

# DELHIVERY

**Date: May 29, 2025**

**BSE Limited**  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
Mumbai – 400 001  
India

**National Stock Exchange of India Limited**  
Exchange Plaza, C-1, Block G,  
Bandra Kurla Complex,  
Bandra (E), Mumbai – 400 051  
India

**Scrip Code: 543529**

**Symbol: DELHIVERY**

**Sub: Disclosure under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) – Postal Ballot Notice**

Dear Ma’am/Sir,

We hereby submit a copy of Postal Ballot Notice ("Notice") dated May 16, 2025, along with the explanatory statement for seeking approval of the members through Postal Ballot **by way of remote electronic voting ("remote e-voting")** in respect of the following items, as set out in the Notice:

Item No.	Type of Resolution(s)	Particulars
1	Ordinary Resolution	To approve the appointment of Mr. Suraj Saharan as a Whole-time Director, designated as Executive Director and Chief People Officer of the Company
2	Special Resolution	To approve remuneration of Mr. Suraj Saharan as Whole-time Director designated as Executive Director and Chief People Officer of the Company

The Notice is also available on the Company’s website at [www.delhivery.com](http://www.delhivery.com), the relevant section of the website of BSE Limited (“BSE”): [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited (“NSE”): [www.nseindia.com](http://www.nseindia.com) on which the equity shares of the Company are listed and on the website of National Securities Depository Limited (“NSDL”) at [www.evoting.nsdl.com](http://www.evoting.nsdl.com)

In accordance with the applicable laws and circulars issued by the Ministry of Corporate Affairs, Securities and Exchange Board of India, the said Notice is being sent by email on Thursday, May 29, 2025 to all the members of the Company whose names appear in the register of members / register of beneficial owners maintained by the depositories as on **Friday, May 23, 2025 (“Cut-off date”)** and whose email IDs are



**Delhivery Limited**  
**Corporate Office:** Plot 5, Sector 44, Gurugram - 122 002, Haryana, India  
**Registered Office:** N24-N34, S24-S34, Air Cargo Logistics Centre-II,  
Opposite Gate 6 Cargo Terminal, IGI Airport, New Delhi – 110037  
(Formerly known as Delhivery Private Limited)

CIN: L63090DL2011PLC221234  
+91 124 6225600  
corporate@delhivery.com  
www.delhivery.com



registered with the Company/ MUFG Intime India Private Limited (formerly known as Link Intime India Private Limited) ("RTA") / depositories/ depository participants.

The Company has appointed NSDL for facilitating e-voting to enable the members to cast their votes electronically. The remote e-voting shall commence on **Friday, May 30, 2025, at 9.00 AM (IST)** and shall end on **Saturday, June 28, 2025, at 5.00 PM (IST)** (both days inclusive).

The results of the Postal Ballot will be announced on or before **Tuesday, July 1, 2025**, and the same will be communicated to BSE and NSE along with the Scrutinizer's report. Additionally, the results will also be uploaded on the Company's website viz. [www.delhivery.com](http://www.delhivery.com) and on the website of NSDL viz. <https://www.evoting.nsdl.com> and will also be placed on the notice board at the registered office of the Company.

You are requested to kindly take the same on your records.

Thank you.

**Yours sincerely,  
For Delhivery Limited**

**Madhulika Rawat  
Company Secretary & Compliance Officer  
Membership No.: F8765**

Encl: As above





## DELHIVERY LIMITED

CIN: L63090DL2011PLC221234

**Registered Office:** N24-N34, S24-S34, Air Cargo Logistics Centre-II, Opposite Gate 6 Cargo Terminal, IGI Airport, New Delhi 110037

**Corporate Office:** Plot No. 5, Sector-44, Gurugram, Haryana 122002

**Website:** [www.delhivery.com](http://www.delhivery.com); **Email:** [corporateaffairs@delhivery.com](mailto:corporateaffairs@delhivery.com); **Tel No.:** +91 124 6225602

E-Voting starts on	E-Voting ends on
Friday, May 30, 2025 at 9:00 a.m. (IST)	Saturday, June 28, 2025 at 5:00 p.m. (IST)

