

IDFCFIRSTBANK/SD/034/2020-21

May 04, 2020

**The Manager-Listing Department**  
**National Stock Exchange of India Limited**  
 Exchange Plaza,  
 Bandra Kurla Complex, Bandra (East)  
 Mumbai – 400 051.  
**Tel No.:** 022 – 2659 8237/ 38  
**NSE - Symbol – IDFCFIRSTB**

**The Manager-Listing Department**  
**BSE Limited**  
 Phiroze Jeejeebhoy Towers,  
 Dalal Street, Fort,  
 Mumbai – 400 001.  
**Tel No.:** 022 – 2272 2039/ 37/3121  
**BSE- Scrip Code: 539437**

**Sub.: Intimation of initiation of Postal Ballot process by the Bank for obtaining approval of the Members of the Bank for various matters.**

**Ref.: Disclosure under Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations')**

Dear Sir / Madam,

With reference to and in continuance of our letter no. IDFCFIRSTBANK/SD/030/2020-21 dated May 01, 2020 regarding decision of the Board of Directors of the Bank to conduct Postal Ballot and letter no. IDFCFIRSTBANK/SD/033/2020-21 dated May 04, 2020 regarding submission of Postal Ballot Notice, this is to further inform that the Bank has initiated the process of postal ballot ('Postal Ballot') by way of remote e-voting, for seeking approval of the Members of the Bank by way of ordinary / special resolutions (*as indicated*) for following matters in terms of the Postal Ballot Notice dated **May 01, 2020**:

| Sr. No. | Businesses to be transacted through Postal Ballot                                                                            | Resolution required |
|---------|------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1.      | To Increase the Authorised Share Capital of the Bank and Consequent Alteration of the Memorandum of Association of the Bank. | Ordinary Resolution |
| 2.      | To offer, issue and allot equity shares on preferential basis.                                                               | Special Resolution  |

In terms of General Circular No. 14/2020 dated April 08, 2020 and General Circular No. 17/2020 dated April 13, 2020 (the 'MCA Circulars') issued by Ministry of Corporate Affairs, Government of India (the 'MCA'), in view of the current extraordinary circumstances due to COVID-19 pandemic requiring social distancing, companies are advised to take all decisions requiring Members' approval, other than items of ordinary business or business where any person has a right to be heard, through the mechanism of postal ballot / e-voting in accordance with the provisions of the Companies Act, 2013 and rules made thereunder, without holding a general meeting that requires physical presence of Members at a common venue.

In terms of MCA Circulars, the Bank has sent Postal Ballot Notice in electronic form only to all its Members who have registered their e-mail IDs with the Depositories through the concerned Depository Participants and/or with the Bank's Registrar and Share Transfer Agent ('RTA'), KFin Technologies Private Limited ('KFinTech'). Also, Members are required to communicate their assent or dissent through the 'remote e-voting' system only. No hard copy of the said Notice along with Postal Ballot Forms and pre-paid business envelope will be sent to the Members for this Postal Ballot.

The remote e-voting facility will commence from **Tuesday, May 05, 2020 at 09:00 a.m. India Standard Time ('IST')** and ends on **Wednesday, June 03, 2020 at 05:00 p.m. IST (both days inclusive)**.

**Procedure to be followed for registering the e-mail IDs, in case of Members of the Bank who have not registered their e-mail address:**

- a) In light of the MCA Circulars, Members who have not registered their e-mail address and in consequence could not receive the E-voting notice, may temporarily get their e-mail registered with the Bank's RTA, KFin Technologies Private Limited, by clicking the link: <https://karisma.kfintech.com/emailreg> and following the registration process as guided thereafter.

Post successful registration of the e-mail, the Member would get soft copy of the notice and the procedure for 'Remote E-voting' along with the User ID and Password to enable E-voting for this Postal Ballot. In case of any queries, Member may write to [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com).

- b) It is clarified that for permanent registration of e-mail address, the Members are however requested to register their e-mail address, in respect of electronic holdings with the Depository through the concerned Depository Participants and in respect of physical holdings with the Bank's RTA, KFin Technologies Private Limited, Selenium, Tower B, Plot 31 & 32, Financial District Nanakramguda, Serilingampally Mandal, Hyderabad 500 032, Telangana, India by following due procedure.
- c) Those Members of the Bank, who have already registered their e-mail addresses are requested to keep their e-mail addresses validated with their Depository Participants/ the Bank's RTA, KFin Technologies Private Limited to enable servicing of notices/ documents/ Annual Reports electronically to their email address.

In case of any query/ grievance pertaining to E-voting, please visit Help & FAQ's section of <https://evoting.karvy.com> or contact Ms. Krishna Priya, Manager at KFin Technologies Private Limited [Unit: IDFC FIRST Bank Limited], Selenium Tower B, Plot 31 & 32, Financial District Nanakramguda, Serilingampally Mandal, Hyderabad 500 032, Telangana, India, e-mail: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com), Contact No.: +91 40 6716 1500, +91 40 3321 1000 and Toll Free No.: 1800 345 4001.

A copy of the '**Procedure for registering the e-mail IDs, in case of Members of the Bank who have not registered their e-mail address**' has been uploaded on the website of the Bank at [www.idfcfirstbank.com](http://www.idfcfirstbank.com).

This is for your information, as also for the information of the public at large.

Please take the above on record and acknowledge receipt of the same.

Thanking you,

Yours faithfully,

For IDFC FIRST Bank Limited

**SATISH  
ASHOK  
GAIKWAD**

Digitally signed by SATISH ASHOK GAIKWAD  
DN: c=IN, o=Personal, title=6268,  
pseudonym=32ce1b94c8b644d2d8aa2a62  
2d313b9493b089b,  
2.5.4.20=d306d0806a3bdf5eb0d2137692e0c  
22af4c64e451e400f023db0b8bcf8b4b9d2,  
postalCode=400078, st=Maharashtra,  
serialNumber=edce8e92f33ff5ae8664e7ee98  
8f4ffd60f2d8c56e4de31ba1262fd22fde1987,  
cn=SATISH ASHOK GAIKWAD  
Date: 2020.05.04 18:03:17 +05'30'

**Satish Gaikwad**

*Head - Legal & Company Secretary*