



बैंक ऑफ़ बड़ौदा **Bank of Baroda**

BCC:ISD:108:16:96

Date: 2nd March 2016

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| The Vice President, B S E Ltd., Phiroze Jeejeebhoy Towers Dalal Street Mumbai - 400 001 BSE CODE- 532134 | The Vice President, National Stock Exchange of India Ltd. Exchange Plaza, Bandra Kurla Complex, Bandra (E) Mumbai - 400 051 NSE CODE - BANKBARODA |
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Dear Sir / Madam,

Re: Bank of Baroda - Communication to Shareholders - Request for conversion of Physical Shares into Demat and Registering Email ID.

To promote the "Green Initiative in Corporate Governance" of Government of India, we are sending letters to Shareholders as under:

1. To those holding shares in physical form - Request to convert into Demat & to register Email ID.
2. To those holding in Demat, but not registered Email ID - Request to register the same.

We herewith attach copy of aforesaid letters. We request you to take note of the above pursuant to relevant SEBI Listing Regulations and upload the same on your website.

Yours faithfully,

Shailesh Gohel
Manager

Company Secretary Deptt.



बैंक ऑफ बड़ौदा Bank of Baroda

Head Office: Mandvi, Baroda – 390 006

Corporate Office: Baroda Corporate Centre, C-26, G Block,
Bandra Kurla Complex, Bandra (East), Mumbai – 400 051

Letter for Shareholders holding Shares in Physical form

Dear Shareholder,

Re : Request for converting your holdings in Demat and register e-mail ID

In order to promote the "Green Initiative in Corporate Governance", the Ministry of Corporate Affairs (MCA) vide its circular No.17/2011 dated 21 April 2011 has allowed paperless compliances by the Companies pursuant to the provisions of the Information Technology Act, 2000.

In this connection, our Bank sends Notices of the Meetings, Annual Reports and other communication to the Shareholders under the provisions of the Bank of Baroda General (Shares & Meetings) Regulations - 1998, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable enactments, in electronic form. Please note that our Bank also uploads these documents in its website: www.bankofbaroda.co.in.

In our constant endeavor to create awareness among those Shareholders who are holding shares in physical form, we have been communicating to the shareholders the benefits of dematerialization of shares and requesting them to make maximum use of the Demat Facility for better convenience of handling their investment in shares of our Bank.

Benefits of Dematerialization

1. No threat of loss of share certificate
2. No share transfer fees or stamp duty
3. Easy / hassle free transfer / transmission
4. Nomination possible
5. Dividend directly credited to your Bank A/c
6. ASBA / IPO application possible

In view of the aforesaid, we request you to convert your holding in Demat Form. You may contact any nearby branch of Bank of Baroda authorized to do this business or alternatively you may contact any other Depository Participant in your vicinity.

As an alternate, you may also contact the following officials at our corporate office: Company Secretary, Investor Services Department, Baroda Corporate Centre, C-26, G-Block, Bandra Kurla Complex, Mumbai 400 051 Email: investorservices@bankofbaroda.com

We also request you to register your E Mail ID in your Demat Account proposed to be opened to facilitate us to send Notices of the Meetings, Annual Reports and other communications in soft copy which obviously will support the aforesaid Green Initiative of GOI.

Advantages of Registering E Mail ID -

1. Reduction in paper consumption
2. Contribution towards a greener environment
3. Ensure prompt receipt of communication
4. Avoid loss in postal transit
5. Savings in paper and postage costs
6. Easy to Refer and Read.

Meanwhile, pending conversion of your holding in Demat, if you desire to receive communication through e-mail, you are requested to send your consent by filling up and signing the attached form as Annexure I to our Registrar and Share Transfer Agent at their address given here under:

M/S Karvy Computershare Private Ltd.,
(Unit: Bank of Baroda),
Karvy Selenium Tower B, Plot No 31 & 32,
Gachibowli Financial District, Nanakramguda,
Serilligampally Mandal, Hyderabad - 500 032,
Phone No. 040 – 67161500,
E-mail: einward.ris@karvy.com

We solicit your support in the matter and assure you best of services all the time.

Yours Faithfully,

Sd/
B. B. Joshi
Executive Director

ANNEXURE I

Date:

M/S Karvy Computershare Private Ltd.,
(Unit: Bank of Baroda),
Karvy Selenium Tower B, Plot No 31 & 32, Gachibowli Financial District, Nanakramguda,
Serilligampally Mandal, Hyderabad - 500 032

Dear Sir,

Re : Request for registering e-mail ID in my Folio

I/ We _____ holding _____ shares of Bank of Baroda in physical form, intend to receive all communication from Bank of Baroda through our email ID given hereunder, as a part of Green Initiative under Corporate Governance of Bank of Baroda.

Folio Number: BBE: _____ Email ID: _____

I/ We also undertake that the communication received through my/ our email ID will be treated as proper, legal and sufficient delivery of documents sent to us by Bank of Baroda. I/ We further undertake that we would not hold Bank of Baroda, any of its employees, Registrars i.e. M/s Karvy Computershare Pvt. Ltd. or its employees, responsible in case the communication is not properly received at my/ our email ID due to any technical/ other failures.

Signature of First Holder



बैंक ऑफ़ बड़ौदा Bank of Baroda

Head Office: Mandvi, Baroda – 390 006

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Bandra Kurla Complex, Bandra (East), Mumbai – 400 051

For Shareholders holding Shares in Demat form but have not registered E-mail IDs :

Dear Shareholder,

Re : Request for registering e-mail ID in your Demat Account

In order to promote the "Green Initiative in Corporate Governance", the Ministry of Corporate Affairs (MCA) vide its circular No.17/2011 dated 21 April 2011 has allowed paperless compliances by the Companies pursuant to the provisions of the Information Technology Act, 2000.

In this connection, our Bank sends Notices of the Meetings, Annual Reports and other communication to the shareholders under the provisions of the Bank of Baroda General (Shares & Meetings) Regulations - 1998, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable enactments, in electronic form. Please note that our Bank also uploads these documents in its website: www.bankofbaroda.co.in.

It is observed from the data of Beneficiary Owners (BO) with the Depositories that you are holding shares in demat form but have not registered your E-mail ID with your Depository Participant. We request you to please register your e-mail ID with your Depository Participant, to facilitate us to send Notices of the Meetings, Annual Reports and other communications in soft copy to support the aforesaid Green Initiative of GOI.

Advantages of Registering E Mail ID-

1. Reduction in paper consumption
2. Contribution towards a greener environment
3. Ensure prompt receipt of communication
4. Avoid loss in postal transit
5. Savings in paper and postage costs
6. Easy to Refer and Read.

We solicit your support in the matter and assure you best of services all the time.

Yours Faithfully,

Sd/

B. B. Joshi
Executive Director