

**COSCO (INDIA) LIMITED (CIN : L25199DL1980PLC010173)**

Registered Office : 2/8, Roop Nagar, Delhi-110007  
Website : www.cosco.in; Email : mail@cosco.in; Tel. : 91-11-23843000; Fax : 91-11-23846000

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

Sr. No.:

No of share(s) held:

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**Dear Member,  
Subject: Voting through Electronic means**

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended by the Company (Management & Administration) Amendment Rules, 2015, the Company is pleased to provide e-voting facility to the members to cast their votes electronically on all resolutions set forth in the Notice convening the 37<sup>th</sup> Annual General Meeting of the company to be held on Friday, 30<sup>th</sup> September, 2016, at 10.30 A.M. The Company has engaged the services of National Securities Depository Limited (NSDL) to provide e-voting facility. The details of e-voting are available in the Notice for the 37<sup>th</sup> Annual General Meeting. The e-voting instructions are printed on the overleaf. Please read the instructions printed overleaf before exercising the vote electronically.

E-voting facility is available at the link [www.evoting.nsdl.com](http://www.evoting.nsdl.com)

The e-voting particulars are set out below:

EVEN(E-Voting Event Number.)	USER ID	PASSWORD/PIN

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

Commencement of e-voting	26 <sup>th</sup> September, 2016 at 9.00 A.M.
End of e-voting	29 <sup>th</sup> September, 2016 at 5.00 P.M.

The remote e-voting will not be allowed beyond the aforesaid date and time and the remote e-voting module shall be disabled by NSDL thereafter. The cut-off date (i.e. the record date) for the purpose of e-voting is 23<sup>rd</sup> September, 2016.

The Company has appointed Mr. Ravi Sharma, Partner of M/s. RSM&Co, Practising Company Secretaries, D-63, JFF Complex, Jhandewalan, New Delhi-110055; as scrutinizer for conducting and scrutinizing the voting process (Ballot Paper as well as Remote E voting) in a fair and transparent manner.

Registered Office :  
2/8, Roop Nagar,  
Delhi -110007  
Place: Delhi  
Date: 12<sup>th</sup> August, 2016

Yours Faithfully  
Devinder Kumar Jain  
(DIN: 00191539)  
Managing Director and CEO

**The procedure and instructions for e-voting as given in the Notice of the 37<sup>th</sup> Annual General Meeting are again reproduced hereunder:-**

E-Voting Facility: In compliance with provisions of Section 108 of the Companies Act, 2013 and Rule 20 of Companies (Management and Administration) Rules, 2014 as Amended by The Companies (Management and Administration) Rules, 2015 and Regulation 44 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide remote e-voting facility to all members of the Company to enable them to cast their votes electronically on the items/resolutions mentioned in this notice of the Annual General Meeting (AGM). The Company has availed the remote e-voting services as provided by National Securities Depository Limited (NSDL).

