



Dear Shareholder,

**Sub: Payment of Dividend through ECS (Credit) /Direct Credit to the account.**

1. At times, the Shareholders may face the following problems under the present system of payment of dividend by mailing of warrants, through post.
  - a) Loss in transit, b) Fraudulent encashment by third parties, c) Postal delay
2. To avoid these problems, the Reserve Bank of India has introduced the Electronic Clearing Service (ECS) for payment of dividend/ interest etc, that ensures the shareholders timely credit of dividends directly into their Bank Account.
3. **Further, the Securities & Exchange Board of India (SEBI) has directed that the use of ECS facility for distribution of dividend is mandatory.**
4. Under ECS, the Bank Account of the Shareholder member would be credited with the dividend amount. The Bank would be issuing an advice directly to the shareholder after the transaction is effected.
5. This facility is presently available to shareholders having Bank Account with all Banks at certain specified centres and RBI is proposing to extend this facility to other centres as well. The shareholder need not open any new Bank Account specially for availing ECS facility, as credit will be given to any existing Bank Account of the shareholder .
6. Kindly note that if any mandate instructions of Bank particulars for printing on the face of warrants have been furnished earlier by you, the same will stand cancelled and the ECS mandate will be taken on record, in case you opt for ECS.
7. **Investors are requested to update bank account details with their Depository Participants (DP) in respect of shares held in electronic form. ECS Mandate form annexed may be submitted in respect of shares held in physical form.**
8. We request you to furnish the details of your Bank Account, where the dividend is to be credited. The information to be supplied in the Mandate should be accurate, complete and certified by your Bank. Please attach a self-attested copy of PAN Card and a photocopy of a cheque or a blank cancelled cheque issued by your Bank for verifying the accuracy of the IFSC Code and MICR Code Line indicated at the bottom of the cheque.
9. All the branches of Syndicate Bank are operating under CBS (Core Banking Solutions) environment. The investors maintaining their Savings Bank/ Current/ Overdraft accounts with us are requested to provide us their 14 digit account number in the ECS Mandate for DIRECT CREDIT of dividend to their accounts.
10. Kindly send the ECS Form/ Bank Mandate duly filled, directly to our Registrars and Share Transfer Agents viz. **M/s. Karvy Computershare Pvt. Ltd. UNIT: Syndicate Bank**, Plot No. 17 to 24, Vithal Rao Nagar, Madhapur, Hyderabad – 500 081.
11. The information provided by you will be kept confidential and would be utilised only for the purpose of remitting the future dividend payments.

Yours faithfully,

Date: 21.05.2014

**(R RAVI)**  
**COMPANY SECRETARY**



**ELECTRONIC CLEARING SERVICE (CREDIT)**  
**ECS MANDATE FORM FOR PAYMENT OF DIVIDEND ON EQUITY SHARES**  
**(to be submitted only in respect of shares held in physical form)**

M/s. Karvy Computershare Pvt. Ltd.  
**Unit : SyndicateBank**  
Plot No. 17 to 24,  
Vithalrao Nagar, Madhapur, Hyderabad – 500 081

- 1) First Shareholder's Name :  
(IN BLOCK LETTERS)
- 2) Address :
- 3) Shareholder's Folio No. :
- 4) Particulars of Bank Account :
- A) Bank Name :
- B) Branch Name & City (PIN Code) :
- C) Account No. :  
(as appearing on the cheque Book)
- D) Account Type (Please tick) :     
(SB Account/ Current A/c. or Cash Credit) SB Current Cash Credit
- E) Ledger Folio No. of the Bank A/c. :  
(if appearing on the Cheque Book)
- F) 9 - Digit Code No. of the Bank & Branch :     
appearing on the MICR Cheque issued by the Bank

Please attach a photocopy of the 'Cheque Leaf' or a blank cancelled cheque issued by your Bank relating to your above account for verifying the accuracy of the code numbers.

**DECLARATION**

I, hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold SyndicateBank responsible.

Place:

Date:

Signature of the First Shareholder

Certified that the particulars furnished above are correct as per our records.

