61, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai, 400 051

**Tel:** + 91 22 7132 5500

**Email:** [Secretarial@idfcfirstbank.com](mailto:Secretarial@idfcfirstbank.com); **Website:** [www.idfcfirstbank.com](http://www.idfcfirstbank.com)

SRNO/45/1

Date : 28-Oct-2024



To,

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Contact No:

Joint holder 1: \*\*\*\*\*

**Ref: Composite scheme of amalgamation for amalgamation of (a) IDFC Financial Holding Company Limited into and with IDFC Limited; and (b) IDFC Limited into and with the IDFC FIRST Bank Limited (“Composite Scheme”).**

**Sub: Dematerialisation of your physical shareholding held in IDFC Limited**

**Ref: Folio IDF950168**

The National Company Law Tribunal, Chennai Bench (“**NCLT**”) has approved the aforesaid Composite Scheme vide its letter dated September 25, 2024, accordingly, the Board of Directors of the Bank, at its meeting held on September 27, 2024, has approved the record date as October 10, 2024 (“**Record Date**”), for effecting transfer of shares of IDFC FIRST Bank Limited (“**the Bank**”) to the shareholders of IDFC Limited (“**IDFC**”) in accordance with pre-determined Share Exchange Ratio i.e. 155 equity shares (credited as fully paid-up) of face value of ₹ 10/- each of IDFC FIRST Bank for every 100 fully paid-up equity shares of face value of ₹ 10/- each of IDFC Limited.

In terms of SEBI circular dated January 25, 2022, on “Issuance of Securities in dematerialized form in case of Investor Service Requests” and the Composite Scheme approved by the NCLT, the equity shares shall be issued in dematerialised form (“**New Equity Shares**”) to the equity shareholders whose depository accounts details are registered/available with the Bank’s Registrar & Share Transfer Agent (“**RTA**”). In case if details of depository accounts are not available with the RTA and in case if the equity shareholders of IDFC are holding equity shares in physical form then the Bank shall deal with the issuance of such New Equity Shares in such manner as may be permissible under the Applicable Law i.e. by way of issuing the New Equity Shares in dematerialised form to a Demat Account opened by the Bank, with a depository, for the benefit of such shareholders.

**As on the record date, it is observed that you are holding equity shares of IDFC in physical form (“Physical Shareholders”).**

**Accordingly, in terms of aforesaid SEBI circular read with other regulations thereof and the Composite**

**Scheme, the shares allotted to the physical shareholders are being held in suspense demat account opened by the Bank with a Depository on behalf of the original physical shareholders.**

**In order to enable transfer of shares from Suspense Account to your Demat Account, we request you to kindly get your physical shares dematerialised at the earliest and then submitting the request for dematerialisation of shares to the KFIN Technologies Limited ("Bank's RTA") by following the process mentioned below.**

**Process of claiming shares from suspense account.**

1. Form ISR 4 – Duly filled and signed.
2. Forms ISR 1, ISR 2, ISR 3/SH13 – Duly filled and signed and specimen signature duly attested by the bank manager in ISR 2.
3. Self-attested (along with date duly mentioned) photocopies of PAN and proof of address.
4. Cancelled cheque leaf with name pre-printed / recent bank statement/ copy of bank passbook (The bank account should be same as mentioned in ISR1 and ISR 2)
5. Client master list of the demat account duly attested by the DP.
6. Original Share certificate of IDFC Limited

Please note the format of aforesaid forms along with detailed process for claiming shares is uploaded on the website of the Bank at <https://www.idfcfirstbank.com/investors>

Once the documents are received and in order, the process for credit of shares to demat account of the shareholder is initiated through DIS.

In case the process involves Deletion of name / Transmission, the additional documents as required have to be submitted.

In case of any help, you may please reach out to Bank's RTA at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com).

Yours faithfully,  
For **IDFC FIRST Bank Limited**

**Satish Gaikwad**  
**Head – Legal & Company Secretary**