**The instructions for remote e-voting are as under:**

- a) For Members whose email addresses are registered with the Company/Depository Participant(s)  
The members who receive e-mail from NSDL should open the PDF file attached with the e-mail with your Client ID or Folio No. The said PDF file contains his/her user ID/ Password for e-voting. Please note that the password is an initial password.
- b) For Members whose email addresses are not registered with the Company/Depository Participants  
The members who receives AGM Notice in physical form, the "USER-ID" and initial "PASSWORD" for remote e-voting is provided on the covering letter enclosed with Notice of AGM.
- c) In case, any member does not receive 'User-ID' and 'Password' as mentioned in Sr. No. (a) and (b), then, they shall contact the NSDL on toll free no. 1800-222-990.
- d) The following steps should be followed for casting the vote through remote e-voting (In both the cases mentioned at Sr. No. (a) and (b) above:
  - (i) Open internet browser and type the following URL: <https://www.evoting.nsd.com/>
  - (ii) Click on Shareholder Login.
  - (iii) If you are already registered with NSDL for e-voting then you can use your existing user ID and password. If you forget your password, you can reset your password by using "Forgot User Details/ Password" option available on [www.evoting.nsd.com](http://www.evoting.nsd.com). Or contact NSDL at the following toll free no. 1800-222-990.
  - (iv) If you are logging in for the first time, please enter the user ID and password provided through e-mail (as per Sr. No (a) above) or in covering letter enclosed with Notice of AGM (as per Sr. No (b) above), as the case may be.
  - (v) Password change menu will appear on your screen. Change to a new password of your choice; ensure that it contains a minimum of 8 digit or characters or a combination of both. Please keep your password confidential.
  - (vi) Home page of remote e-voting opens. Click on remote e-voting: Active voting cycle.
  - (vii) Select "EVEN" (E-Voting Event Number) of "Cosco (India) Limited".
  - (viii) Now you are ready for remote e-voting as Cast Vote page opens.
  - (ix) The voting rights of the shareholders shall be reckoned in proportion to their shares held in the total paid up equity share capital of the Company as on cut-off date i.e., 23rd September, 2016.
  - (x) Cast your vote by selecting appropriate option and click on "Submit" and "Confirm" when prompted.
  - (xi) Upon confirmation, the message "Vote cast successfully" will be displayed.
  - (xii) Once you have voted on the resolution, you will not be allowed to change/modify your vote.
  - (xiii) Corporate/Institutional members (i.e. other than Individuals, HUF, NRI, etc.) are also required to send scanned certified true copy (PDF format) of the Board Resolution/Authority letter, etc. together with attested specimen signature(s) of duly authorized representative (s), to the Scrutinizer through e-mail at [info@csrsm.com](mailto:info@csrsm.com) or [admin@skylinerta.com](mailto:admin@skylinerta.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). and a copy to [sudha@cosco.in](mailto:sudha@cosco.in), Company Secretary of the company.
  - (xiv) Members holding multiple folios/demat accounts shall vote separately for each of the folio /demat accounts.
- e) The members who have casted their vote by remote e-voting may also attend the Meeting but shall not be entitled to cast their vote.
- f) The remote e-voting period shall commence on Monday, 26th September, 2016 (9:00 A.M.) and ends on Thursday, 29th September, 2016 (5:00 P.M.). During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 23<sup>rd</sup> September, 2016, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently. Thereafter, the remote e-voting facility will be blocked.
- g) Any person who have acquired shares and became members of the Company after the dispatch of the notice of AGM but before the cut-off date of 23rd September, 2016, may obtain their login ID and password for e-voting by sending a request to Company's Registrar & Share Transfer Agent at [admin@skylinerta.com](mailto:admin@skylinerta.com) or [NSDL.evoting@nsdl.co.in](mailto:NSDL.evoting@nsdl.co.in)
- h) In case of any queries, you may refer the Frequently Asked Question (FAQs) Shareholders and remote e-voting user manual Shareholders, available at the downloads section of [www.evoting.nsd.com](http://www.evoting.nsd.com)
- i) You can also update your mobile number and email ID in the user profile details of the folio which may be used for sending future communication.
- j) Any person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the Depositories/Share transfer agent as on cut-off date only shall be entitled to avail the facility of remote e-voting/voting at the AGM through ballot/polling Paper
- k) The Company has appointed Mr. Ravi Sharma, Partner of M/s. RSM & Co, Practising Company Secretaries, D-63, JFF Complex, Jhandewalan, New Delhi-110055; as scrutinizer for conducting and scrutinizing the voting process (Ballot Paper as well as Remote E voting) in a fair and transparent manner.
- l) The Scrutinizer shall immediately after the conclusion of voting at the AGM, will first count the votes cast at the AGM by Ballot /Polling Papers and thereafter unlock the votes casted through remote e-voting in the presence of at least two witnesses not in the employment of the Company. The Scrutinizer shall make, within a period not exceeding three days from the conclusion of the AGM; a consolidated scrutinizer's report of the total votes cast in favor or against, if any, to the Chairman of the meeting or a person authorized by him in writing. Who shall countersign the same and declare the result of the voting forthwith.
- m) The Results of voting along with the report of the Scrutinizer shall be placed on the website of the Company [www.cosco.in](http://www.cosco.in) and on the **website of NSDL**, immediately after the declaration of result by the Chairman of the meeting or a person authorized by him. The results shall also be communicated to the BSE Limited where the shares of the Company are listed.