Place:

Date :

Signature of the Manager of Bank concerned

-----  
NOTE: Shareholders are requested to furnish their Folio No. without fail.

Encl:

1. Self-attested copy of PAN Card of the sole / first shareholder.
2. Copy of / Cancelled Cheque Leaf of the Bank Account.



## PROXY FORM

(To be filled in and signed by the Shareholder)

<b>Regd. Folio</b>
(If not dematerialised)
<b>DP ID &amp; Client ID</b>
(If dematerialised)

I/We \_\_\_\_\_ resident(s) of \_\_\_\_\_ in the district of \_\_\_\_\_ in the State of \_\_\_\_\_ being a shareholder / shareholder(s) of SyndicateBank, Manipal, hereby appoint Shri /Smt. \_\_\_\_\_ resident of \_\_\_\_\_ in the district of \_\_\_\_\_ in the State of \_\_\_\_\_ **OR** failing him/her, Shri/Smt. \_\_\_\_\_ resident of \_\_\_\_\_ in the district of \_\_\_\_\_ in the state of \_\_\_\_\_ as my / our proxy to vote for me / us and on my / our behalf at the Annual General Meeting of the shareholders of SyndicateBank to be held on 20.06.2014 at 11.00 A.M. at SyndicateBank Golden Jubilee Auditorium, Manipal and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

Please Affix Re.1/- Revenue Stamp
--

Signature of Proxy

Signature of First named/Sole Shareholder

**Name :**

**Address :**

## **INSTRUCTIONS FOR SIGNING AND LODGING THE PROXY FORM**

1. No instrument of proxy shall be valid unless
  - a) in the case of an individual shareholder, it is signed by him/her or his/her attorney, duly authorised in writing,
  - b) in the case of joint holders, it is signed by the shareholder first named in the register or his / her attorney, duly authorised in writing,
  - c) in the case of a body corporate signed by its officer or an attorney duly authorised in writing.
  
2. An instrument of proxy shall be sufficiently signed by any shareholder, who is, for any reason, unable to write his / her name, if his / her mark is affixed thereto and attested by a Judge, Magistrate, Registrar or Sub-Registrar of Assurances or other Government Gazetted Officer or an Officer of SyndicateBank.
  
3. The proxy together with
  - a) the power of attorney or other authority (if any) under which it is signed, or
  - b) a copy of the power of attorney or authority, certified by a Notary Public or a Magistrate, should be deposited at the Head Office of Syndicate Bank with Corporate Information Centre, Manipal – 576 104 not less than **FOUR DAYS** before the date of the Annual General Meeting i.e. on or before the closing hours of the Bank on 14.06.2014.**
  
4. No instrument of Proxy shall be valid unless it is duly stamped.
  
5. An instrument of proxy deposited with the Bank shall be irrevocable and final.
  
6. In the case of an instrument of proxy granted in favour of two grantees in the alternative, not more than one form shall be executed.
  
7. The shareholder who has executed an instrument of proxy shall not be entitled to vote in person at the Annual General Meeting to which such instrument relates.
  
8. No person shall be appointed as duly authorised representative or a proxy who is an officer or an employee of Syndicate Bank.

**FORM 2B**  
**(See rules 4 CCC and 5 D)**  
**NOMINATION FORM**

(To be filled in by individual(s) applying singly or jointly)

I/We ..... and ..... and .....,  
the holder(s) of shares under the Folio No. .... of SyndicateBank  
wish to make a nomination and do hereby nominate the following person(s) in whom  
all rights of transfer and/or amount payable in respect of shares shall vest in the  
event of my or our death.

**Name and Address of Nominee**

Name :

Address :

---

---

---

Date of Birth\*

(\* To be furnished in case the nominee is a minor)

\*\*The Nominee is a minor whose guardian is

---

Name and Address:

---

---

(\*\* To be deleted if not applicable)

Signature:.....

Name: .....

Address:.....

.....

Date:

Signature:.....

Name: .....