### NOTICE OF POSTAL BALLOT

Dear Members,

**NOTICE** is hereby given pursuant to the provisions of Sections 108 and 110 of the Companies Act, 2013 (“**Act**”) and other applicable provisions, if any, of the Act read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014, Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI Listing Regulations**”), any other applicable provision of the SEBI Listing Regulations, any circular issued by the Securities and Exchange Board of India (“**SEBI**”) and the Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India (“**SS-2**”), each, as amended from time to time, and any other applicable laws and regulations (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), General Circular No. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, and subsequent circulars issued in this regard, the latest being 9/2024 dated September 19, 2024 (the “**MCA Circulars**”) issued by the Ministry of Corporate Affairs (“**MCA**”), that the Resolutions appended below are proposed to be passed by the shareholders (“**Members**”) of Delhivery Limited (the “**Company**”) by way of Postal Ballot only through remote e-Voting process (“**e-Voting**”). Accordingly, physical copy of the Notice along with Postal Ballot Form and pre-paid business reply envelope are not being sent to the Members for this Postal Ballot.

Accordingly, the Company is sending Postal Ballot Notice only by email to its Members who have registered their email address as on **Friday, May 23, 2025 (“Cut-Off Date”)** with the Company/Registrar and Share Transfer Agent (“**RTA**”)/Depository Participants (“**DPs**”)/ Depository and the communication of assent/dissent of the shareholders on the resolutions proposed in the Notice will only take place through the e-Voting.

In respect of those Members who have not registered their email address, the Company has provided the mechanism to register their email address in the Notes as appended below and a public notice to that effect will be published in the newspapers.

An explanatory statement pursuant to the provisions of Sections 102, 110 of the Act and other applicable provisions of the Act, pertaining to the resolutions setting out the material facts and the reasons thereof, is appended hereto.

Pursuant to the provisions of Rule 22(5) of the Companies (Management and Administration) Rules, 2014, the Board of Directors of the Company, has appointed Mr. Prabhakar Kumar, Partner of M/s VAPN & Associates, Company Secretary in Practice (Membership No. FCS 5781, COP No. 10630) or failing him Mr. Ashok, Partner of M/s VAPN & Associates, Company Secretary in Practice (Membership No. ACS 55136, COP No. 20599), as the Scrutinizer for conducting the Postal Ballot through remote e-Voting process in a fair and transparent manner.

The Company has engaged the services of National Securities Depository Limited (“NSDL”) for the purpose of providing remote e-Voting facility to all its Members. The Members (whether holding shares in demat form or in physical form) are requested to read the related notes to this Postal Ballot Notice and instructions given thereunder carefully and cast their votes through e-Voting. The remote e-Voting period commences on **Friday, May 30, 2025 at 9:00 A.M. (IST)** and ends on **Saturday, June 28, 2025, at 5:00 P.M. (IST)**.

Upon completion of scrutiny of the votes, the Scrutinizer will submit his report to the Chairman or any person authorized by the Chairman and the results of the Postal Ballot will be announced not later than two working days of conclusion of the voting through Postal Ballot, i.e. on or before **Tuesday, July 01, 2025**. The said results will be displayed on the notice board at the registered office of the Company and intimated to National Stock Exchange of India Limited and BSE Limited, where the equity shares of the Company are listed. Additionally, the results will also be uploaded on the Company’s website at [www.delhivery.com](http://www.delhivery.com) and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com). The last date of e-Voting, i.e. **Saturday, June 28, 2025**, shall be the date on which the resolutions would be deemed to have been passed, if approved by the requisite majority.

#### **SPECIAL BUSINESS:**

- 1. To approve the appointment of Mr. Suraj Saharan as a Whole-time Director, designated as Executive Director and Chief People Officer of the Company**

To consider and, if thought fit, to pass the following resolution as an **Ordinary Resolution**:

**“RESOLVED THAT** pursuant to the provisions of Sections 149, 152, 161 and all other applicable provisions of the Companies Act, 2013 (“Act”) and rules made thereunder and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”) (including any statutory modification(s), amendment(s) thereto or re-enactment(s) thereof, for the time being in force), based on the recommendation of Nomination and Remuneration Committee (“NRC”) and of the Board of Directors of the Company, Mr. Suraj Saharan (DIN: 03431848) who is appointed as an Additional Director of the Company by the Board of Directors with effect from May 16, 2025 and in respect of whom the Company has received a notice in writing from a Member in terms of Section 160 of the Act, proposing his candidature for the office of a Director, be and is hereby appointed as a Director of the Company, liable to retire by rotation, with effect from May 16, 2025.