## **COSCO (INDIA) LIMITED (CIN : L25199DL1980PLC010173)**

Registered Office : 2/8, Roop Nagar, Delhi-110007

Website : www.cosco.in; Email : mail@cosco.in; Tel. : 91-11-23843000; Fax : 91-11-23846000

### **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the Thirty-Seventh Annual General Meeting of the Members of Cosco (India) Limited (CIN: L25199DL1980PLC010173) will be held on Friday, the 30<sup>th</sup> September, 2016 at 10.30 A.M. at AMITABH, E – 23, Bungalow Road, Kamla Nagar, Delhi – 110 007 to transact the following business:

#### **ORDINARY BUSINESS**

##### **Item 1.**

To receive, consider and adopt the Audited Financial Statements for the Financial Year ended on 31<sup>st</sup> March, 2016 which includes Balance Sheet as at 31<sup>st</sup> March, 2016, Statement of Profit and Loss and Cash Flow Statement of the Company for the year ended 31<sup>st</sup> March, 2016 and the Reports of the Directors' and the Auditors' thereon.

##### **Item 2.**

To appoint a Director in place of Mr. Pankaj Jain (DIN: 00190414), who retires by rotation and, being eligible, offers himself for re-appointment.

##### **Item 3.**

To appoint a Director in place of Mr. Manish Jain (DIN: 00191593), who retires by rotation and, being eligible offers himself for re-appointment.

##### **Item 4.**

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

**“RESOLVED THAT** pursuant to the ordinary resolution passed by the members in the Annual General Meeting held on 30<sup>th</sup> September, 2014 and provisions of Sections 139, 142 and other applicable provisions of the Companies Act, 2013 and the rules made thereunder as amended from time to time, the appointment of M/s. Madan & Associates, Chartered Accountants (Firm Registration No. 000185N) as Auditors of the Company be and is hereby ratified to hold office from the conclusion of this Annual General Meeting till the conclusion of 38<sup>th</sup> Annual General meeting of the Company to be held in the year 2017. Board of Directors be and are hereby authorized to fix their remuneration as may be recommended by Audit Committee in consultation with the Auditors.”

##### **Item 5.**

To confirm the payment of Interim Dividend of ₹1 per Equity Share of ₹10/- each declared in the month of August, 2015 as final Dividend for the Financial Year 2015-16.

#### **NOTES**

1. **Proxy : A member entitled to attend and vote at the Annual General Meeting is entitled to appoint a proxy to attend and vote on a Poll on his behalf.** A proxy need not be a member of the Company. Proxies in order to be effective must be received at the office of the Registrar and Share Transfer Agents of the Company M/s Skyline Financial Services Pvt. Ltd., D – 153 A, 1st Floor, Okhla Industrial Area, Phase – I, New Delhi – 110020. Duly completed and Signed, not less than Forty Eight hours before the commencement of the Annual General Meeting (on or before 28<sup>th</sup> September, 2016 10.30 A.M. IST).

A person can act as a proxy on behalf of members not exceeding fifty in number and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than ten percent of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or Member. Proxies submitted on behalf of Limited Companies, Societies etc., must be supported by appropriate resolution(s)/ authority, as applicable.

Members who hold shares in dematerialized form are requested to write their Client ID and DP ID numbers and those who hold shares in physical form are requested to write their folio number in the attendance slip for attending the meeting.

In case, of joint holders attending the meeting, only such joint holder who is higher in order of names will be entitled to vote.

2. Members, Proxies and Authorised Representatives are requested to bring to the meeting, the Attendance Slip enclosed herewith, duly completed and signed, mentioning therein details of their DP ID and Client ID / Folio No along with a valid identity proof such as the PAN card, passport, Aadhar card or driving license to enter the AGM hall. Corporate Members are requested to send a duly certified copy of the Board Resolution(s) authorizing their representative(s) to attend and vote on their behalf at the Meeting.
3. Brief resume of Directors proposed to be appointed/ re-appointed, nature of their expertise in specific functional areas, names of companies in which they hold directorships and memberships / chairmanships of Board Committees, shareholding and relationships between directors inter-se as stipulated under Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and relevant provisions of the Companies Act, 2013 are annexed hereto read with the 'Report on Corporate Governance –Annexure E1 to the Directors' Report'. The Company is in receipt of relevant disclosures/consents from the Directors pertaining to their appointment/ reappointment.
4. In pursuance of the Circulars issued by the Ministry of Corporate Affairs, Government of India, the provisions of the Companies Act 2013 and the Rules made thereunder, electronic copy of the Annual Report for the Financial Year 2015-16 and Notice of the Thirty Seventh Annual General Meeting of the Company inter alia indicating the process and manner of remote e-voting, Attendance Slip and Proxy Form is being sent to all the members whose email IDs are registered with the Company/Depository Participants(s) for communication purposes unless any member has requested for a hard copy of the same.