Address:.....

Date:

**Address, name and signature of witnesses:**

Name and Address

Signature with date

1. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**Instructions:**

1. The Nomination can be made by individuals only applying/ holding shares on their own behalf singly or jointly. 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 will have to sign the nomination form. Space is provided as a specimen, if there are more joint holders more sheets can be added for signatures of holders of shares and witness.
2. 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.
3. 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 repatriable basis.
4. Nomination stands rescinded upon transfer of shares.
5. Transfer of shares in favour of a nominee shall be a valid discharge by the BANK against the legal hair.
6. The intimation regarding nomination /nomination form shall be filed in duplicate with Bank/Registrar & Share Transfer Agents of the Bank who will return one copy thereof to the shareholder.

---

**FOR OFFICE USE**

SL.NO ..... NOMINATION FORM RECEIVED ON  
.....

REGISTRATION NO ..... DATE:  
.....

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Encl : Self attested copy of PAN Card**



**ATTENDANCE SLIP**

**(to be surrendered at the time to entry to the venue)**

Date: 20.06.2014

Time: 11.00 a.m.

Place: SyndicateBank Golden Jubilee Auditorium, Manipal

**I hereby record my presence at the 14<sup>th</sup> Annual General Meeting of the Bank.**

Signature of the Shareholder/ Proxy/ Representative present			
<b>Regd. Folio</b>		<b>DP ID</b>	
		<b>Client ID</b>	
(If not dematerialised)		(If dematerialised)	
Name of the Shareholder			
Number of Shares			

**ENTRY PASS**

**(To be retained throughout the meeting)**

Signature of the Shareholder/Proxy/ Representative present			
<b>Regd. Folio</b>		<b>DP ID</b>	
		<b>Client ID</b>	
(If not dematerialised)		(If dematerialised)	
Name of the Shareholder			
Number of Shares			

Shareholders / Proxy or Authorized Representative of shareholders are requested to produce the above Attendance Slip, duly signed in accordance with their specimen signatures registered with the Bank, alongwith the entry pass, for admission to the venue. The admission will, however, be subject to verification/checks, as may be deemed necessary. The entry pass portion will be handed back to the shareholders/proxy/Representatives, who should retain till the conclusion of the meeting. Under no circumstances, any duplicate attendance slip-cum Entry Pass-will be issued at the entrance to the meeting.



## APPEAL TO ALL SHAREHOLDERS

Dear Shareholder,

### Re: Unpaid Dividends

In terms of the Banking Companies (Acquisition and Transfer of Undertakings) and Financial Institutions Laws (Amendment) Act, 2006 (which has come into force from 16.10.2006), the dividends remaining unpaid with the Bank for a period of 7 years from the date of transfer to Unpaid Dividend account, are liable to be transferred to Investor Education and Protection Fund established under sub-section (1) of Section 205C of the Companies Act, 1956. In compliance of the above guidelines, all such monies remaining unpaid or unclaimed for a period of seven years shall be transferred to the Investor Education and Protection Fund, commencing from 16.10.2013.

The Bank has a track record of declaring dividends every year since the year 2000. **Such of those shareholders, who have not encashed their Dividend Warrants for the year (s) 1999-2000, 2000-01 2001-02, 2002-03, Interim /Final Dividend Warrants 2003-04, 2004-05, 2005-06, 2006-07, 2007-08 and 2008-2009, 2009-10, 2010-11 and 2011-2012 are requested to approach the Company Secretary at Investor Relations Centre of the Bank at Corporate Office, Bengaluru for assistance in claiming their unpaid dividends.**

SEBI has mandated credit of dividend directly to the Bank account of investors through NEFT / online. We request you to update Bank account details by submitting ECS Mandate annexed to this report alongwith self-attested copy of PAN Card and cancelled cheque leaf to our office at the following address, **if the shares are held in physical form**, to facilitate direct credit of future dividends of the Bank.

