

ESSAR PORTS LIMITED

Registered Office: Administration Building, Essar Refinery Complex, Okha Highway (SH – 25),
Taluka Khambhalia, Dist. Jamnagar, Gujarat - 361305.

E-VOTING LETTER

Serial No. :

Name & Registered address of the Sole / First named Member :

Name(s) of the Joint Member(s),
if any :

Registered Folio No. / DP ID &
Client ID No. :

Number of Shares held :

Dear Member,

Sub: Voting through electronic means

Pursuant to Clause 35B of the Listing Agreement, Essar Ports Limited is pleased to offer e-voting facility to its members in respect of all business to be transacted at the 38th Annual General Meeting of the Company scheduled to be held on Friday, September 26, 2014 at 2.00 p.m.

The Company has engaged the services of National Securities Depository Limited (NSDL) as the authorised agency to provide e-voting facilities. Your e-voting particulars are set out below:

EVEN (e-voting event number)	User ID	Password
101053		

The e-voting facility will be available during the following voting period:

Commencement of e-voting	End of e-voting
September 18, 2014 at 9.00 am (IST)	September 20, 2014 at 6.00 pm (IST)

Please read the instructions printed below before exercising your vote.

This communication is an integral part of the Notice for the Annual General Meeting to be held on September 26, 2014.

Instructions and other information relating to e-voting are as under :

1. Open the internet browser by typing the URL: <https://www.evoting.nsdl.com>.
2. Click on Shareholder – Login.
3. If you are already registered with NSDL for e-voting, then you can use your existing User ID and Password for Login.
4. If you are logging in for the first time, please enter the User ID and Password provided in this document.
5. The Password Change Menu will appear on your screen. Change to a new password of your choice, making sure that it contains a minimum of 8 digits or characters or a combination of both. Please take utmost care to keep your Password confidential.
6. Once the e-voting home page opens, click **e-voting > Active Voting Cycles**.
7. Select e-voting Event Number (EVEN) of Essar Ports Limited. Now you are ready for e-voting as **Cast Vote** page opens.
8. Cast your vote by selecting appropriate option and click on **Submit** and also **Confirm** when prompted.
9. Once the vote is cast the member shall not be allowed to change it subsequently.
10. Institutional members (i.e. members other than individuals, HUF, NRIs, etc.) are required to send scanned copy (PDF/JPG format) of the relevant board resolution / authority letter, etc., together with the attested specimen signature(s) of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through email at : bhavinmehta2001@gmail.com with a copy marked to evoting@nsdl.co.in.
11. In case of any queries you may refer the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the “Downloads” section of <https://www.evoting.nsdl.com> or contact NSDL by email at evoting@nsdl.co.in.

Other Instructions:

- i. The e-voting commences on September 18, 2014 (9.00 am IST) and ends on September 20, 2014 (6.00 pm IST). During this period, members of the Company, holding shares either in physical form or in dematerialized form, as on August 22, 2014, may cast their votes electronically. The e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, he shall not be allowed to change it subsequently.
- ii. Since the Company is required to provide members the facility to cast their vote by electronic means, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of August 22, 2014 and not casting their vote electronically, may only cast their vote at the Annual General Meeting.
- iii. Mr. Bhavin Mehta, Practising Company Secretary (Membership No. FCS 5160) has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
- iv. The Scrutinizer shall within a period not exceeding three working days from the conclusion of the e-voting period, unblock the votes in the presence of at least two witnesses not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favour or against, if any, forthwith to the Chairman of the meeting.
- v. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on August 22, 2014.
- vi. The results declared along with the Scrutinizer's Report shall be displayed on the Company's website www.essarports.com and on the website of NSDL within two days of passing of the resolutions at the 38th Annual General Meeting of the Company on September 26, 2014 and communicated to the BSE Limited and National Stock Exchange of India Limited.

Registered Office:

Administration Building
Essar Refinery Complex
Okha Highway (SH – 25)
Taluka Khambhalia
Dist. Jamnagar
Gujarat – 361305
Mumbai, August 27, 2014

By Order of the Board
For Essar Ports Limited

Manoj Contractor
Company Secretary