**RESOLVED FURTHER THAT** pursuant to the provisions of Sections 196, 203 and other applicable provisions of the Act read with rules made thereunder and the SEBI Listing Regulations (including any statutory modification(s), amendment(s) thereto or re-enactment(s) thereof for the time being in force) and the Articles of Association of the Company and the Company's Policy on Nomination, Remuneration & Evaluation for Directors and Key Managerial Personnel, based on the recommendation of NRC and of the Board of Directors of the Company, Mr. Suraj Saharan (DIN: 03431848) be and is hereby appointed as a Whole-time Director, designated as Executive Director and Chief People Officer of the Company with effect from May 16, 2025 for a term of 5(Five) years i.e. up to May 15, 2030 on the terms and conditions as mentioned in the explanatory statement, forming part of this Postal Ballot Notice.

**RESOLVED FURTHER THAT** for the purpose of giving effect to the foregoing resolutions, the Board (which term shall be deemed to include NRC of the Board authorized in the said behalf) be and is hereby authorised to do all such acts, deeds and things, as it may in its absolute discretion deem necessary, proper or desirable, and to settle any question, difficulty or doubt that may arise in respect of aforesaid without being required to seek any further consent or approval of the Members of Company, or otherwise to the end and intent that they shall be deemed to have given their approval thereto expressly by the authority of this resolution."

**2. To approve remuneration of Mr. Suraj Saharan as Whole-time Director designated as Executive Director and Chief People Officer of the Company**

To consider and, if thought fit, to pass the following resolution as a **Special Resolution**:

**"RESOLVED THAT** pursuant to the provisions of Sections 196, 197 and 198 read with Schedule V and all other applicable provisions, if any, of the Companies Act, 2013 ("**Act**"), the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, the Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015 ("**SEBI Listing Regulations**") and all other rules, regulations, guidelines, statutory notifications made by any statutory authorities (including any statutory modification(s) or amendment(s) thereto or re-enactment(s) thereof, for the time being in force), relevant provisions of the Articles of Association of the Company and the Company's Policy on Nomination, Remuneration & Evaluation for Directors and Key Managerial Personnel, based on the recommendation of Nomination and Remuneration Committee ("**NRC**") and of the Board of Directors of the Company, the consent of the Members of the Company be and is hereby accorded for payment of remuneration to Mr. Suraj Saharan (DIN: 03431848), as Whole-time Director (Executive Director and Chief People Officer) of the Company, for his tenure with effect from May 16, 2025, on the terms and conditions as mentioned in the explanatory statement forming part of this Postal Ballot Notice, and in case of absence or inadequacy of profits in any of the financial year, the said remuneration shall be paid for the period of 3 (three) years from May 16, 2025 upto May 15, 2028, without requiring to obtain any further approval of the members.

**RESOLVED FURTHER THAT** the terms and conditions of remuneration of Mr. Suraj Saharan as set out in the explanatory statement annexed to this notice be and are hereby approved with liberty to the

Board (which term shall be deemed to include the NRC), in accordance with the statutory limits/approvals as may be applicable, to alter and vary the terms and conditions of the remuneration in such manner as may be agreed to between the Board and Mr. Suraj Saharan.

**RESOLVED FURTHER THAT** for the purpose of giving effect to the foregoing resolutions, the Board (which term shall be deemed to include NRC of the Board authorized in the said behalf) be and is hereby authorised to do all such acts, deeds and things, as it may in its absolute discretion deem necessary, proper or desirable, and to settle any question, difficulty or doubt that may arise in respect of aforesaid without being required to seek any further consent or approval of the Members of Company, or otherwise to the end and intent that they shall be deemed to have given their approval thereto expressly by the authority of this resolution.”

