

**THE GREAT EASTERN  
SHIPPING COMPANY LIMITED**



OCEAN HOUSE, 134/A, Dr. Annie Besant Road, Worli, Mumbai - 400 018, INDIA. Tel.: +91(22) 6661 3000 / 2492 2100 Fax : +91(22) 2492 5900

Our Ref.: S/0169/2013/JMT

December 10, 2013

Bombay Stock Exchange  
1<sup>st</sup> Floor, Phiroze Jeejeebhoy Towers,  
Dalal Street,

**MUMBAI – 400 001**

**Fax No.22723121/3719**

Dear Sir,

Pursuant to clause 31 of the Listing Agreement, we are enclosing herewith three copies of letter dated November 28, 2013, together with the KYC form etc. being sent to shareholders holding equity shares of the Company in physical form explaining the detailed process for buyback of equity shares in physical form.

You are requested to take note of the above.

Thanking You,

Yours faithfully,

For **The Great Eastern Shipping Co. Ltd.**

**Jayesh M. Trivedi**

**Vice President (SecI. & Legal) & Company Secretary**

CC: National Stock Exchange, Mumbai

Fax No. 26598237/66418124/25/26

CC: Wholesale Debt Market,  
National Stock Exchange, Mumbai

Fax No. 26598238

CC: Luxembourg Stock Exchange, LUXEMBOURG. [ost@bourse.lu](mailto:ost@bourse.lu)



# THE GREAT EASTERN SHIPPING COMPANY LIMITED

Registered Office: "Ocean House", 134 / A, Dr. Annie Besant Road, Worli, Mumbai – 400 018.

Dear Shareholder(s),

## **Sub: Buy Back of Company's Equity Shares**

The Board of Directors of The Great Eastern Shipping Company Limited ("**Company**") on August 8, 2013 approved the buyback of equity shares of the Company at a maximum price of Rs. 279 per share for an aggregate amount not exceeding Rs. 279 crores inclusive of Transaction Costs.

With a view to facilitate buyback of physical shares and in accordance with the SEBI (Buyback of Securities) (Amendment) Regulations, 2013 ("**SEBI Buyback Regulations**"), the Company in coordination with the stock exchanges have facilitated creation of a special rolling settlement window introduced in the cash segment for buyback of physical shares with **abridged KYC requirements**.

To facilitate the process for shareholders holding shares in physical form and who voluntarily wish to tender their shares in the Buyback Offer, the Company has decided to assist those shareholders to have an opportunity to sell their shares. In this respect, the Company has made arrangements with Kotak Securities Limited to assist the shareholders, if they so desire, in tendering their shares under Buyback Offer through the stock market mechanism.

The Buyback process requires the shareholders holding physical shares to send various documents as detailed in the Annexure to this letter.

All documents required under this process should be sent only by courier / speed post / hand delivery:

To,

### **Kotak Securities Limited**

Attn: Mr. Karl Sahukar  
27 BKC, 8th floor, Plot No C-27, "G" Block,  
Bandra Kurla Complex, Bandra (East),  
Mumbai - 400 051

A brokerage of 0.50% will be charged by Kotak Securities Limited upon successful execution of the transaction and the same (along with all applicable taxes) will be deducted from the sale consideration, and the net consideration would be remitted by Kotak Securities Limited immediately on the payout of the stock exchange, which will not be later than 4 days after the date of sale and 10 days from receipt of all complete documents by Kotak Securities Limited.

The requisite documents, other than KYC requirements, received from shareholders will be verified by the Registrar & Transfer Agent of the Company. KYC documents will be verified by Kotak Securities Limited. On completion of successful verification and confirmation of receipt of all relevant documents by the Registrar & Transfer Agent and Kotak Securities Limited, the sale transaction will be executed by Kotak Securities Limited on your behalf.

### **Buyback price :**

In accordance with the SEBI Buyback Regulations, the price at which the physical shares will be bought back will be the volume weighted average price of the shares bought back, other than in the physical form, during the calendar week in which such shares were received by the broker.

If no demat shares are bought back by the Company in that particular week, the volume weighted average price of the demat shares bought back by the Company in the preceding week will be considered.

