

Date: 7<sup>th</sup> July, 2025

To,  
The Manager,  
Department of Corporate Services,  
BSE Limited  
1<sup>st</sup> Floor, Phiroze Jeejeebhoy Towers,  
Dalal Street, Fort,  
Mumbai - 400 001  
**Scrip Code: 506235**

To,  
The Manager,  
Listing Department,  
National Stock Exchange of India Limited  
"Exchange Plaza"  
Bandra Kurla Complex, Bandra (E),  
Mumbai – 400 051  
**NSE Symbol: ALEMBICLTD**

Dear Sir/Madam,

**Sub.: Intimation under Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations, 2015")**

With reference to the captioned subject, please find enclosed herewith a specimen copy of letter sent in compliance with Regulation 36(1) (b) of the SEBI Listing Regulations, 2015, This letter is sent to the shareholders whose e-mail address are not registered with Company / Depositories, and the letter includes the web-link along with the exact path to access the Annual Report for FY 2024-25 on the Company's website.

We request you to kindly take the same on record.

Thanking you,

Yours faithfully,  
**For Alembic Limited**

**Keval Thakkar**  
**Company Secretary**

Encl.: A/a.



**Alembic Limited**

**Corporate Identity Number:** L26100GJ1907PLC000033

**Registered Office:** Alembic Road, Vadodara - 390 003

**Tel:** +91 265 6637000

**Website:** [www.alembiclimited.com](http://www.alembiclimited.com) | **E-mail:** [alembic.investors@alembic.co.in](mailto:alembic.investors@alembic.co.in)

Ref :  
Shareholder Name  
Address

Date :

Dear Shareholder(s) / Sir / Madam,

**Sub: Notice of 118<sup>th</sup> Annual General Meeting of the Members of Alembic Limited and Annual Report for the Financial Year 2024-25**

We are pleased to inform you that the 118<sup>th</sup> Annual General Meeting ('AGM') of Alembic Limited ('the Company') is scheduled to be held on **Tuesday, 12<sup>th</sup> August, 2025**, at **4:30 p.m.** (IST) through Video Conference ("VC") / Other Audio Visual Means ("OAVM").

In compliance with Regulation 36(1)(a) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, ("SEBI Listing Regulations, 2015") soft copy of the Annual Report for Financial Year 2024-25 which includes the Notice convening the AGM is being sent through email to all those shareholder(s) whose e-mail address are registered with the Company / Depositories.

It came to our notice that no e-mail address is registered against your demat account / Folio number. Hence, in compliance with Regulation 36(1)(b) of the SEBI Listing Regulations, 2015, this letter is sent by the Company to inform you that the Annual Report of the Company can be accessed on the Company's website at the web-link: <https://www.alembiclimited.com/#qr>.

Further, the exact path to access the Annual Report on the Company's website i.e. [www.alembiclimited.com](http://www.alembiclimited.com) is as under:

**Home → Investors → Annual Report → Annual Report 2024-25**

The Notice of the AGM and the Annual Report are also available on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) and the stock exchanges on which the securities of the Company are listed, 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.

**Key details for the AGM are as under:**

Sr. No.	Particulars	Dates
1.	Last date for submission of TDS exemption forms	26 <sup>th</sup> July, 2025
2.	Record date for Final Dividend	5 <sup>th</sup> August, 2025
3.	Cut-off date for e-Voting	5 <sup>th</sup> August, 2025
4.	e-Voting start date and time	Saturday, 9 <sup>th</sup> August, 2025 from 9:00 a.m. (IST)
5.	e-Voting end date and time	Monday, 11 <sup>th</sup> August, 2025 at 5:00 p.m. (IST)
6.	Dividend payment date	On or from 14 <sup>th</sup> August, 2025

In case, your KYC details are not yet registered pertaining to the name, postal address, E-mail address, telephone/mobile numbers, Permanent Account Number (PAN), nominations, power of attorney, bank details such as name of the bank and branch details, bank account number, MICR code, IFSC code, etc:

- 1) In case shares are held in physical mode, members are requested to submit their service requests in the forms prescribed under SEBI Master Circular for Registrars to an Issue and Share Transfer Agents bearing no. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 7<sup>th</sup> May, 2024. The form(s) are available on the website of the Company at <https://www.alembiclimited.com/index.html#forms> and on the website of Company's Registrar and Share Transfer Agent, M/s. MUFG Intime India Private Limited ("RTA / MIPL") at <https://web.in.mpms.mufg.com/KYC-downloads.html>.
- 2) In case shares are held in electronic mode, members are requested to update the details with their respective Depository Participants.

Should you have any queries or need any information/clarification, please write to or contact our RTA at "Geetakunj", 1 Bhakti Nagar Society, Behind ABS Tower, Old Padra Road, Vadodara – 390 015, Tel : +91 265 3566768, E-mail Id: [vadodara@in.mpms.mufg.com](mailto:vadodara@in.mpms.mufg.com).

Thanking You,  
**For Alembic Limited**

**Keval Thakkar**  
**Company Secretary**