

Ref: A10-SEC-BD-808/PB/01/2022

Date: 20-12-2022

To,

Corporate Relationship Department, Bombay Stock Exchange Limited , 1st floor, New Trading Road, Rotunda Building, P.J. towers, Dalal Street, Fort, Mumbai - 400001	The Manager, Listing Department, National Stock Exchange of India Limited 'Exchange Plaza', Bandra- Kurla Complex, Bandra (East), Mumbai - 400 051.
BSE Scrip Code- 523598	NSE Trading Symbol- SCI

Dear Sir/ Madam,

Sub: Postal Ballot Notice

Ref: Compliance with Regulation 30 of the SEBI (LODR) Regulations, 2015.

In compliance with Regulation 30 read with Schedule III Part A of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith the Notice of Postal Ballot dated 16th December, 2022, which has been sent to the Members of the Company on 20th December, 2022 for their approval through remote e-voting on the Ordinary Resolutions for Appointment of Shri Rajesh Kumar Sinha, DIN: 05351383 as Official (Government) Nominee Director on the Board of the Company with effective from 10.11.2022.

The remote e-voting window will open from Friday, 23.12.2022 at 9.00 a.m. IST and shall close on Sunday, 22.01.2023 at 5.00 p.m. IST.

Submitted for your information, kindly take the same on your records.

Thanking you.

Yours Faithfully,

For Shipping Corporation of India Limited

Smt Swapnita Vikas Yadav
Company Secretary & Compliance Officer

Encl: As above

NOTICE OF POSTAL BALLOT

[Pursuant to Section 108 and Section 110 of the Companies Act, 2013 read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014]

To the Members of Shipping Corporation of India Limited ('SCI / Company') Notice of Postal Ballot is hereby given to the Members of the Company pursuant to Section 108 and Section 110 of the Companies Act, 2013 ("Act") read with Rule 20 and Rule 22 of Companies (Management and Administration) Rules, 2014, ("Rules"), Circular Nos. 14/2020 dated April 08, 2020, 17/2020 dated April 13, 2020, 22/2020 dated June 15, 2020, 33/2020 dated September 28, 2020, 39/2020 dated December 31, 2020, 10/2021 dated June 23, 2021, 20/2021 dated December 08, 2021 and 3/2022 dated May 05, 2022 issued by the Ministry of Corporate Affairs ("MCA") (collectively referred to as "MCA Circulars"), and Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR, 2015"), Secretarial Standard on General Meetings ("SS-2") issued by the Institute of Company Secretaries of India and other applicable provisions of the Act, Rules, Regulations, Circulars and Notifications issued there under (including any statutory modifications or re-enactment thereof for the time being in force and as amended from time to time), that the Ordinary Resolution as set out in this Notice is proposed for approval by the Members of the Company for passing by means of Postal Ballot by voting through electronic means ("remote e-voting").

Members are requested to record your assent or dissent only by means of e-voting system provided by the Company.

SPECIAL BUSINESS

Item No.1:

Appointment of Shri Rajesh Kumar Sinha (DIN: 05351383) as Official (Government) Nominee Director of the Company.

To consider and if thought fit, to pass with or without modification(s) the following resolution as **Ordinary Resolution:**

"RESOLVED THAT pursuant to the provisions of Sections 149, 152, 161 and other applicable provisions, if any, of the Companies Act, 2013 and rules made thereunder and any amendments thereto from time to time and other relevant applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, and the Articles of Association of the Company, **Shri Rajesh Kumar Sinha (DIN: 05351383)**, Additional Secretary, MoPSW who has been nominated by the competent authority as Official (Government) Nominee Director on the Board of Company with effect from 10th November, 2022 and for whose appointment, approval of the members of the Company is required to be taken at the next General Meeting or within a period of 3 months from the date of appointment in line with the applicable provisions of the SEBI LODR, 2015,

whichever is earlier, and in respect of whom the Company has received a notice in writing from the Director himself for his candidature for the Office of Director pursuant to the provisions of the Companies Act, 2013, be and is hereby appointed as Official (Government) Nominee Director of the Company, not liable to retire by rotation.”

