

Green Initiative



Always You First.

IDFC FIRST Bank Limited

(formerly IDFC Bank Limited)

CIN: L65110TN2014PLC097792

Website: www.idfcfirstbank.com; E-mail: bank.info@idfcfirstbank.com

Registered Office: KRM Towers, 7th Floor, No. 1 Harrington Road, Chetpet, Chennai - 600 031, Tamil Nadu, India

Tel: + 91 44 4564 4000; Fax: +91 44 4564 4022

Corporate Office: Naman Chambers, C-32, G-Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051, Maharashtra, India

Tel: + 91 22 7132 5500; Fax: +91 22 2654 0354

GO - GREEN INITIATIVE AND IEPF

Dear Shareholder,

Go Green Initiative - Electronic Mode of service of documents:

The Ministry of Corporate Affairs ('MCA') has taken a "Go Green Initiative in the Corporate Governance" by allowing paperless compliances by companies. The applicable provisions of Companies Act, 2013 read with rules made thereunder permits circulation of financial statements, notices etc. to shareholders through electronic mode as per the records of the Company/ Registrar and Share Transfer Agent or as provided by the Depositories.

In this regard, we seek your whole-hearted support for this initiative. We would request you to register your e-mail Id with your Depository Participant, to get Annual Reports and other communications through e-mail instead of paper mode.

In case, you are holding shares of the Bank in physical form, you may kindly provide your e-mail Id to our Registrar and Share Transfer Agent ('RTA') i.e. Kfin Technologies Private Limited ('KFIN'), Selenium Tower B, Plot 31 & 32, Financial District, Gachibowli, Nanakramguda, Serilingampally, Hyderabad - 500 032, Telangana, India, Tel. No.: +91 40 6716 2222 Fax: +91 40 2342 0814, e-mail: einward.ris@kfintech.com; Website: www.kfintech.com or request by e-mail to KFIN at einward.ris@kfintech.com, communicating Name, Folio No./ DP ID/ Client ID and e-mail address. In case, you are holding shares of the Bank in demat mode, you are requested to contact your Depository Participant (DP) and register your email address and bank account details in your demat account, as per the process advised by your DP.

Alternatively, the Members can also update their e-mail addresses with Bank by sending an e-mail to bank.info@idfcfirstbank.com. The Bank shall appropriately

coordinate with the RTA to get the records updated. This will help the Bank for serving documents to you electronically.

You may kindly note that as a member of the Bank, you are entitled to be furnished free of cost, a printed copy of the Annual Report of the Bank, upon receipt of a requisition from you at any time. **However, in view of continuing pandemic situation of COVID-19 and pursuant to the guidelines and notification/ circular issued by the Ministry of Home Affairs, Government of India, Ministry of Corporate Affairs (the 'MCA') and Securities and Exchange Board of India ('SEBI'), the Annual Report for FY 2019-20 alongwith 6th AGM Notice is being sent only through electronic mode.**

The Notice and Annual Report of the Bank would also be made available on the Bank's website www.idfcfirstbank.com and websites of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively.

Payment of Dividend through electronic mode

As a measure to use electronic method of payment for making cash payments (such as dividends) to the investors, we would request you to do the following:

- i. In case of shares held in Demat form, update your Bank account details with your Depository Participant.
- ii. In case of shares held in physical form, provide the Bank account details to our RTA, KFIN.

This process also will help you to get all your future dividends immediately on the payment date without any risk of loss of physical warrants in postal transit.

We are sure that as a responsible citizen, you would appreciate the 'Green Initiative' taken by MCA and your

Bank's desire to participate in such initiatives and will whole-heartedly support the same.

Transfer of Unpaid/ Unclaimed Dividend & Shares Underlying Unclaimed Dividends to the IEPF

We wish to draw your kind attention to the provisions of Section 124 and 125 of the Companies Act, 2013 read with rules made thereunder and the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 as amended, ('Rules') and other applicable provisions, pursuant to which the dividend amounts remaining unpaid or unclaimed for a period of seven years will be transferred to the 'INVESTOR EDUCATION AND PROTECTION FUND' (IEPF) established by the Central Government. Further, all shares on which dividend has not been paid or claimed for seven consecutive years or more shall also be transferred to the IEPF after complying with the procedure laid down under the 'IEPF Rules' and no claim shall lie against the Bank for the amount of dividend(s) and shares so transferred.

However, you can claim from the IEPF Authority, both the unclaimed dividends and the shares transferred to the IEPF

by making an online application in Form IEPF-5 and following the procedure as mentioned therein. Further details for claiming the dividend/ shares from the IEPF is available on the website of the IEPF <http://www.iepf.gov.in/IEPF/refund.html>.

The amount of final dividend declared by erstwhile Capital First Limited at its 8th Annual General Meeting held for the financial year 2012-13 and the shares corresponding to the unpaid or unclaimed dividends for seven consecutive years or more taking these dividend(s) respectively as the base year are due for transfer to the IEPF. Request you to also refer Corporate Governance Report forming part of Annual Report for details on IEPF.

The shareholders are requested to support the Bank in its Green Initiative.

For **IDFC FIRST Bank Limited**

Satish Gaikwad
Head – Legal & Company Secretary