Illustratively, if the volume weighted average price at which the demat shares have been bought back by the Company in a particular week is Rs. 265 per share and the physical shares together with all the requisite duly completed documents have been received by the broker in that particular week, the physical shares will be bought back post successful verification at Rs. 265 per share. The ruling market price per share at the time of execution of the transaction may be different from the price at which the transaction is executed. The volume weighted average price of shares bought back by the Company can never be in excess of Rs. 279 irrespective of the prevailing market price as the Company is not authorised to buy shares beyond a price of Rs. 279.

The volume weighted average price at which the demat shares have been bought back by the Company during the week ended November 01, 2013 was Rs. 277.60 per share. Illustratively, if the physical shares together with all the

## **The Great Eastern Shipping Company Limited**

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requisite duly completed documents were received by the broker in that week, the physical shares would have been bought back post successful verification at Rs. 277.60 per share.

The Company did not buy back any demat shares during the week ended November 08, 2013, November 15, 2013 as well as week ended November 22, 2013. Illustratively, if the physical shares together with all the requisite duly completed documents were received by the broker in those weeks, the physical shares would have been bought back post successful verification at Rs.277.60 per share, which was the volume weighted average price at which the demat shares were bought back by the Company during the week ended November 01, 2013.

Please note that the maximum buyback price is Rs. 279 per share and hence no equity share (either in demat form or physical form) can be bought back by the Company exceeding Rs. 279 per share.

Notwithstanding the market price of Company's equity shares is in excess of Rs. 279, the Company will continue to buy back physical shares subject to the price restrictions as aforesaid.

### **General :**

The Company will endeavour to execute the transaction in the week subsequent to which the shares are received by Kotak Securities Limited. Please note in case of delay in executing the transaction due to unavoidable circumstances including incomplete documentation received from shareholders, the price will be applicable as on the week in which documentation has been completed in all respects.

The Company wishes to reiterate that the shareholders are free to sell or hold their physical shares entirely at their discretion and that the Company has made this arrangement only to assist those shareholders holding shares in the physical form, who are desirous of selling their shares and who would like to have a broker to enable them to do so and with abridged KYC requirements.

If you need any other information on the aforementioned, please contact at the numbers mentioned below

### **Kotak Mahindra Capital Company Limited**

Attn: Mr. Ganesh Rane  
27 BKC, 1st floor, Plot No C-27, "G" Block,  
Bandra Kurla Complex, Bandra (East),  
Mumbai - 400 051  
Phone - 022 - 4336 0000; Fax - 022 - 6713 2446  
Email - project.geshipping@kotak.com

### **Mr. Dakshesh J. Vyas**

Senior Manager (Secretarial)  
The Great Eastern Shipping Company Limited  
Ocean House, 134 /A, Dr. Annie Besant Road, Worli, Mumbai - 400 018  
Phone - 022 - 6661 3000; Fax - 022 - 2492 5900  
Email - buyback2013@greatship.com

All other information and terms of the Buyback disclosed in the public announcement issued on August 13, 2013 ("**Public Announcement**"), the corrigendum issued on August 14, 2013 ("**1st Corrigendum**") and the corrigendum issued on August 23, 2013 ("**2nd Corrigendum**") and the corrigendum issued on November 28, 2013 ("**3rd Corrigendum**") remain unchanged. The capitalized terms and abbreviations used in this letter have the same meaning as ascribed to them in the Public Announcement, unless otherwise specified.

### **DIRECTORS' RESPONSIBILITY:**

As per Regulation 19(1)(a) of the Buyback Regulations, the Board accepts responsibility for the information contained in this letter or any other advertisement, circular, brochure, publicity material which may be issued and confirm that the information in such documents contain true, factual and material information and does not contain any misleading information.

