

PROCEDURE FOR DEMATERIALISATION (DEMAT) OF SHARES

1. Open a Demat Account

Approach a Depository Participant (DP) (bank, broker, or financial institution registered with NSDL/CDSL).

Submit KYC documents (PAN, Aadhaar, photo, address proof, bank details).

Once verified, you will receive your Demat account number (BO ID).

2. Obtain a Demat Request Form (DRF)

Collect the Dematerialisation Request Form (DRF) from your DP.

Fill in the details of the physical shares you want to dematerialise.

3. Surrender Physical Share Certificates

Attach the original physical share certificates with the DRF.

Write "Surrendered for Dematerialisation" on each certificate.

Submit to your DP.

4. Verification by DP

The DP checks the form and certificates for correctness.

If all is fine, they will issue an acknowledgement slip.

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5. Forwarding to Registrar and Transfer Agent (RTA)

The DP sends the DRF and certificates to the Company's RTA (Registrar and Share Transfer Agent).

6. Processing by RTA

The RTA verifies the details with company records.

If correct, they confirm dematerialisation to the Depository (NSDL/CDSL).

If there's a mismatch (signature, name, etc.), the request may be rejected and returned.

7. Credit to Demat Account

Once approved, the equivalent number of shares will be credited electronically to your Demat account.

8. For any further query/clarification in this regard, the shareholders of the Bank may contact the Bank's RTA, whose details are mentioned hereunder:

KFIN Technologies Limited,
Unit: Canara Bank
"Selenium Tower B". Plot no 31 & 32
Gachibowli, Financial District
Nanakramguda, Serilingampally,
Hyderabad -500032.
einward.ris@kfintech.com

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9. Shareholders may also contact us at Secretarial Department, Canara Bank Head Office, 112 J C Road, Bengaluru – 560002, Email Id: hosecretarial@canarabank.com for any related query/grievances.

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