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## FAQs on 21<sup>st</sup> Annual General Meeting of the Company

### 1. When will the upcoming general meeting be held?

The 21<sup>st</sup> Annual General Meeting of Adani Ports and Special Economic Zone Limited will be held on Friday, 26<sup>th</sup> June 2020 at 10.00 a.m. through Video Conferencing (VC) / Other Audio Visual Means (OAVM).

### 2. Where is the annual report available for shareholders for the annual general meeting?

The Annual Report along with the notice convening AGM is available on the website of the company i.e. [www.adaniports.com](http://www.adaniports.com), website of stock exchanges i.e. BSE limited and National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) respectively. The link company's website is provided hereunder for easy access of members <https://www.adaniports.com/investors/investor-downloads>.

### 3. What is cutoff date to vote at the annual general meeting?

The voting rights of members shall be in proportion to the equity shares held by them in the paid-up equity share capital of the Company as on Friday, 19<sup>th</sup> June, 2020.

### 4. What is the remote e-voting period? or When can I vote on the resolutions provided in AGM Notice?

The remote e-voting period commences on Monday, 22<sup>nd</sup> June, 2020 at 9:00 a.m. and will end on Thursday, 25<sup>th</sup> June, 2020 at 5:00 p.m.

Those Members, who will be present in the AGM through VC / OAVM facility and have not cast their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through CDSL e-voting system during the AGM.

### 5. How do I vote on the resolutions provided in AGM Notice?

1. The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com)

Adani Ports and Special Economic Zone Ltd  
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2. Click on Shareholders.
3. Now Enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
4. Next enter the Image Verification as displayed and Click on Login and enter password. (If a demat account holder has forgotten the login password or If you are a first time user follow the steps given in the notice convening AGM)
5. Click on the EVSN of the Company - ADANI PORTS AND SPECIAL ECONOMIC ZONE LIMITED on which you choose to vote.
6. On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
7. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
8. After selecting the resolution, you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
9. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
10. You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.

Shareholders can also cast their vote using CDSL's mobile app m-Voting. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.

## 6. Which device is to be used to join the AGM?

You can join the AGM through desktops/laptops/smartphones with internet facility.

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## 7. How to ensure speed of internet and verify the network connectivity?

Verify your network connectivity by going to: <https://mediatest.webex.com>  
Minimum download and update speed required is 2 Mbps

## 8. How to join the AGM?

Members may access the same at <https://www.evotingindia.com> under shareholders'/members login by using the remote e-voting credentials.

The link for VC/OAVM will be available in shareholder/members login where the EVSN of Company will be displayed.

Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.

## 9. What are the guidelines to attend the AGM?

For good audio-video experience, we request you to ensure below mentioned points:

<b>Guidelines to attend the AGM</b>
Use your earphone for better sound quality.
Ensure no other background applications are running.
It is recommended to use Stable Wi-Fi or LAN Connection. Participants Connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network.
Have proper lighting and minimize the background sounds.

## 10. What is the helpline number in case of any queries or difficulties faced?

The helpline number regarding any query / assistance for participation in the AGM through VC/OAVM is 1800225533.

## 11. If I want to speak at the AGM, what should I do?

For ease of conduct, members who would like to ask questions may send their questions in advance atleast (7) days before AGM mentioning their name, demat account number / folio number, email id, mobile number at

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investor.apsezi@adani.com and register themselves as a speaker. Those Members who have registered themselves as a speaker will only be allowed to express their views/ask questions during the AGM. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM.

## **12. Can I appoint proxy to participate at the Annual General Meeting?**

Pursuant to the Circular No. 14/2020 dated April 08, 2020, issued by the Ministry of Corporate Affairs, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM.

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