

R. K. Bakshi
Executive Director

An Appeal to Shareholders of Bank of Baroda

Dear Shareholders,

Re: Dematerialisation of Shares and ECS credit of Dividend

At the outset, I thank you for the faith you have reposed in the Bank by investing in its equity shares. I hope that your association with the Bank as a shareholder must have been a satisfying and rewarding experience for you. I would like to share some important information to facilitate smooth servicing of shares held by you.

1. Dematerialisation of your physical Shares

In this context, I observe that the equity shares held by many of our shareholders are still in physical form. Getting the physical shares converted into dematerialized form is a simple process and offers various benefits as enumerated below:-

- Elimination of risks associated with physical certificates such as bad delivery, possibility of interception in transit/ loss/ mutilation, etc.
- Nomination facility is available in Demat accounts
- Immediate transfer
- No stamp duty and no paper work on share transfer
- Online trading facility of shares

In case you have physical shares of our Bank, please get the same converted into dematerialized form.

It would require you to open Demat account. This can be done with any of the -1006- designated branches of our Bank offering this facility. The list of such branches is available on our website www.bankofbaroda.com.

Please take suitable action to convert physical shares into electronic form and get the same credited in your Demat account.

2. ECS/ Direct credit of Dividend

We often receive information regarding Non-receipt/ Loss/ Revalidation and Issue of Duplicate Dividend Warrants. In order to eliminate these constraints and facilitate the credit of Dividend amount on the same day, the shareholders who have so far not authorised ECS/ Direct credit are requested to opt for it by completing the enclosed ECS/ Direct credit request form. Please submit the same to our Registrar & Transfer Agent – M/s Karvy Computershare Pvt. Ltd. at their following address :

M/S Karvy Computershare Private Ltd
(Unit: Bank of Baroda)
Plot No.17 to 24, Near Image Hospital
Vittalrao Nagar, Madhapur
Hyderabad - 500 081
Phone No. 040 – 2342 0815 to 820, Fax No. 040 – 2342 0814

Assuring you of our best services at all times.

Yours faithfully,



R. K. Bakshi
Executive Director

Mumbai
02.11.10

Encl: ECS / Direct Credit Mandate Form

BANK OF BARODA
Electronic Clearing Service (Credit Clearing)
ECS Mandate for Payment of Dividend on Equity Shares

1. First Shareholder's Name (in Block Letters) :
2. Address :
3. Shareholder's Folio number (for holding in physical form)
D. P. ID / Client ID number (for holding in electronic form) :
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 A/c) : SB Current Cash Credit
 - E. Ledger Folio number of Bank Account
(if appearing on the cheque book) :
 - F. 9 Digit Code No. of the Bank &
Branch appearing on the MICR
Cheque issued by the Bank :
5. Please attach a self-attested photocopy of your PANCARD as Proof of Identity alongwith a photocopy of a Cheque leaf / 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 information, I would not hold Bank of Baroda responsible.

Place:

Date:

Signature of the First Holder

Note:

1. **If the shares are held in electronic mode:** Please complete the form, sign and submit alongwith the required documents to your Depository Participant for necessary updation.
2. **If the shares are held in physical mode:** Please complete the form, sign and mail alongwith the required documents at the address of Registrar and Transfer Agent (RTA), i.e. M/s Karvy Computershare Pvt. Ltd, Plot No. 17-24, Near Image Hospital, Vittalrao Nagar, Madhapur, Hyderabad - 500 081 OR at Bank of Baroda, Investors' Services Dept. 1st Floor, Baroda Corporate Centre, C-26, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400 051.