

**ALEMBIC LIMITED**

CIN: L26100GJ1907PLC000033

Regd. Office: Alembic Road, Vadodara 390 003

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Website: www.alembiclimited.com

**NOTICE OF POSTAL BALLOT & E-VOTING FACILITY TO THE MEMBERS**

Members are hereby informed that pursuant to the provisions of Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014, General Circular Nos. 14/2020 dated 8th April, 2020, 17/2020 dated 13th April, 2020, 22/2020 dated 15th June, 2020, 33/2020 dated 28th September, 2020, 39/2020 dated 31st December, 2020, 10/2021 dated 23rd June, 2021 and 20/2021 dated 8th December, 2021 issued by the Ministry of Corporate Affairs (hereinafter collectively referred to as "MCA Circulars"), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations, 2015"), Secretarial Standard on General Meetings ("SS-2") and other applicable laws, rules and regulations (including any statutory modification or re-enactment thereof), the Company has, through National Securities Depository Limited ("NSDL") sent the Postal Ballot Notice dated 12th April, 2022 ("Postal Ballot Notice") vide e-mail on Tuesday, 19th April, 2022 to members, seeking their approval in respect of the Special Resolution mentioned in the said Notice.

In compliance with the MCA Circulars, this Postal Ballot Notice is being sent only by electronic mode to those members whose names appear on the Register of Members / List of Beneficial Owners as on Friday, 15th April, 2022 ("Cut-Off Date") received from the Depositories and whose e-mail address is registered with the Company / Depositories. A person who becomes a member after Cut-Off Date should treat Postal Ballot Notice for information purpose only.

Further, in compliance with the MCA Circulars, the Company has made necessary arrangements for the members to register their e-mail address. Members who have not registered their e-mail addresses are requested to register the same (i) with the Depository Participants ("DP") where they maintain their demat accounts, if the shares are held in electronic form; and (ii) by clicking on [https://linkintime.co.in/EmailReg/Email\\_Register.html](https://linkintime.co.in/EmailReg/Email_Register.html), if the shares are held in physical form.

The said Notice is also available on Company's website at [www.alembiclimited.com](http://www.alembiclimited.com), website of stock exchanges i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited at [www.nseindia.com](http://www.nseindia.com) and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com)

Members are requested to provide their assent or dissent through e-voting only. The e-voting facility is provided by NSDL. Some of the important details regarding the e-voting are provided hereunder:

Commencement of e-voting period	Thursday, 21st April, 2022 at 9:00 a.m. IST
End of e-voting period	Friday, 20th May, 2022 at 5:00 p.m. IST. The e-voting module will be disabled by NSDL thereafter.

The instructions for e-voting are provided in the Postal Ballot Notice. The said Notice also contains instructions with regard to login credential for members, holding shares in physical form or in electronic form, who have not registered their e-mail addresses either with the Company or their DP.

In case of any queries/grievances connected with e-voting, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free no.: 1800-1020-990 and 1800-224-430 or send a request to Ms. Soni Singh at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

Place: Vadodara

Date: 19<sup>th</sup> April, 2022

For Alembic Limited

Sd/-

Drigesh Mittal  
Company Secretary

This Notice is also available at Investor Section of the Company's website [www.alembiclimited.com](http://www.alembiclimited.com) and Corporate Announcement Section of Stock Exchanges website [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com)