By order of the Board of Directors

For **Delhivery Limited**

**Madhulika Rawat**

Company Secretary & Compliance Officer

Membership No. F8765

Place: Mumbai

Date: May 16, 2025



## NOTES:

1. The Explanatory Statement pursuant to the provisions of Section 102 and Section 110 of the Act setting out all material facts and reasons for the proposed resolutions is annexed hereto and forms part of this notice.
2. As per the MCA Circulars and any other guidelines issued by the MCA, the Notice of Postal Ballot is being sent in electronic mode only to those Members who have registered their e-mail addresses as on Cut-Off Date with the Company/ DPs/ Depository/ MUFG Intime India Private Limited (formerly known as Link Intime India Private Limited), the Company's RTA.
3. The Members will have the option to vote only through remote e-Voting and voting through physical ballot papers will not be provided.
4. Pursuant to the provisions of Sections 108 and 110 of the Act read with Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI Listing Regulations (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), and the MCA Circulars, the Company is providing facility of remote e-Voting to its Members in respect of the business to be transacted through Postal Ballot. For this purpose, the Company has entered into an agreement with NSDL for facilitating voting through electronic means, as the authorized agency. Instructions for the process to be followed for e-Voting are annexed to this Postal Ballot Notice.
5. Only those Members whose names are appearing in the Register of Members/List of Beneficial Owners as on the Cut-Off Date shall be eligible to cast their votes through postal ballot by remote e-Voting. Members receiving the Notice of Postal Ballot whose names do not appear in the Register of Members/Statement of Beneficial Ownership as mentioned above, should treat this notice for information purposes only.

It is however clarified that, all Members of the Company as on the Cut-Off Date (including those Members who may not have received this Notice due to non-registration of their e-mail addresses) shall be entitled to vote in accordance with the process specified in this Notice.

6. The said Notice is also available on the website of the Company at [www.delhivery.com](http://www.delhivery.com), the relevant section of the website of BSE Limited ("BSE"): [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited ("NSE"): [www.nseindia.com](http://www.nseindia.com) on which the equity shares of the Company are listed and on the website of NSDL: [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
7. Voting rights will be reckoned on the paid-up value of shares registered in the name of the Members as on Cut-Off date.
8. The e-voting period commences on **Friday, May 30, 2025 at 9:00 a.m. (IST)** and ends on **Saturday, June 28, 2025 at 5:00 p.m. (IST)**. During this period, Members of the Company, holding shares either in physical or dematerialised form, as on the Cut-Off date, i.e., **Friday, May 23, 2025** may cast their vote electronically. The e-Voting module shall be disabled by NSDL

thereafter. Once the vote on the resolutions is cast by the Member, the Member shall not be allowed to change it subsequently or cast the vote again.

9. All documents referred to in the accompanying Postal Ballot Notice shall be available for inspection electronically. Members seeking to inspect such documents can send an email on or before the last date of e-Voting of this Postal Ballot to [corporateaffairs@delhivery.com](mailto:corporateaffairs@delhivery.com) with subject line "Inspection of Documents – Postal Ballot".
10. **In accordance with the MCA Circulars, the Company has made necessary arrangements for the Members to register their e-mail address.**

**Procedure for registering the e-mail addresses for obtaining the Postal Ballot Notice and remote e- Voting instructions by the Members whose e-mail addresses are not registered with the DPs (in case of Members holding shares in demat form) or with RTA (in case of Members holding shares in physical form)**

Those persons who are Members of the Company as on Cut-Off date i.e., **Friday, May 23, 2025** and who have not yet registered their e-mail addresses are requested to get their e-mail addresses registered by following the procedure given below:

**i. For Temporary Registration:**

The process to be followed for temporary registration of an e-mail address is as follows:

- a) Visit the link: [https://web.in.mpms.mufg.com/EmailReg/Email\\_Register.html](https://web.in.mpms.mufg.com/EmailReg/Email_Register.html)
- b) Select the Name of the Company from the dropdown: Delhivery Limited.
- c) Enter the DP ID & Client ID/Physical Folio Number, Name of the Member and PAN details. Members holding shares in the physical form need to additionally enter one of the share certificate(s) numbers.
- d) Enter your Mobile No and email id and click on the "Continue" button.
- e) The system will send OTP on Mobile and Email IDs.
- f) Upload a self-attested copy of your PAN card and Address proof viz Aadhar Card, passport or front and back side of share certificate in case of Physical folio.
- g) Enter the OTP received on your Mobile and Email Address.

**ii. For Permanent Registration:**

Members are requested to register the email address with their concerned DPs, in respect of Demat holding and with RTA, in respect of physical holding, by submitting the Form ISR-1 duly filled and signed by the holders. Further, those Members who have already registered their e-mail addresses are requested to keep their e-mail addresses validated/updated with their DPs/RTA to enable servicing of notices/documents/Annual Reports and other communications electronically to their e-mail address in the future.



## 11. INFORMATION AND INSTRUCTIONS RELATING TO E-VOTING

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:

### Step 1: Access to NSDL e-Voting system





#### A. Login method for e-Voting for Individual shareholders holding securities in demat mode

In terms of the SEBI circular dated December 9, 2020 on e-Voting facility provided by listed companies, individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e- Voting facility.

Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	Login Method
Individual shareholders holding securities in demat mode with NSDL	<ol style="list-style-type: none"> <li>1. For OTP based login you can click on <a href="https://eservices.nsd.com/SecureWeb/evoting/evotinglogin.jsp">https://eservices.nsd.com/SecureWeb/evoting/evotinglogin.jsp</a>. You will have to enter your 8-digit DP ID,8-digit Client Id, PAN No., Verification code and generate OTP. Enter the OTP received on registered email id/mobile number and click on login. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li> <li>2. Existing IDeAS user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsd.com">https://eservices.nsd.com</a> either on a Personal Computer or on a mobile. On the e-Services home page click on the “<b>Beneficial Owner</b>” icon under “<b>Login</b>” which is available under ‘<b>IDeAS</b>’ section, this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on “<b>Access to e-Voting</b>” under e-Voting services and you will be able to see the e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be re-directed to the e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li> <li>3. If you are not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsd.com">https://eservices.nsd.com</a>. Select “<b>Register Online for IDeAS Portal</b>” or click at <a href="https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp</a></li> </ol>



Type of shareholders	Login Method
	<p>4. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be redirected to e- Voting website of NSDL for casting your vote during the remote e-Voting period.</p> <p>5. Shareholders/Members can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience.</p> <p><b>NSDL Mobile App is available on</b></p> <p>  App Store            Google Play         </p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
<p>Individual Shareholders holding securities in demat mode with CDSL</p>	<p>1. Users who have opted for CDSL Easi/Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi/Easiest are requested to visit CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon &amp; New System Myeasi Tab and then user your existing my easi username &amp; password.</p> <p>2. After successful login the Easi/Easiest user will be able to see the e-Voting option for eligible companies where the e-voting is in progress as per the information provided by the company. On clicking the e-voting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers’ website directly.</p>



Type of shareholders	Login Method
	<p>3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login &amp; New System Myeasi Tab and then click on registration option.</p> <p>4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</p>
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. Upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.

**Important note:** Members who are unable to retrieve User ID/Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

**Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.**

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.com">evoting@nsdl.com</a> or call at 022 - 4886 7000.
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800-21-09911.



## B. Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

### How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below:

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a. For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b. For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****.
c. For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:
  - a. If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - b. If you are using NSDL e-Voting system for the first time, you will need to retrieve the ‘initial password’ which was communicated to you. Once you retrieve your ‘initial password’, you need to enter the ‘initial password’ and the system will force you to change your password.
  - c. How to retrieve your ‘initial password’?
    - i. If your email ID is registered in your demat account or with the company, your ‘initial password’ is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client

ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.

- ii. If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered.**
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
  - a. Click on "**Forgot User Details/Password?**" (If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - b. **Physical User Reset Password?**" (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - c. If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.com](mailto:evoting@nsdl.com) mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
  - d. Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

## **Step 2: Cast your vote electronically on NSDL e-Voting system**

### **How to cast your vote electronically on NSDL e-Voting system?**

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is active.
2. Select "EVEN" of the company for which you wish to cast your vote during the remote e-Voting period.
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
5. Upon confirmation, the message "Vote cast successfully" will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

### **Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of email ids for e-voting for the resolutions set out in this notice:**

1. In case shares are held in physical mode, please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of

PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to [corporateaffairs@delhivery.com](mailto:corporateaffairs@delhivery.com).

2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to [corporateaffairs@delhivery.com](mailto:corporateaffairs@delhivery.com). If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A)** i.e. **Login method for e-Voting for Individual shareholders holding securities in demat mode**.
3. Alternatively, shareholder/members may send a request to [evoting@nsdl.com](mailto:evoting@nsdl.com) for procuring user id and password for e-voting by providing above mentioned documents.
4. In terms of the SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

## General Guidelines for shareholders

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [info@vapn.in](mailto:info@vapn.in) with a copy marked to [evoting@nsdl.com](mailto:evoting@nsdl.com). Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution/Power of Attorney/Authority Letter etc. by clicking on "**Upload Board Resolution/Authority Letter**" displayed under "**e-Voting**" tab in their login.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on : 022 - 4886 7000 or send a request to Ms. Pallavi Mhatre – Senior Manager at [evoting@nsdl.com](mailto:evoting@nsdl.com)



