



Shares & Bonds Department, Corporate Centre,
14th Floor, State Bank Bhavan, Nariman Point,
Mumbai – 400021. Maharashtra.
Tel:022-22740841-6 / 22742403/22741431
Website: <https://bank.sbi>
Email: investor.complaints@sbi.co.in

**APPEAL TO STATE BANK OF INDIA SHAREHOLDERS
CONVERSION OF PHYSICAL SHARE HOLDING TO DEMAT FORM AND UPDATION OF DETAILS**

1. DEMATERIALIZED (DEMAT) YOUR PHYSICAL SHARES TO AVOID RISK

We request shareholders of State Bank of India holding shares in physical form to convert their physical shares into dematerialised (demat) form immediately, to avoid risk of loss / damage / misplacement. SEBI has stipulated that request for effecting transfer of shares shall not be processed unless the shares are held in demat form with a Depository (NSDL / CDSL). Please convert your physical shares to demat form by contacting a Depository Participant (DP) immediately with officially valid Know Your Customer (KYC) documents viz (a) PAN (b) Aadhar Card (c) Passport (d) Voter Card (e) Driving License (f) cancelled cheque for opening demat account. In case you are already having demat account, please submit your Re.1 face value SBI share certificate to your DP for converting the shares into demat form.

2. UPDATE YOUR KYC DATA TO RECEIVE ALL COMMUNICATIONS AND DIVIDEND

Please update KYC data, email id, address, mobile number and bank account details by submitting Basic Information Form (BIF) with our Registrar & Share Transfer Agent (RTA) whose address is given below. Shareholders holding shares in demat mode are requested to update the same with their respective Depository Participant to ensure ease of communication and seamless remittances.

3. CLAIM YOUR UNCLAIMED DIVIDEND, IF ANY

For receiving unclaimed dividend, please send cancelled cheque / first page of bank passbook or statement of your account verified by the bank along with a simple request letter to our RTA at below mentioned address, quoting your folio no., distinctive number of shares, DP ID, years for which Dividend is not yet received, etc.

4. PROCEDURE FOR RECEIVING SHARE CERTIFICATE OF FACE VALUE OF RS.1

Pursuant to split of Rs.10/- face value shares into 10 equity shares of face value of Re. 1/- each on 22.11.2014, the Re.1/- face value shares were sent by post at the registered address as appearing in the register of members, For the letters returned undelivered by the postal department due to wrong / incomplete address, address not available, etc., we have sent reminders by registered letters, SMS / email wherever mobile number / email id is available. We request all shareholders, who still hold share certificates of Rs. 10/- face value in physical form and who have not yet received the Re. 1/- face value shares, to submit following documents to our RTA whose address is mentioned below:

- I. Duly filled in Basic Information Form (BIF)
- II. Self- attested copies of KYC showing proof of identity, address, photo
- III. Self- attested copy of PAN card
- IV. Original Rs. 10/- face value share certificate, if available.

5. DOWNLOAD BASIC INFORMATION FORM FOR SUBMISSION TO BANK'S RTA

Basic Information Form (BIF) can be downloaded from our website: <https://bank.sbi/web/investor-relations/share-holder-bond-holder-information>.

6. HELPLINE FOR SENDING QUERIES AND DOCUMENTS

For any query, please contact our RTA at the address mentioned below or investor grievances cell of SBI at the above-mentioned phone numbers/ email id. For detailed guidelines, please visit [bank.sbi---Investor Relations---Shareholder Bondholder information](https://bank.sbi/web/investor-relations/share-holder-bond-holder-information).

M/s. Alankit Assignments Limited, 205 - 208 Anarkali Complex, Jhandewalan Extension, New Delhi - 110055, e-mail: sbi.igr@alankit.com, Contact No.: 7290071335

Date: 03.12.2020

For State Bank of India

Place: Mumbai

General Manager (Shares & Bonds)