**By Order of the Board of Directors,
For Shipping Corporation of India Limited**

Sd/-

**Smt. Swapnita Vikas Yadav
Company Secretary and Compliance Officer**

Date: 16.12.2022

Place: Mumbai

NOTES:

- 1) The Explanatory Statement under Section 102 of the Act pertaining to the proposed items of Special Business setting out the material facts and the reasons thereof is annexed herewith for consideration and forms part of this Postal Ballot Notice.
- 2) The MCA vide circular Nos. 14/2020 dated April 08, 2020, 17/2020 dated April 13, 2020, 22/2020 dated June 15, 2020, 33/2020 dated September 28, 2020, 39/2020 dated December 31, 2020, 10/2021 dated June 23, 2021, 20/2021 dated December 08, 2021 and 3/2022 dated May 05, 2022 issued by the Ministry of Corporate Affairs (“MCA”) (collectively referred to as “MCA Circulars”), clarified that for the Companies, which are required to provide E-voting facility under the Companies Act, while transacting any business(es) through Postal Ballot, the requirements as provided in Rule 20 read with Section 108 of the Act as well as framework provided in the MCA Circulars will be applicable mutatis mutandis to them. Further, it has also been mentioned that the Company will send Postal Ballot Notice by e-mail to all its members/ beneficial holders as on Cut-off date, who have registered their e-mail addresses with the Company’s Registrar and Share Transfer Agent (RTA) or Depository Participants and the communication of assent/ dissent of the Shareholders will only take place through the E-voting system.
- 3) In compliance with MCA circular your Company is pleased to offer remote e-voting facility to all the Members of the Company. For this purpose, the Company has entered into an agreement with NSDL for facilitating remote e-voting to enable the Members to cast their votes electronically. Members are requested to provide their assent or dissent through remote e-voting only.
- 4) The Notice is being sent only through electronic mode to those Members whose e-mail addresses are registered with the RTA/ National Securities Depository Limited (“NSDL”)/ Central Depository Services (India) Limited (“CDSL”) (collectively referred to as “Depositories”). If Members’ e-mail address is not registered with the RTA/ Depositories, they are requested to follow the process provided in the Notes to receive Postal Ballot

Notice and login ID and password for remote e-voting. The communication of assent or dissent of the Members will only take place through the remote e-voting. Members are requested to carefully read the instructions in the notes for remote e-voting before casting their votes.

- 5) The Notice is being sent by electronic mode to those Members whose names appear in the Register of Member or as Beneficial Owners list as received from NSDL and CDSL as on **Friday, 16th December, 2022** and whose e-mail IDs are registered with the RTA/ NSDL/ CDSL.
- 6) The remote e-voting period are given below:

Commencement Day, Date and Time	Friday, 23rd December 2022 at 9:00 a.m. (IST)
End Day, Date and Time	Sunday, 22nd January, 2023 at 5:00 p.m. (IST)

During this period, members' holding shares either in physical form or in dematerialized form, as on cut-off date, may cast their vote electronically. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently.

- 7) Pursuant to SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020, under Regulation 44 of SEBI LODR, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions.
- 8) In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in Demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.
- 9) Members who have not registered their e-mail IDs, are requested to follow the instructions given hereunder. Further, the Members whose names appear in the Register of Members/ List of Beneficial Owners as on **Friday, 16th December, 2022**, being the cut-off date, are entitled to vote on the Resolution set forth in this Postal Ballot Notice. A person who is not a Member as on the cut-off date should treat this Notice of Postal Ballot for information purpose only.
- 10) A copy of this Postal Ballot Notice is also available on the website of the Company at www.shipindia.com , the relevant section of the website of BSE at www.bseindia.com and NSE at www.nseindia.com on which the Equity Shares of the Company are listed and on the website of NSDL at www.evoting.nsdl.com
- 11) Institutional /Corporate shareholders (i.e. other than individuals, HUF, NRI, etc.) intending to authorize their representative to vote through e-voting on their behalf are requested to

send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter/Authorization, etc. by its Board authorizing to vote on its behalf pursuant to Section 113 of the Act, to the Scrutinizer by e-mail at info@mehta-mehta.com with a copy marked to evoting@nsdl.co.in and sci.cs@sci.co.in Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-Voting" tab in their login.

