

**November 17, 2021**

Dear Shareholder,

The National Bank of Dominica Ltd. (“Bank”) is committed to maintaining effective communications with its shareholders. In recent years, we have observed increased delays in the delivery of physical mail as well as in the number of correspondences, including annual reports and dividend cheques, sent to shareholders that have been returned to the Bank. The measures outlined below, will help us to ensure more timely and efficient communications to you.

**Update of your Shareholding Account/ Records**

We are asking you to ensure that our records are up to date and reflect any changes to your:

- i. name
- ii. postal or mailing address
- iii. telephone number or
- iv. email address

As such, you are kindly requested to complete and submit the ECCSD- REG1- [Registry Account Maintenance Form](#) along with a copy of a valid government-issued picture identification (ID) of yourself to update your shareholding account.

**Change of Name**

If you have changed your name, you will need to submit supporting documentation or evidence of name change such as marriage certificate, change of name deed or deed poll or divorce decree as well as a copy of a valid government – issued picture identification with your new name.

**Payment of Dividend**

If you are paid dividend via cheque, we are encouraging you to complete section 4 of the form (ECCSD- REG1- [Registry Account Maintenance Form](#)) to have your future dividend paid directly to an account at NBD/Bank for the following benefits:

- i. your dividend reaches your account on the payment date, and you will have access to your dividend for immediate use
- ii. it is more secure (cheques could get lost in the post)
- iii. no more trips to the bank and
- iv. no delay in delivery of a cheque

### **Electronic Communication with Shareholders**

To ensure that you receive the Bank's annual report in a timely manner and to support the Bank's 'Green Initiative', you are requested to register to receive your annual reports and other shareholder meeting materials through electronic mode. If you choose this option, please complete the [Shareholder Communication Preference Form](#).

Should you have any queries, feel free to contact the Bank's Corporate Secretary using email: [corporatesecretary@nbd.dm](mailto:corporatesecretary@nbd.dm) or telephone at 767-255-2313 or 255-2320.

### **IMPORTANT NOTES**

If you reside in the Commonwealth of Dominica or in any of the Eastern Caribbean Currency Union (ECCU) member countries you can have your forms, relevant documents and signature witnessed by a Principal or Representative of a Broker-Dealer, Notary Public/Notary Royal, Justice of the Peace, Lawyer, Commission of Oaths, Medical Practitioner and Senior Bank Official/Bank Manager. If you reside in a non-ECCU country, please be advised that the forms and relevant documents must be witnessed by a Notary Public.

Upon completion of the forms, kindly send or deliver the forms, ID, and the relevant documentation to the attention of the:

**Corporate Secretary  
National Bank of Dominica Ltd.  
64 Hillsborough Street  
Roseau, Dominica**

In the interim, the relevant documents can be emailed to [corporatesecretary@nbd.dm](mailto:corporatesecretary@nbd.dm).

If you have already updated your account and register to receive documents through electronic mode, please disregard this communication.

### **New Shareholders**

If you are a new shareholder, i.e., you became a shareholder of the National Bank of Dominica Ltd. in June 2021 or later, you are only required to complete and submit the Electronic Shareholder Communication Form.

We are looking forward to receiving your completed forms and supporting documents as we aim to build a more effective line of communication with our valued Shareholders.

Sincerely,



Macina Bethel  
Corporate Secretary