For members who have not registered their email address, physical copies of the Annual Report for the financial year 2015-16 and the Notice of the Thirty Seventh Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip and Proxy Form is being sent in the permitted mode.

Members may also note that the Notice of the Thirty Seventh Annual General Meeting and the Annual Report for financial year 2015-16 will also be available on the Company's website i.e. [www.cosco.in](http://www.cosco.in) for their download.

5. Members who have not registered their e-mail address so far are requested to register their e-mail address (or change, if any therein) with your Depository Participant (where shares are held in dematerialized form) or by sending an email to the Registrar and Share Transfer Agents, M/s Skyline Financial Services Pvt Ltd. stating clearly their name, folio no. if they are holding shares in physical form/DP Id & Client Id if they are holding shares in dematerialized form .

Members are requested to note that the Company's shares are under compulsory electronic trading for all investors. Members are, therefore, requested to dematerialise their shareholding to avoid inconvenience. Members whose shares are in electronic mode are requested to inform change of address and updates of bank account(s) to their respective Depository Participants. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit the PAN to their Depository Participants with whom they are maintaining their Demat accounts. Members holding shares in physical form can submit their PAN details to the Company or to the Registrar and Share Transfer Agent.

6. All relevant documents referred to in the accompanying Notice are open for inspection at the Registered Office of the Company during normal office hours on all working days except Sundays and Holidays between 10.00 A.M. – 6.00 P.M. up to the date of the Annual General Meeting of the Company. The Register of Directors and Key Managerial Personnel and their Shareholding kept under section 170(1) of the Companies Act, 2013 shall be open for inspection at the Annual General Meeting of the Company. The Register of Contracts or Arrangements in which the directors are interested maintained under Section 189 of the Companies Act, 2013 will be available for inspection by the members at the AGM.
7. Register of Members and the Transfer Books for Equity Shares of the Company shall remain closed from 24th September, 2016 to 30th September, 2016 (Both days inclusive) for the purpose of ascertaining the names of Members.
8. Please send all correspondence including requests for transfer/transmission/Demat of Shares, change of address etc. to the Registrar and Share Transfer Agents, M/s Skyline Financial Services Pvt. Ltd., D – 153 A, 1st Floor, Okhla Industrial Area, Phase – I, New Delhi – 110020. Ph. 26812682, 26812683. E-mail ID: [admin@skylinerta.com](mailto:admin@skylinerta.com).
9. Members holding shares in more than one folio in identical order of names are requested to write to the Registrar and Share Transfer Agents enclosing their share certificates to enable the Company to consolidate their holdings in one folio to facilitate better service.
10. (i) Members seeking any information with regard to accounts or operations are requested to write to the Company latest by 20th September, 2016 so as to enable the management to keep the information ready.

Transfer of Unclaimed / Unpaid amounts to the Investor Education and Protection Fund (IEPF):

- (ii) Members wishing to claim dividends, which has remained unclaimed, are requested to correspond with Registrar and Share Transfer Agent and Company Secretary, at the Company's Registered Office. Members are requested to note that Dividends not claimed within Seven Years from the date of transfer to the Company's Unpaid/ Un Claimed Dividend Account, will be as per Section 205A of the Companies Act, 1956 (Section 124 of the Companies Act, 2013) be transferred to the Investor Education and Protection Fund established by the Central Government. No claim shall be entertained against the IEPF or the Company for the amounts so transferred.

The Ministry of Corporate Affairs ('MCA') on May 10, 2012 notified the Investor Education and Protection Fund (Uploading of information regarding Unpaid and Unclaimed amounts lying with Companies) Rules, 2012 (IEPF Rules), which is applicable to the Company. The objective of the IEPF Rules is to help the shareholders ascertain status of the unclaimed amounts and overcome the problems due to misplacement of intimation thereof by post etc. In terms of the said IEPF Rules, the Company has uploaded the information in respect of the Unclaimed Dividends, as on the date August 04, 2016, on the website of the Company under 'Investors' section viz. [www.cosco.in](http://www.cosco.in)

11. **Voting Process :**

The Company has appointed Mr. Ravi Sharma, Partner of M/s. RSM&Co, Practising Company Secretaries, D-63, JFF Complex, Jhandewalan, New Delhi-110055; as scrutinizer for conducting and scrutinizing the voting process (Ballot/Polling Paper as well as Remote E voting) in a fair and transparent manner.

