

| S.No. | Title | Details |
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| 1 | Transposition (change in the order of joint holders) | Transposition is the procedure of changing the order of joint holders of the shares inter-se i.e. the first holder may become second holder or third holder and vice versa. As such the request should be sent to the Registrar & Share Transfer Agent along with the duly filled in Transfer Deed (without payment of stamp duty) signed by all the joint holders. |
| 2 | Dematerialisation of Shares | <p>As per extant guidelines of SEBI trading in shares shall be done in dematerialised (demat) form only. Shares can be held in demat form with either in National Securities Depository Ltd. (NSDL) or Central Depository Services (India) Limited.</p> <p>In the Demat process, the shareholder is required to surrender the share certificate(s) to their Depository Participant (DP) for onward transmission to Bank's Registrar and Share Transfer Agent. The share certificate(s) will then be verified and if found in order, will be dematerialised and the said shares will be credited by DP to the account of the shareholder with them.</p> <p>ADVANTAGES OF HOLDING SHARES IN DEMAT FORM VIZ:</p> <ul style="list-style-type: none"> • No risks associated with physical certificate(s) such as loss of share certificate(s), forged securities etc. • No bad deliveries. • Low transaction cost for sale of securities compared to physical mode. • Increase liquidity of securities. • Allotment of Public Offerings, bonus, rights shares etc. in electronic form. • No stamp duty on transfer of securities. • Availability of Nomination facility. • For legal heirs claim facility, on production of death certificate only at one place even if, the deceased is shareholder of number of |

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| | | <p>companies.</p> <ul style="list-style-type: none"> • Intimation like change of address, bank details, nomination, request for transmission, required to be given only to DP irrespective of the number of companies in which shares held. <p>Shareholders holding shares in physical form are as such, requested to opt for the Demat mode in view of various benefits by opening Demat account with DP. (Bank is also a Depository Participant and depository facility is available at PNB Depository services across 165 outlets - see Bank's Depository Website pnb.net.in).</p> <p>Further, such shareholders are also requested to open their deposit accounts in CBS branch of the Bank (all branches of the Bank are in CBS) and in case such deposit account is with other bank please see that the branch of such bank is in CBS to avail e-credit of dividend in their deposit account., if already not done.</p> |
| | <p>Change in name of shareholder(s)</p> | <ul style="list-style-type: none"> • Change in the name(s) of individual(s) <p>Requests for change of name(s) should accompany share certificate(s) along with a copy of notification in the Official Gazette or a newspaper or an affidavit drawn on stamp paper of appropriate value & duly sworn in before Notary Public/Court.</p> <p>The fresh specimen signature(s) duly attested by their banker/gazetted officer shall also to be submitted to R&TA.</p> <ul style="list-style-type: none"> • Change in the name consequent upon marriage/divorce <p>For effecting the change of name consequent upon marriage/divorce the share certificate(s) together with a copy of marriage certificate/decree of divorce duly attested by competent authorities should be forwarded to R&TA.</p> <p>Fresh specimen signature duly attested by a banker/gazetted officer shall also to be</p> |

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| | | <p>submitted to R&TA.</p> <ul style="list-style-type: none"> • Change in the name of company <p>A Company desirous of changing the name in which the share certificate(s) has been issued shall furnish to R&TA certified copy of the fresh Certificate of Incorporation duly attested by Chairman/Company Secretary of the Company, issued by the Registrar of Companies along with the original share certificate.</p> <ul style="list-style-type: none"> • Change in name of other institutions / non-individuals <p>Necessary documents (as per relevant statute) or its duly attested copies along with share certificate(s), should accompany the request for change in the name to the R& TA.</p> |
| 4 | PAN Requirement | <p>As per extant guidelines of Securities and Exchange Board of India(SEBI), it shall be mandatory to furnish copy of PAN Card to R&TA in the following cases:</p> <ul style="list-style-type: none"> • For securities market transactions and off-market/private transactions involving transfer of shares, transferee(s) to furnish copy of PAN Card for registration of such transfer of shares. • Deletion of name of the deceased shareholder(s), where the shares are held in the name of two or more shareholders. • Transmission of shares to the legal heir(s), where deceased shareholder was the sole holder of share(s). • Transposition of shares – when there is a change in the order of names in which physical shares are held jointly in the names of two or more shareholders. <p>Note: In case of mismatch in PAN card details as well as difference in maiden name and current name(in case of married women) of the investors, the RTA can collect the PAN card as submitted by the transferee(s). However, this would be subject to the RTA verifying the veracity of the claim of such transferee(s) by collecting sufficient documentary evidence in support of the identity of the transferee(s).</p> |