## EXPLANATORY STATEMENT

(Annexed to the Notice pursuant to Section 102 and 110 of the Companies Act, 2013)

The following statement sets out all material facts relating to the special business mentioned in the accompanying notice of Postal Ballot:

### Item No. 1 and 2:

Pursuant to recommendation of the Nomination and Remuneration Committee (“**NRC**”), the Board of Directors at its meeting held on May 16, 2025 approved the appointment of Mr. Suraj Saharan (DIN: 03431848), who is the Chief People Officer of the Company, as an Additional Director, in the capacity of Whole-time Director designated as Executive Director and Chief People Officer of the Company, with effect from May 16, 2025 for a term of 5(Five) years i.e. up to May 15, 2030, subject to approval of the shareholders of the Company.

The Company has received the following disclosures from Mr. Suraj Saharan:

- Consent in writing to act as Director in Form DIR-2 pursuant to Rule 8 of the Companies (Appointment & Qualification of Directors) Rules, 2014 (“**Appointment Rules**”).
- Intimation in Form DIR-8 in terms of the Appointment Rules to the effect that he is not disqualified under sub-section (2) of Section 164 of the Companies Act, 2013 (“**Act**”).
- Notice of Disclosure of Interest in Form MBP-1 as per the provisions of Section 184(1) of the Act.
- Declaration pursuant to BSE Circular No. LIST/COMP/14/2018-19 dated June 20, 2018, and NSE Circular No. NSE/ CML/2018/24 dated June 20, 2018, that he has not been debarred or disqualified from holding office of a director of the Company by virtue of any order passed by the Securities and Exchange Board of India or such other Statutory Authorities.
- Confirmation that he satisfies all the conditions set out in Part-I of Schedule V of the Act and also conditions set out under sub-section (3) of Section 196 of the Act, for being eligible for the appointment as Whole-time Director.

In accordance with Section 161(1) of the Act, Mr. Suraj Saharan shall hold office as an Additional Director up to the date of forthcoming Annual General Meeting and is eligible to be appointed as a Director. The Company has received a notice in writing by a member proposing his candidature under Section 160 of the Act.

Further, as per provisions of Regulation 17(1C) of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (“**SEBI Listing Regulations**”), approval of the shareholders has to be obtained at the next general meeting or within a time period of three months from the date of appointment, whichever is earlier.

The brief profile of Mr. Suraj Saharan and other relevant information as required under the SEBI Listing Regulations and Secretarial Standards are provided under “**Annexure A**” and details as required under Schedule V (Part II) (Section II) of the Act are given under “**Annexure B**” to this Notice.

The proposed remuneration to be paid to Mr. Suraj Saharan is as under:

Fixed salary	Upto ₹ 50 million per annum with merit based annual increments as may be recommended and approved by the NRC and the Board, as the case may be, from time to time.
Variable pay	As per Annual Performance Linked Incentive Policy of the Company upto a maximum of 50% of the fixed remuneration as determined and approved by the NRC and the Board from time to time. The variable payout will depend on the following major criteria: <ul style="list-style-type: none"><li>• The performance rating of the individual; and</li><li>• Overall organisation performance (Revenue and EBITDA based)</li></ul>
Employee Stock Options	As may be granted by the NRC of the Company from time to time as per the Employee Stock Options Plans of the Company, <b>subject to the approval of shareholders of the Company.</b>
Additional Benefits	Gratuity, Medical Insurance & other perquisites/benefits as per Company Policy

*Note: He will not be entitled to any fee for attending the meetings of the Board of Directors or any Committee thereof.*

The actual remuneration including annual increment amount to be paid to Mr. Suraj Saharan shall be approved by the NRC and the Board on an annual basis based on the performance of the Company and Mr. Suraj Saharan. The above mentioned remuneration is the maximum remuneration which can be paid by the Company. Further, the NRC and the Board at its meeting held on May 16, 2025, approved the estimated pay-out of remuneration (fixed salary and variable pay) of Mr. Suraj Saharan as ₹ 27 million for financial year 2025-26 and other additional benefits/perquisites as per the Company's policy.

Currently, he has 126,400 stock options, which was granted to him on August 2, 2021. Such options will be vested in August 2025. The perquisite value of such options to be exercised by him in any financial year will become part of his remuneration for that year.