- 12) The voting rights of Members shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date **Friday, 16th December, 2022**. In case of joint holders, any one of such holder(s) may vote.
- 13) Relevant documents, if any, referred to in this notice and the Explanatory statement pursuant to section 102 of the Act, will be available for inspection via electronic mode from the date of circulation of this notice up to the last date of remote e-voting. In the event, any Member desires to inspect such Documents, may write an email to the company at sci.cs@sci.co.in by mentioning their name, folio number/DP ID-Client ID, as applicable, Mobile number and copy of pan Card attached. The Company shall thereafter suitably make the Documents available on/through Electronic Mode.
- 14) The Remote e-Voting period shall commence on **Friday, 23rd December 2022 at 9:00 a.m. (IST)** and end on **Sunday, 22nd January, 2023 at 5:00 p.m. (IST)**. The Remote e-Voting will be blocked by NSDL thereafter. During this period, Members holding shares either in physical or electronic form, as on the cut-off date, i.e. **Friday, 16th December, 2022**, shall cast their vote electronically.
- 15) The Company has appointed Ms. Ashwini Inamdar, Membership No. F9409, Partner and failing her, Ms. Alifya Sapatwala, Membership No. A24091, Partner, will represent M/s. Mehta and Mehta, Practicing Company Secretaries, for conducting this Postal Ballot process through remote e-voting in a fair and transparent manner and required consent for such appointment has been received.
- 16) The Scrutinizer shall after the conclusion of the remote e-voting i.e. **Sunday, 22nd January, 2023 at 5:00 p.m. (IST)**, unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make scrutinizer's report within the prescribed time. Such report shall contain details of the total votes cast in favor of or against, if any. The Scrutinizer will submit his report to the Chairman of the Company or any other person authorized by him in writing upon completion of the scrutiny of the votes cast through remote e- voting.
- 17) The results of the Postal ballot will be announced **on or before Tuesday, 24th January, 2023** at the Registered Office of the Company Shipping House, 245 Madame Cama Road, Mumbai – 400021. The results will also be uploaded on the Company's website at www.shipindia.com website of NSDL at www.evoting.nsdl.com and also necessary

disclosures to the BSE Limited (“BSE”) /National Stock Exchange of India Limited (“NSE”) (“collectively referred to as “Stock Exchanges”) will be made. The Resolution, if passed by requisite majority, shall be deemed to have been passed on the last date specified by the Company for receipt of voting i.e. **Sunday, 22nd January, 2023 at 5:00 p.m. (IST).**

- 18) The ordinary resolution shall be declared as passed if the number of votes cast in favour of the resolution exceeds the votes, if any, cast against the resolution by members so entitled and voted.
- 19) Members holding shares in physical mode and who have not updated their e-mail addresses with the Company are requested to write to the Company or Registrar and Transfer Agents (M/s Bigshare Services Pvt Ltd, Unit: Shipping Corporation of India Limited, Pinnacle Business Park, Office No S6-2, 6th Floor, Mahakali Caves Rd, next to Ahura Centre, Andheri East, Mumbai, 400093 email ID: investor@bigshareonline.com to update their respective email address by providing the requisite documents. Members holding shares in dematerialized mode are requested to Register/update their email addresses with the relevant Depository Participants.
- 20) Members may send their queries related to items included in the Postal Ballot Notice on the email ID of the Company at sci.cs@sci.co.in from their registered email address mentioning their name, folio number/DP ID-Client ID, as applicable, mobile number, copy of PAN card.
- 21) All grievances related to the facility for voting by electronic means may be addressed to evoting@nsdl.co.in
- 22) The Instructions for Shareholders for remote e-voting are as under:

How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:

Step 1: Access to NSDL e-Voting system

A) Login method for e-Voting for Individual shareholders holding securities in Demat mode:

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in Demat mode are allowed to vote through their Demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their Demat accounts in order to access e-Voting facility.

Login method for Individual shareholders holding securities in Demat mode is given below:



Navratna Company
(ISO 9001:2015, ISO 14001:2015
& ISO 45001:2018 Certified)

भारतीय नौवहन निगम लिमिटेड

(भारत सरकार का उद्यम)

पंजीकृत कार्यालय: शिपिंग हाउस, 245 मादाम कामा रोड, मुंबई - 400 021.

फोन: 91-22-2202 6666, 2277 2000 फैक्स: 91-22-2202 6905 वेबसाइट: www.shipindia.com

The Shipping Corporation Of India Ltd.

