



ALEMBIC LIMITED

CIN: L26100GJ1907PLC000033
Regd. Office: Alembic Road, Vadodara 390 003
Tel: +91 265 2280550
E-mail: alembic.investors@alembic.co.in
Website: www.alembiclimited.com

NOTICE

Notice is hereby given that the **115th Annual General Meeting ("AGM")** of the members of the Company will be held on **Tuesday, the 20th September, 2022 at 4:00 p.m. IST** through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM"), in accordance with the applicable provisions of the Companies Act, 2013 ("Act") and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations, 2015") and in compliance with the procedure prescribed vide various circulars, issued from time to time by Ministry of Corporate Affairs ("MCA") and Securities and Exchange Board of India ("SEBI").

The Company has fixed Tuesday, the 13th September, 2022 as the 'Record Date' for determining entitlement of members for the purpose of payment of Dividend for the F.Y. 2021-22, if approved at the AGM. In the event, the Company is unable to pay the dividend to any shareholder by electronic mode, due to non-registration of the bank account, the Company shall dispatch the dividend warrant to such shareholder, in due course.

The Annual Report including the Notice of AGM which includes the process and manner of attending the AGM through VC / OAVM and e-voting will be sent only to those members whose e-mail addresses are registered with the Company / Depositories. The Annual Report will also be available on the Company's website www.alembiclimited.com, website of stock exchanges i.e. BSE Limited at www.bseindia.com and National Stock Exchange of India Limited at www.nseindia.com and on the website of National Securities Depository Limited at www.evoting.nsdl.com

Updation of E-mail ID, PAN and Bank details:

The process for registration of E-mail ID for obtaining Annual Report, User ID and password for e-voting and updation of PAN and bank account mandate for receipt of dividend:

- i. In case shares are held in physical mode, members are requested to register / update the details in the prescribed Form ISR-1 and other relevant forms with the Registrar and Share Transfer Agents of the Company, Link Intime India Private Limited ("LIPL") at vadodara@linkintime.co.in. Members may download the prescribed forms from the Company's website at <https://www.alembiclimited.com/index.html#forms>
- ii. In case shares are held in demat mode, members are requested to register / update E-mail ID, PAN and bank account details with their respective Depository Participants.

TDS on Dividend:

Pursuant to the Finance Act, 2020, dividend income is taxable in the hands of shareholders w.e.f. 1st April, 2020 and the Company is required to deduct the tax at source ("TDS") from the dividend paid to the shareholders at the prescribed rates. The TDS rate would vary depending on the residential status of the shareholder and the documents submitted by them and accepted by the Company. Therefore, the shareholders are requested to update their PAN and upload applicable documents, to avoid deduction of tax at higher rate by complying with the process mentioned above.

Members are requested to visit the website of LIPL and upload applicable documents such as Form 15G/15H, documents u/s. 196, 197A, FPI Registration Certificate, Tax Residency Certificate, Lower Tax Certificate at <https://web.linkintime.co.in/formsreg/submission-of-form-15g-15h.html> in order to enable the Company to determine the appropriate TDS / with holding tax rate applicable.

For Alembic Limited

Sd/-

Place: Vadodara
Date : 17th August, 2022

Drigesh Mittal
Company Secretary

This Notice is also available at Investor Section of the Company's website www.alembiclimited.com and Corporate Announcement Section of Stock Exchanges website www.nseindia.com and www.bseindia.com