The remuneration to be paid to Mr. Suraj Saharan may exceed the limits specified in Section 197 of the Act during his tenure and in case of absence or inadequacy of profits in any of the financial year, the said remuneration shall be paid for the period of 3 (three) years from May 16, 2025 upto May 15, 2028, without requiring to obtain any further approval of the Members. The Company has not committed any default in payment of dues to any bank or public financial institution or any other secured creditors, therefore their prior approval is not required to be obtained.

Considering the aforesaid, based on the recommendations of NRC, the Board of Directors at its meeting held on May 16, 2025 approved and recommended to the Members of the Company:

1. the appointment of Mr. Suraj Saharan as a Director in the capacity of Whole-time Director designated as Executive Director and Chief People Officer of the Company; and
2. the payment of remuneration to Mr. Suraj Saharan as Whole-time Director designated as Executive Director and Chief People Officer of the Company.

Except Mr. Suraj Saharan himself and his relatives to the extent of their shareholding, if any, none of the Directors and Key Managerial Personnel of the Company and their relatives are concerned or interested, financially or otherwise, in the Ordinary Resolution as set out in Item No. 1 and Special Resolution as set out in Item No. 2 of the accompanying Notice.

The Board recommends the resolutions as set out in Item No. 1 to 2 for approval of the Members by way of an Ordinary Resolution and a Special Resolution, respectively.

By order of the Board of Directors  
For **Delhivery Limited**

**Madhulika Rawat**  
Company Secretary & Compliance Officer  
Membership No. F8765

Place: Mumbai  
Date: May 16, 2025



## ANNEXURE A

### DETAILS OF THE DIRECTOR SEEKING APPOINTMENT AND APPROVAL OF REMUNERATION

(Pursuant to Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with the provisions of the Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India)

Sr. No.	Particulars	
1.	Name of Director	Mr. Suraj Saharan
2.	Director Identification Number (DIN)	03431848
3.	Date of Birth/Age	April 4, 1983/42 years
4.	Brief Resume covering qualifications, experience, expertise in specific functional area including details of recognition or awards, if any	He is one of the co-founders and currently holds the position of the Chief People Officer of the Company. Prior to becoming Chief People Officer, he was the head of New Ventures of the Company. He holds a bachelor's degree in technology from the Indian Institute of Technology, Bombay. He was previously associated with Bain & Company India Private Limited, ICICI Lombard Insurance Company Limited and the Unique Identification Authority of India. He possesses the necessary skills, competencies, expertise, and extensive experience required for his role as Whole-time Director (Executive Director and Chief People Officer) of the Company. His leadership has significantly impacted the Company's success and development.
5.	Date of original Appointment	May 16, 2025
6.	Shareholding including shareholding as a beneficial owner in the Company	1,07,88,785 equity shares
7.	Direct/indirect relationship with the Company and/or other Directors, Manager and other Key Managerial Personnel of the Company	None, except to the extent of holding shares in the Company as mentioned above
8.	Details of other directorships	<b>Other directorships:</b> <ul style="list-style-type: none"> <li>● Spoton Logistics Private Limited</li> <li>● Spoton Supply Chain Solutions Private Limited</li> <li>● Algorhythm Tech Private Limited</li> <li>● Sirsi Heights Private Limited</li> <li>● Express Industry Council of India</li> </ul>



Sr. No.	Particulars	
	Membership/Chairmanship of committees of the boards of other Company	Nil
	Name of listed entities from which the person has resigned in the past three years	Nil
9.	Committee Membership/ Chairmanships of the Company	Nil
10.	No. of Meetings of Board of Directors attended during the financial year 2025-26	Not applicable
11.	Remuneration sought to be paid	As mentioned in the explanatory statements of this Notice
12.	Remuneration last drawn (For the financial year 2024-2025)	Not applicable as he was not designated as Director in the financial year 2024-25.
13.	Terms and conditions of appointment/re-appointment/remuneration	As mentioned in the explanatory statement of this Notice