(A GOVERNMENT OF INDIA ENTERPRISE)

Regd. Office: Shipping House, 245, Madame Cama Road, Mumbai-400 021. Ph: 91-22 2202 6666, 2277 2000

Fax: 91-22 22026905 • Website: www.shipindia.com







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Type of Shareholders	Login Method
Individual Shareholders holding securities in Demat mode with NSDL	<p>a) Existing IDeAS user can visit the e-Services website of NSDL Viz. https://eservices.nsd.com either on a Personal Computer or on a mobile. On the e-Services home page click on the “Beneficial Owner” icon under “Login” which is available under ‘IDeAS’ section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</p> <p>b) If you are not registered for IDeAS e-Services, option to register is available at https://eservices.nsd.com. Select “Register Online for IDeAS Portal” or click at https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp</p> <p>c) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsd.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</p> <p>d) Shareholders/ Members can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience.</p> <p>NSDL Mobile App is available on</p> <p> App Store  Google Play</p> <p> </p>

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<p>Individual Shareholders holding securities in Demat mode with CDSL</p>	<p>a) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi/ Easiest are requested to visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then user your existing my easi username & password.</p> <p>b) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly.</p> <p>c) If the user is not registered for Easi/Easiest, option to register is available at CDSL website www.cdslindia.com and click on login & New System Myeasi Tab and then click on registration option.</p> <p>d) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</p>
<p>Individual Shareholders (holding securities in Demat mode) login through their depository participants</p>	<p>You can also login using the login credentials of your Demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. Upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</p>

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in Demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.

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Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30.
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 22 55 33

B) Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

How to Log-in to NSDL e-Voting website?

- Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
- Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section.
- A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.
Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.
- Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 123063 then user ID is 123063001***

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- v. Password details for shareholders other than Individual shareholders are given below:
- If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
 - If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
 - How to retrieve your 'initial password'?
- If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered.**
- vi. If you are unable to retrieve or have not received the " Initial password" or have forgotten your password:
- Click on "**Forgot User Details/ Password?**" (If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
 - Physical User Reset Password?**" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
 - If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/ folio number, your PAN, your name and your registered address etc.
 - Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
- vii. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
- viii. Now, you will have to click on "Login" button
- ix. After you click on the "Login" button, Home page of e-Voting will open.

Step 2: Cast your vote electronically on NSDL e-Voting system.

How to cast your vote electronically on NSDL e-Voting system?

- After successful login at Step 1, you will be able to see all the companies “EVEN” in which you are holding shares and who’s voting cycle.
- Select “EVEN” of company for which you wish to cast your vote during the remote e-Voting period.
- Now you are ready for e-Voting as the Voting page opens.
- Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “Submit” and also “Confirm” when prompted.
- Upon confirmation, the message “Vote cast successfully” will be displayed.
- You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
- Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for Shareholders

- Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/ JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to info@mehta-mehta.com with a copy marked to evoting@nsdl.co.in. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "**Upload Board Resolution / Authority Letter**" displayed under "**e-Voting**" tab in their login.
- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "[Forgot User Details/Password?](#)" or "[Physical User Reset Password?](#)" option available on www.evoting.nsdl.com to reset the password.
- In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 18001020990 and 1800224430 or send a request to Prajakta Pawle at evoting@nsdl.co.in

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e mail ids for e-voting for the resolutions set out in this notice:

- In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to sci.cs@sci.co.in
- In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to sci.cs@sci.co.in. If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A)** i.e. **Login method for e-Voting for Individual shareholders holding securities in demat mode.**
- Alternatively shareholder/members may send a request to evoting@nsdl.co.in for procuring user id and password for e-voting by providing above mentioned documents.
- In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

23) Process for updating of Mobile Numbers and Email addresses.

By following any of the below mentioned process, the Shareholders are requested to update their Mobile Numbers and Email addresses in order to receive e-Notice of Postal Ballot and all other electronic communication relating to the Company:

- Those shareholders holding shares in the Demat Form can update their Mobile Number and Email addresses with their relevant Depositories through their Depository Participants.
- Those shareholders holding shares in the Physical Form, are requested to furnish the details of mobile number and email addresses to the Registrar and Share Transfer Agent (RTA) at following address:
 - Bigshare Services Private Limited, Office No S6-2, 6th Floor, Pinnacle Business Park, Next to Ahura Centre, Mahakali Caves Road, Andheri (East) Mumbai – 400093. Tel: 022 -62638200, Fax:022 62638299 or at Email: investor@bigshareonline.com along with the name of the Shareholder, folio number, scanned copy of the share certificate (front and back) and self-attested copy of PAN Card or on the website of the RTA at <https://www.bigshareonline.com/InvestorRegistration.aspx>

EXPLANATORY STATEMENT OF MATERIAL FACTS PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013 (THE “ACT”):

ITEM NO. 1:

APPOINTMENT OF SHRI RAJESH KUMAR SINHA (DIN 05351383) AS AN OFFICIAL (GOVERNMENT) NOMINEE DIRECTOR OF THE COMPANY.

