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Website: <https://www.onlinesbi.com/> Email address : gm.snb@sbi.co.in

**Subject: 1. Updation of PAN Card and Bank Details
2. Intimation for dematerialization of Shares**

Dear Shareholder,

As per our records, you are the equity shareholder of SBI. We would like to draw your attention to the following important matters, which require **your immediate action**.

I) UPDATION OF PAN & BANK DETAILS

SEBI vide its circular dated April 20, and July 16, 2018 has advised that the Bank is required to update the PAN & Bank Details of the physical shareholders in its record. This will facilitate credit of the dividend directly in your bank account.

You are therefore, requested to submit the following documents immediately upon receipt of this letter to enable us to update the records:

1. Enclosed format duly filled in and signed by all the Shareholders.
2. Self-attested copy of Pan Card of all the Shareholders.
3. Cancelled Cheque with name printed on it.(if name is not printed, bank attested copy of the first page of pass book showing name of first account holder).
4. Address proof (self-attested copy of Aadhaar-card / Electricity bill / Telephone bill / Passport) of the first holder.

II) DEMATERIALISATION OF SHARES

SEBI vide its circular dated June 8, 2018 has mandated that w.e.f. December 5, 2018 no physical shares are allowed to be transferred (except in case of transmission or transposition of Shares) **unless the securities are held in dematerialized form**. In light of the same, shareholders are requested to **kindly convert their physical shares in Demat** form immediately for hassle free transfer of shares.

Our group company SBICAP Securities Ltd. is a depository participant with NSDL and CDSL. In case you wish to open a demat account, you may call at toll free number 1800-209-9345/1800-22-3345 (for MTNL/BSNL numbers) 022-61536900 (NRI customers) or email at helpdesk@sbicapsec.com or visit the website www.sbismart.com.

You are requested to send the above details within one month of the date of this letter, to the office of the Registrar & Transfer Agent of the bank as mentioned below.

M/s Alankit Assignments Limited
Unit: State Bank of India.
R.R House, Ideal Industrial Estate,
Opposite New Empire Mills, Senapati Bapat Marg,
Lower Parel West, Mumbai, Maharashtra 400013.

Yours faithfully,

For **State Bank of India**

Sd/-

Sanjay Abhyankar

Vice President Compliance (Company Secretary)

This being a computer generated letter, does not require any signature

Encl.: As above.

To
ALANKIT ASSIGNMENTS LIMITED
 Unit: - State Bank of India
 R.R House, Ideal Industrial Estate,
 Opposite New Empire Mills,
 SenapatiBapat Marg,
 Lower Parel West,
 Mumbai, Maharashtra 400013.

Updation of Shareholders Information as mandated by SEBI

I/We request you to record the following information against my/our Folio No:

General Information:			
Name:			
Joint 1			
Joint 2			
Address: *			
Folio No.			
	1st Holder	2nd Holder	3rd Holder
Income tax PAN *			
Aadhar no.			
Mobile no. of 1st Holder			
E mail ID of 1st holder *			
Bank details of First Holder			
Bank Name :			
Bank Branch Address:			
Account Number * (as appearing in cheque): #			
Bank A/c Type (Savings/Current/NRE/NRO):			
IFSC (11 digit) :			
MICR (9 digit)(as appearing in cheque) :			

A blank cancelled cheque with name of the first holder/First page of passbook attested by the Bank is enclosed to enable verification of bank details.

* Mandatory fields

(Note: all enclosures are mandatory)

I/We hereby declare that the particulars given above are correct and complete

Signatures:

_____	_____	_____
First Holder	Second Holder	Third Holder
Name:	Name:	Name:

Date:
 Place:

Note: Holding of securities in physical form is fraught with risk of bad delivery, stamp duty on transfers, delayed settlement, discounted share value on re-sale, misuse by miscreants, loss due to theft, wear and tear, misplacement and most importantly SEBI, vide SEBI (LODR) Amendment Regulations 2018, dated 8th June 2018, mandated that transfer of security shall not be processed unless the securities are held in dematerialized form with the Depository w.e.f. 05.12.2018.
Helpline: 02243481221, 43481308, 43481300. **Email:** sbi.igr@alankit.com