11.1 **E-Voting Facility:**

In compliance with provisions of Section 108 of the Companies Act, 2013 and Rule 20 and 21 of Companies (Management and Administration) Rules, 2014 as Amended by The Companies ((Management and Administration) Rules, 2015 and Regulation 44 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide remote e-voting facility to all members of the Company to enable them to cast their votes electronically on the items/resolutions mentioned in this notice of the Annual General Meeting (AGM). The Company has availed the remote e-voting services as provided by National Securities Depository Limited (NSDL).

**The instructions for remote e-voting are as under:**

- a) For Members whose email addresses are registered with the Company/Depository Participant(s)
- The members who receive e-mail from NSDL should open the PDF file attached with the e-mail with your Client ID or Folio No. The said PDF file contains his/her user ID/ Password for e-voting. Please note that the password is an initial password.
- b) For Members whose email addresses are not registered with the Company/Depository Participants
- The members who receives AGM Notice in physical form, the "USER-ID" and initial "PASSWORD" for remote e-voting is provided on the covering letter enclosed with Notice of AGM.
- c) In case, any member does not receive 'User-ID' and 'Password' as mentioned in Sr. No. (a) and (b), then, they shall contact the NSDL on toll free no. 1800-222-990.
- d) The following steps should be followed for casting the vote through remote e-voting (In both the cases mentioned at Sr. No. (a) and (b)
- above:
- (i) Open internet browser and type the following URL: <https://www.evoting.nSDL.com/>
- (ii) Click on Shareholder – Login.
- (iii) If you are already registered with NSDL for e-voting then you can use your existing user ID and password. If you forget your password, you can reset your password by using "Forgot User Details/ Password" option available on [www.evoting.nSDL.com](http://www.evoting.nSDL.com). Or contact NSDL at the following toll free no. 1800-222-990.
- (iv) If you are logging in for the first time, please enter the user ID and password provided through e-mail (as per Sr. No (a) above) or in covering letter enclosed with Notice of AGM (as per Sr. No (b) above), as the case may be.
- (v) Password change menu will appear on your screen. Change to a new password of your choice; ensure that it contains a minimum of 8 digit or characters or a combination of both. Please keep your password confidential.

- (vi) Home page of remote e-voting opens. Click on remote e-voting: Active voting cycle.
  - (vii) Select “EVEN” (E-Voting Event Number) of “Cosco (India) Limited”.
  - (viii) Now you are ready for remote e-voting as Cast Vote page opens.
  - (ix) The voting rights of the shareholders shall be reckoned in proportion to their shares held in the total paid up equity share capital of the Company as on cut-off date i.e., 23rd September, 2016.
  - (x) Cast your vote by selecting appropriate option and click on “Submit” and “Confirm” when prompted.
  - (xi) Upon confirmation, the message “Vote cast successfully” will be displayed.
  - (xii) Once you have voted on the resolution, you will not be allowed to change/modify your vote.
  - (xiii) Corporate/Institutional members (i.e. other than Individuals, HUF, NRI, etc.) are also required to send scanned certified true copy (PDF format) of the Board Resolution/Authority letter, etc. together with attested specimen signature(s) of duly authorized representative (s), to the Scrutinizer through e-mail at info@csrsm.com or admin@skylinerta.com with a copy marked to evoting@nsdl.co.in and a copy to sudha@cosco.in, Company Secretary of the company.
  - (xiv) Members holding multiple folios/demat accounts shall vote separately for each of the folio/demat accounts.
  - e) The members who have casted their vote by remote e-voting may also attend the Meeting but shall not be entitled to cast their vote.
  - f) The remote e-voting period shall commence on Monday, 26<sup>th</sup> September, 2016 (9:00 A.M.) and ends on Thursday, 29<sup>th</sup> September, 2016 (5:00 P.M.). During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 23<sup>rd</sup> September, 2016, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently. Thereafter, the remote e-voting facility will be blocked.
  - g) Any person who have acquired shares and became members of the Company after the dispatch of the notice of AGM but before the cut-off date of 23<sup>rd</sup> September, 2016, may obtain their login ID and password for e-voting by sending a request to Company's Registrar & Share Transfer Agent at admin@skylinerta.com or NSDL evoting@nsdl.co.in
  - h) In case of any queries, you may refer the Frequently Asked Question (FAQs) – Shareholders and remote e-voting user manual—Shareholders, available at the downloads section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com)
  - i) You can also update your mobile number and email ID in the user profile details of the folio which may be used for sending future communication.
  - j) Any person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the Depositories/Share transfer agent as on cut-off date only shall be entitled to avail the facility of remote e-voting/voting at the AGM through ballot/polling Paper.
- 11.2** The facility for voting, through ballot/ polling paper shall also be made available at the meeting and Members attending the meeting who have not already cast their vote by remote e-voting shall be able to exercise their right at the meeting.
- 11.3** The Voting rights of members shall be in proportion to their shares in the paid up equity shares capital of the Company as on cut-off date. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the Depositories as on the cut-off date only shall be entitled to avail the facility of remote e-Voting or voting at the meeting through ballot/polling paper.
- 11.4** The Scrutinizer shall immediately after the conclusion of voting at the AGM, will first count the votes cast at the AGM by Ballot Papers and thereafter unlock the votes casted through remote e-voting in the presence of at least two witnesses not in the employment of the Company. The results of remote e-voting and votes casted at the meeting shall be aggregated. The Scrutinizer shall make, within a period not exceeding three days from the conclusion of the AGM; a consolidated scrutinizer's report of the total votes cast in favor or against, if any, to the Chairman of the meeting or a person authorized by him in writing.
- 11.5** The Results of voting along with the report of the Scrutinizer shall be placed on the website of the Company [www.cosco.in](http://www.cosco.in)