“The Company Secretary, Syndicate Bank, Corporate Office, Investor Relations Centre, Gandhinagar, Bengaluru 560 009”

**If the shares are held in Electronic form**, Address and Bank account details may be updated with the Depository Participant (DP) with whom Demat account is maintained.

Yours faithfully,

Date: 29.05.2013

(R Ravi)  
Company Secretary

Phone No. 080 22283030

Email ID : [inrc@syndicatebank.co.in](mailto:inrc@syndicatebank.co.in) , [syndinvest@syndicatebank.co.in](mailto:syndinvest@syndicatebank.co.in)





CORPORATE OFFICE: GANDHINAGAR: BENGALURU – 560 009  
INVESTOR RELATIONS CENTRE

## GRIEVANCE REGISTRATION FORM

Date:

### 1) Name & Address of the shareholder

---

---

---

2) Phone No./E-Mail ID: \_\_\_\_\_

3) Folio No./DPID & Client ID particulars: \_\_\_\_\_

### 4) Bank Mandate:

Details of my Bank account number are as under:

Name of the Bank  
Branch  
Account No.  
MICR Code.

### 5) Nature of Grievance:

## SIGNATURE OF THE SHAREHOLDER

Encl:

1. Self attested copy of PAN Card of the sole / first shareholder.
2. Self attested copy of latest address proof
3. Copy of / Cancelled Cheque Leaf of the Bank Account.



**Dear Shareholder,**

**RE: Green Initiative in Corporate Governance: Go Paperless**

The Ministry of Corporate Affairs ("Ministry") has taken a "Green Initiative in Corporate Governance" by allowing paperless compliances by companies through electronic mode. In accordance with the recent circular bearing no.17/2011 dated 21.04.2011 and 18/2011 dated 29.04.2011 issued by the Ministry, companies can now send various notices /documents (including notice calling Annual General Meeting, Audited Financial Statements, Directors' Report, Auditors' Report etc) to their shareholders through electronic mode, to the registered email addresses of the shareholders

It is a welcome move for the society at large, as this will reduce paper consumption to a great extent and allow public at large to contribute towards a greener environment

This is also a golden opportunity for every shareholder of the Bank to contribute to the Corporate Social Responsibility initiative of the Bank. All you have to do is to register your e-mail id with the Bank to receive communication through electronic mode

**ADVANTAGES OF REGISTERING FOR E-COMMUNICATION**

- Receive communication promptly
- Reduce paper consumption and save trees
- Avoid loss of document in postal transit

In case you desire to have a different e-mail id to be registered, please update the same in your DP (if you are holding shares in electronic form) and with M/s. Karvy Computershare (P) Ltd., (if you are holding shares in physical form) immediately.

The Bank will be sending Annual Reports 2013-2014, to the investors who have opted through electronic mode to the registered email –IDs of the Investors.

Kindly note that if you still wish to get a physical copy of all the communications, the Bank undertakes to provide the same at no extra cost to you.

**Let's be part of this 'Green Initiative'.**

With warm regards

Yours faithfully,  
**(R Ravi)**  
**Company Secretary**

**REQUEST FOR UPDATION OF RECORDS - CHANGE OF ADDRESS**

To  
Karvy Computershare Private Ltd.,  
(Unit : SYNDICATE BANK),  
Plot No.: 17 to 24, Vittalrao Nagar,  
Madhapur,  
Hyderabad - 500 081.

Dear Sir,

**Reg: Change of Address**

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

**Old Address**

**New Address**

**City**

**State**

**Pin code**

**Email ID :**

**Phone No.**

As requested by you, I / We am / are attaching herewith self attested copy of Proof of Address (POA) and self attested copy of PAN Card.

Kindly confirm having recorded the changed address.

Yours faithfully,

Date :

( \_\_\_\_\_ )  
Signature of the First and Jt. Holder(s)  
(as per specimen Registered)

Enclosures:

1. Self attested copy of PAN card
2. Address Proof ( Self attested copy of Telephone bill/ Electricity bill as on a recent date / Passport/Voters ID Card /Driving licence/Attested copy of 1 page of Bank Passbook containing address, etc)