

Date: 29.07.2024

Folio No.

Name & Address:

Dear Shareholder(s),

Sub: Reminder to update KYC details against your physical holdings

Ref: Mandatory furnishing of PAN, KYC details etc. by holders of physical securities

This is to bring to your notice that SEBI, vide its circular bearing reference nos. SEBI/HO/MIRSD/MIRSD-PoD1/P/CIR/2023/37 dated March 16, 2023, SEBI/HO/MIRSD/POD 1/P/CIR/2023/181 dated November 17, 2023 read with Master Circular bearing reference nos. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 07, 2024 and SEBI/HO/MIRSD/POD 1/P/CIR/2024/81 dated June 10, 2024, mandated that the security holders (holding securities in physical form) are required to update following details for their corresponding folio numbers:

- a) PAN
- b) Contact Details: Postal Address with PIN and Mobile Number
- c) Bank Account Details (Bank and Branch name, bank account number, IFS code)
- d) Specimen signature

The security holder(s), whose folio(s) do not have all the above details updated, shall be eligible:

- to lodge grievance or avail any service request from the RTA only after furnishing PAN, Contact Details including Mobile Number, Bank Account Details and Specimen Signature.
- for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety.

As per our RTA the aforesaid details with respect to the shares held by you in the Company are not present in the database in entirety hence, we request you to kindly furnish the same to RTA through the prescribed forms (mentioned below), along with the necessary attachments / documents as stated in the form itself. The said form can be downloaded from the website of our RTA viz. <https://alankitassignments.com/investor-charter/>

(M/s. Alankit Assignments Limited) and also available on the website of the Company at the following link -

<https://www.shipindia.com/investors/norms> for processing investor service request/12.

कार्गो मंजिल तक पहुँचाए. जीवन को राह दिखाए • Transporting Goods. Transforming Lives



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

सीआईएन/CIN-L63030MH1950GOI008033

Sr. No.	Particulars	Form No.
1.	Request to register PAN, KYC details or changes/ updation thereof	Form ISR-1
2.	Specimen Signature	Form ISR-2
3.	Registration of Nomination	Form SH-13
4.	Declaration Form for Opting-out of Nomination	Form ISR -3
5.	Cancellation or Variation of Nomination	Form SH-14

We request you to send at the earliest the above details/documents to Company's Registrar & Transfer Agent (RTA) at following address:

Alankit Assignments Limited
(Unit: The Shipping Corporation of India Limited)
205-208, Anarkali Complex,
Jhandewalan Extension, New Delhi-110055.
E-mail: rta@alankit.com
Contact No: 011-42541234

Alternatively, you may also submit the same through electronic mode (email: kycupdate@alankit.com) provided that documents are sent from e-mail id of the shareholder registered with RTA and all the documents are electronically/digitally signed/self-attested by the shareholder and in case of joint holders, by first joint holder.

On receipt of above documents for KYC updation and if found in order, RTA will update the KYC details in your folio and unpaid/held dividend, if any, will be transferred directly in your updated bank account.

You are hence requested to take note of the above and furnish the aforesaid documents immediately without any delay. In case you have already furnished the aforesaid documents, kindly ignore this communication.

You are also requested to provide/update 'choice of nomination' for ensuring smooth transmission of securities, if required.

Thanking you,

Yours faithfully,
For The Shipping Corporation of India Limited

Sd/-
Smt. Swapnita Vikas Yadav
Company Secretary
Place: Mumbai

कार्गो मंजिल तक पहुँचाए. जीवन को राह दिखाए • Transporting Goods. Transforming Lives