and on the website of NSDL, immediately after the declaration of result by the Chairman of the meeting or a person authorized by him. The results shall also be communicated to the stock exchange where the shares of the Company are listed.

12. As per the provision of Section 72 of the Companies Act, 2013, the facility for making nomination is available for the Members in respect of the Shares held by them. Members who have not yet registered their nomination are requested to register the same by submitting Form No. SH-13. The said form can be downloaded from the Company's website [www.cosco.in](http://www.cosco.in). Members holding shares in physical form may submit the same to Registrar and Share Transfer Agent of the Company, viz. M/s Skyline Financial Services Pvt. Ltd., D – 153 A, 1st Floor, Okhla Industrial Area, Phase – I, New Delhi – 110020. Members holding shares in electronic form may submit the same to their respective depository participants.
13. Pursuant to the provisions of Secretarial Standard -2 of the Institute of Company Secretaries of India The route map along with prominent land mark for easy location of the 37<sup>th</sup> Annual General Meeting venue printed on the last page of the Annual report

Registered Office :  
2/8, Roop Nagar,  
Delhi -110007

Place: Delhi  
Date: 12<sup>th</sup> August, 2016

By order of the Board of Directors  
Devinder Kumar Jain  
(DIN: 00191539)  
Managing Director and CEO

**Details of the Directors seeking appointment/reappointment at the forthcoming Annual General Meeting in pursuance of the Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and relevant provisions of the Companies Act,2013 and Secretarial Standard-2**

Name of Director	<b>Mr. Pankaj Jain</b>	<b>Mr. Manish Jain</b>
Date of Birth	7th August, 1971, 45 Years	17th November, 1970, 46 Years
Date of Appointment	1st April, 1998	1st April, 1998
Expertise in Specific Functional/Professional area	Finance and Marketing and development of new products for International Market	Managing Plant Operations and Production and Associate with research and development of new products.
.Qualifications	B.Com and MBA	Qualified Engineer and MBA
Details of Directorship held in other Companies	The Sports Goods Export Promotion Council.	Cosco International Private Limited (Resigned w.e.f. 01.10.2015)
Chairman/Member of the Committee of Board other Public Limited Companies	1 (one) Member of Stakeholder's Relationship Committee in Cosco (India) Limited	NIL
Number of Meetings of the Board Attended during F.A. 15-16	5	3
Number of Shares held in the Company	233500 as Individual and 17700 as Karta of H.U.F.	91300 as Individual and 12700 as Karta of H.U.F.
Disclosure of relationship between Directors inter se	NA	Shri Devinder Kumar Jain (Father) and Mr. Arum Jain (Brother)