Thanking You,  
Yours Sincerely,  
**For The Great Eastern Shipping Company Limited**

Place : Mumbai  
Date : November 28, 2013

**JAYESH M. TRIVEDI**  
Company Secretary

**ANNEXURE**

**Checklist of Documents**

- ✓ Original equity shares certificate(s)
- ✓ Duly signed transfer deed (as transferor) by the shareholder(s) (by all the shareholders in case the equity shares are in joint names in the same order in which they hold the equity shares) as per the specimen signatures lodged with the Company and duly witnessed at the appropriate place(s)
- ✓ Copy of Permanent Account Number (PAN) card of all shareholder(s) (self attested)
- ✓ Telephone number and email address of all the shareholder(s)
- ✓ Acceptance Form signed by all shareholder(s)
- ✓ KYC Form - to be filled only by the first-named/sole shareholder
- ✓ Declaration from Joint Holders, if applicable
- ✓ Copy of a self-attested cancelled cheque in respect of the bank account as stated in the KYC Form.
- ✓ Any one valid address proof of the first-named/sole shareholder (List of eligible documents mentioned overleaf)
- ✓ Any one valid identity proof of the first-named/sole shareholder (List of eligible documents mentioned overleaf)
- ✓ In case of companies, the necessary corporate authorization(s) (including certified copy of board and/or general meeting resolution(s), power of attorney, etc.)
- ✓ In case of non- resident shareholders - RBI approval for purchase

Any other document - duly attested death certificate, succession certificate, probate, power of attorney, no objection from lender in case of charge, lien etc., if relevant

## **The Great Eastern Shipping Company Limited**

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**A. Proof of Identity (POI):** - List of self attested documents admissible as Proof of Identity:

1. Unique Identification Number (UID / Aadhaar)/ Passport/ Voter ID Card/ Driving License
2. PAN card with photograph.
3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks
4. Certificate of Incorporation, Memorandum & Articles of Association in case of companies
5. Partnership Deed in case of Partnership firms
6. Trust Deed in case of Trusts

**B. Proof of Address (POA):** - List of self attested documents admissible as Proof of Address (Documents having an expiry date should be valid on the date of submission.)

1. Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance Bill/ Insurance Policy Copy/ Unique Identification Number (UID / Aadhaar)
2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old
3. Bank Account Statement/Passbook -- Not more than 3 months old
4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts
5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly or Parliament/Documents issued by any Govt. or Statutory Authority
6. Identity card / document with address, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.

## KNOW YOUR CLIENT (KYC) APPLICATION FORM

### A. IDENTITY DETAILS

1. **Name of the Applicant:** \_\_\_\_\_
2. **Date of Birth/Incorporation:** \_\_\_\_\_ **PAN:** \_\_\_\_\_ **Registration No. (e.g. CIN):** \_\_\_\_\_
3. **Client Category:** Individual/Body Corporate/Partnership/Trust/Charities/NGO's/FI/ FII/HUF/AOP/ Bank/ Government Body/Non-Government Organization/Defense Establishment/BOI/Society/LLP/ Others (please specify) \_\_\_\_\_
4. **Please tick, if applicable, for any of your authorized signatories/Promoters/Partners/Karta/Trustees/ whole time Directors:** Politically Exposed Person (PEP)/ Related to a Politically Exposed Person (PEP)

### B. ADDRESS DETAILS

1. **Address for correspondence:** \_\_\_\_\_  
\_\_\_\_\_ City/town/village: \_\_\_\_\_ Pin Code: \_\_\_\_\_ State: \_\_\_\_\_  
Country: \_\_\_\_\_
2. **Contact Details:** Tel. (Off.) \_\_\_\_\_ Tel. (Res.) \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email id: \_\_\_\_\_
3. **Permanent / Registered Address** (if different from above): \_\_\_\_\_  
\_\_\_\_\_ City/town/village: \_\_\_\_\_ Pin Code: \_\_\_\_\_ State: \_\_\_\_\_  
Country: \_\_\_\_\_

### C. OTHER DETAILS

1. **Details of Directors/Partner/Trustees and authorised signatories in case of Non-individuals:**

Name	Designation	PAN	DIN	Address	Contact No	Email ID

2. **Bank Account Details**

Bank Name	Branch Address	Bank Account No.	Account Type: Saving/Current/ Others-In case of NRI/NRE/NRO	MICR Number	IFSC Code

### D. DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

**Name & Signature of the Client/Authorised Signatory\*** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(dd/mm/yyyy)

### FOR OFFICE USE ONLY

(Originals verified) True copies of documents received

(Self-Attested) Self Certified Document copies received

**Signature of the Authorised Signatory** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Seal/Stamp of the Intermediary**