The following statement sets out all the material facts relating to the resolution to be passed as mentioned in the accompanying Notice:

The Ministry of Ports, Shipping and Waterways vide its Office Order dated 10.11.2022 appointed Shri Rajesh Kumar Sinha, Additional Secretary, MoPSW as a Director on the Board of SCI. Accordingly, Rajesh Kumar Sinha was appointed as an Official (Government) Nominee Director on the Board of SCI w.e.f 10.11.2022 in terms of provisions of Section 161 of the Companies Act, 2013, rules made thereunder and also as per the provisions of the Articles of Association of the Company by the Board of Directors of the Company.

SEBI vide amendment dated August 03, 2021 to the SEBI LODR, 2015 has introduced new Regulation 17(1C) which is effective from January 01, 2022. As per the Regulation 17(1C), the listed entities are now required to ensure that approval of shareholders for appointment of a person on the Board of Directors is taken at the next general meeting or within a time period of three months from the date of appointment, whichever is earlier. In order to comply with this requirement, the Nomination and Remuneration Committee and the Board of Directors of the Company has recommended and approved respectively for the appointment of Shri Rajesh Kumar Sinha, as an Official (Government) Nominee Director on the Board through the process of Postal Ballot for the approval of Members of the Company.

In terms of provisions contained under Section 160 of the Act, the Company has received a notice in writing from the Director himself for his candidature for the Office of Director pursuant to the provisions of Section 160 (1) of the Companies Act, 2013. Further, requirement of deposit shall not apply as the appointment has been recommended by the Nomination and Remuneration Committee of the Company.

Brief resume containing other relevant details of Shri Rajesh Kumar Sinha is annexed herewith.

Relevant documents, if any, referred to in this notice and the Explanatory statement pursuant to section 102 of the Act, will be available for inspection via electronic mode from the date of circulation of this notice up to the last date of remote e-voting. In the event, any Member desires to inspect such Documents, may write an email to the company at sci.cs@sci.co.in by mentioning their name, folio number /DP ID-Client ID, as applicable, Mobile number and copy of pan Card attached. The Company shall thereafter suitably make the Documents available on/ through Electronic Mode.

None of the other Directors, Key Managerial Personnel of the Company or their relatives is, in any way, concerned or interested in the Resolution.

The Board recommends the Ordinary Resolution as set out for approval by the Members.

By Order of the Board of Directors,
For Shipping Corporation of India Limited,
Sd/-
Smt Swapnita Vikas Yadav
(Company Secretary and Compliance Officer)

Date: 16.12.2022

Place: Mumbai

ANNEXURE TO ITEM NO. 1 OF THE NOTICE OF POSTAL BALLOT

Details of Director seeking appointment/re-appointment in pursuance of relevant provisions of the Act and SEBI LODR, 2015

Name of the Director	Shri Rajesh Kumar Sinha (DIN: 05351383)
Date of Birth & Age	27th March, 1966 & 56 years
Nationality	Indian
Date of first appointment on the Board	10 th November, 2022
Qualification	Shri Rajesh Kumar Sinha (DIN: 05351383), an IAS officer of 1994 batch of Kerala Cadre, looks after the portfolios of Shipping & Sagarmala related matters in the M/o Ports, Shipping & Waterways. He has earlier worked in Power, Forest & Wildlife, Coal, Finance, Higher Education, Urban Development sectors in Government of India and State Government.
List of Directorship in Other Companies as on 16 th December, 2022	NIL
Membership / Chairmanship of Committees of Companies as on 16 th December, 2022	NIL
Listed entities from which the person has resigned in the past three years	None
Shareholding in SCI (including shareholding as a beneficial owner) as on 16 th December, 2022	None
Disclosure of relationship between Directors inter se	There is no relationship between the Directors inter se
Brief Resume and Nature of Expertise in Specific Functional Area	Shri Rajesh Kumar Sinha (DIN: 05351383), an IAS officer of 1994 batch of Kerala Cadre, looks after the portfolios of Shipping & Sagarmala related matters in the M/o Ports, Shipping & Waterways. He has earlier worked in Power, Forest & Wildlife, Coal, Finance, Higher Education, Urban Development sectors in Government of India and State Government.
Terms and conditions of appointment or re-appointment along with details of remuneration sought to be paid and the remuneration last drawn by such person, if applicable	Shri Rajesh Kumar Sinha is a Government Nominee Director. He is not entitled for sitting fees. Terms & conditions of appointment shall be decided by the Government of India.