## ANNEXURE - B

### STATEMENT OF INFORMATION REQUIRED TO BE DISCLOSED UNDER SCHEDULE V (PART II) (SECTION II) OF THE COMPANIES ACT, 2013

<b>I. General Information:</b>			
Nature of Industry	The Company is in the logistics industry, which includes transportation and supply chain services. The industry is largely fragmented and is dominated by a large number of unorganised players. The major segments of the industry are domestic transportation which is divided into road, rail and air transportation, cross border transportation which is divided into air & shipping transportation and warehousing & supply chain services.		
Date or expected date of commencement of commercial production	June 22, 2011 (Date of Incorporation)		
In case of new companies, expected date of commencement of activities as per project approved by financial institutions appearing in the prospectus	Not Applicable		
Financial performance based on given indicators	(₹ in Million)		
	<b>Particular</b>	<b>For the financial year ended March 31, 2025 (Standalone)</b>	<b>For the financial year ended March 31, 2025 (Consolidated)</b>
	Revenue from Operations	82,524.47	89,319.01
	Profit after Tax	1,125.27	1,621.10
Foreign investments or collaborations, if any	<p><b><u>Foreign Investments in the Company</u></b></p> <p>Foreign equity shareholding in the Company is 52.26% of its total equity shares of the face value of ₹ 1 each as on March 31, 2025.</p> <p><b><u>Foreign Investments by the Company</u></b></p> <p>Delhivery Limited has the following wholly owned direct foreign subsidiary (100% equity):</p> <ol style="list-style-type: none"> <li>1. Delhivery USA LLC- Investment of USD 11,631,060</li> <li>2. Delhivery Corp Limited (Under liquidation)- Investment of GBP 2,269,165</li> <li>3. Delhivery HK Pte Ltd- Investment of HKD 2,209,446</li> <li>4. Delhivery Singapore Pte Ltd- Investment of USD 8,499,974</li> </ol>		



<b>II. Information about Mr. Suraj Saharan</b>	
Background Details and Recognition or awards	For background details of the Director, please refer to point no. 3 of Annexure A
Past Remuneration	Not applicable as he was not designated as Director in the financial year 2024-25
Job Profile and his/her suitability	Please refer to point no. 3 of Annexure A
Remuneration Proposed	As mentioned in the explanatory statement forming part of this notice.
Comparative remuneration profile with respect to industry, size of the company, profile of the position and person (in case of expatriates the relevant details would be with respect to the country of his origin)	<p>The Nomination and Remuneration Committee (“NRC”) constituted by the Board, perused the remuneration of Mr. Suraj Saharan and considered the remuneration of executive directors of other companies comparable with the size of the Company, industry benchmarks in general, profile and responsibilities of Mr. Suraj Saharan. Basis of above, the NRC and the Board is recommending the remuneration as proposed hereinabove for approval of the Members, which is as per the Nomination and Remuneration Policy of the Company.</p> <p>The Company believes that the remuneration proposed to be paid is appropriate and commensurate with the level of his expertise and profile.</p>
Pecuniary relationship directly or indirectly with the company, or relation with the managerial personnel, if any.	Besides the remuneration proposed to be paid, he does not have any other pecuniary relationship with the Company or relationships with any other managerial personnel and Directors.

<b>III. Other information</b>	
Reason for loss or inadequate profits	<p>The profit after tax for financial year 2024-25 stood at ₹1,125.27 Million as against a loss after tax of ₹1,679.68 Million for financial year 2023-24 based on the Standalone Financial Results of the Company, increased by ₹ 2,804.95 Million. The Earnings Before Interest, Tax, Depreciation &amp; Amortisation (EBITDA) in financial year 2024-25 increased by 118.16% on a year-on-year basis to ₹3,873.61 Million from ₹1,775.56 Million in financial year 2023-24. The significant improvement in the profit after tax and EBITDA has been achieved on account of growth in the business, better absorption of the fixed cost, increase in utilization of plant, machinery and manpower and change in the depreciation method adopted by the Company from April 1, 2024. The Company is in a high growth phase and is making investments in technology, infrastructure and people.</p>



	The Company is profitable in financial year 2024-25, however, pursuant to Section 197 and Section 198 read with Schedule V of the Act, the Company had inadequate profit in the financial year 2024-25.
Steps taken or proposed to be taken for improvement	The Company continues to invest in technology, infrastructure and people to achieve rapid growth. The Company has significant operating leverage in its business operations, and as the scale of its business grows further, the Company would have a higher ability to absorb fixed expenses, increase resource utilisation, enhance employee efficiency and improve profitability.
Expected increase in productivity and profits in measurable terms	The Company has significant operating leverage in its business operations, and as the scale of its business grows further, the Company would have a higher ability to absorb fixed expenses, increase resource utilisation, enhance employee efficiency and improve profitability.

#### IV. Disclosure

The required information/details shall be disclosed under the Report of Corporate Governance in the Annual Report of the Company.