\* Name and Signature of the first holder even in case shares are held jointly

## ACCEPTANCE FORM

I/ We, accept the Buyback Offer of The Great Eastern Shipping Company Limited(the 'Company'), and enclose the original share certificate(s) and duly signed transfer deed(s) in respect of my/our Equity Shares as detailed below, which I/We hereby tender under the Buyback Offer :

Sr. No.	Ledger Folio No(s)	Certificate No(s)	Distinctive No(s)		No. of Equity Shares
			From	To	
1.					
2.					
3.					
4.					
5.					
<i>(In case the space provided is inadequate, please attach a separate sheet with details.)</i>					
<b>Total No. of Equity Shares</b>					

I/We note and understand that, Sharepro Services (India) Pvt. Limited, the Registrar & Transfer Agent of the Company, will hold the original share certificate(s) and valid share transfer deed in trust for me/us until the time the Company dispatches the purchase consideration. I/We also note and understand that the Company will pay the purchase consideration only after verification of the documents and signatures.

I/We confirm that the Equity Shares of **The Great Eastern Shipping Company Limited**, which are being tendered herewith by me/us under the Buyback Offer, are free from liens, charges and encumbrances of any kind whatsoever.

I/We authorize the Company to accept the Equity Shares so offered which it may decide to accept in consultation with the Registrar & Transfer Agent of the Company and I/We further authorize the Company to return to me/us, share certificate(s) in case the Equity Shares so offered are not accepted without specifying the reasons thereof.

I/We authorize the Company and the Registrar & Transfer Agent of the Company and Kotak Securities Limited, the Broker to the Buyback, to send by Registered Post as may be applicable at my/our risk, the draft/cheque/warrant, in full and final settlement of the amount due to me/us or through Direct Credit ("DC")/ National Electronic Clearance System ("NECS")/ Electronic Clearing Services ("ECS")/ National Electronic Funds Transfer ("NEFT")/ Real Time Gross Settlement ("RTGS") as per the bank details provided by me /us and/or other documents or papers or correspondence to the sole/first holder at the address mentioned below.

I/We authorize the Broker to the Buyback to sell my/our shares in accordance with the process explained in the Public Announcement at the price determined in accordance with the SEBI Buyback Regulations, 1998 and amendments thereof. I / We note that the consideration to be received by me /us will be net of the brokerage of 0.50% charged by the Broker to the Buyback and applicable taxes and charges etc.

	Full Name(s) of the Eligible Shareholders	Signature
First/Sole Holder		
Joint Holder 1		
Joint Holder 2		
Joint Holder 3		

Address of First/Sole Shareholder \_\_\_\_\_

Tel No. of First/Sole Shareholder \_\_\_\_\_

Place:

Date:

## DECLARATION BY JOINT HOLDERS OF SHARES

To,

**Kotak Securities Limited,**

27 BKC, Plot No.27, "G" Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai - 400 051.

Dear Sir,

We refer to the trading account being opened by the BROKER for the purpose of BUYBACK of Equity Shares of The Great Eastern Shipping Company Limited.

We recognize that the trading account cannot be opened in the name of all the joint holders. To facilitate the operations of the trading account with you and for the purpose of completing the securities transfer obligation pursuant to the sale of shares, we authorize you to open the trading account in the name of the first holder \_\_\_\_\_ of the following share certificate

Sr. No.	Ledger Folio No(s)	Certificate No(s)	Distinctive No(s)		No. of Equity Shares
			From	To	
1.					
2.					
3.					
4.					
5.					
<i>(In case the space provided is inadequate, please attach a separate sheet with details.)</i>					
<b>Total No. of Equity Shares</b>					

We recognize and accept that the obligation for shares sold by the BROKER from the aforesaid trading account will be completed from above-mentioned share certificate (s).

We agree that the BROKER will not be held responsible and no claim against the BROKER will be made on account of the above mentioned share certificates being used to discharge the settlement obligation arising out of sale transaction in the trading account in the name of \_\_\_\_\_

	Full Name(s) of the Eligible Shareholders	Signature
First/Sole Holder		
Joint Holder 1		
Joint Holder 2		
Joint Holder 3		

Address of First/Sole Shareholder \_\_\_\_\_

Place:

Date: