

**ALEMBIC LIMITED**

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 Website: www.alembiclimited.com

**NOTICE**

Notice is hereby given that the 113th Annual General Meeting of the Members of the Company will be held on Friday, the 7th August, 2020 at 12:30 p.m. IST through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM") to transact the business, as set out in the Notice of the AGM.

Notice is also given pursuant to Section 91 of the Companies Act, 2013 that the Register of Members and Share Transfer Books of the Company will remain closed from Friday, 31st July, 2020 to Friday, 7th August, 2020 (both days inclusive) for the purpose of declaration of Dividend and Annual General Meeting of the Company for the F.Y. 2019-20.

In view of the continuing COVID-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its General Circular No. 20/2020 dated 5th May, 2020 read with General Circular No. 14/2020 dated 8th April, 2020 and General Circular No. 17/2020 dated 13th April, 2020 (collectively referred to as "MCA Circulars") permitted the holding of the AGM through VC / OAVM, without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013 ("Act"), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations, 2015") and MCA Circulars, the AGM of the Company will be held through VC / OAVM. The instructions for joining the AGM through VC / OAVM are provided in the Notice of the AGM. Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.

The Company is pleased to provide its Members the facility of casting votes using an e-voting system ("remote e-voting"), through the e-voting services provided by National Securities Depository Limited ("NSDL"). Additionally, the Company is providing the facility of voting through e-voting system during the AGM ("e-voting"). The Members who have casted their vote by remote e-voting may also participate in the AGM, but shall not be entitled to cast their vote again. The detailed procedure for remote e-voting and e-voting during the AGM is provided in the Notice of AGM.

The remote e-voting period begins on 4th August, 2020 at 9:00 a.m. IST and ends on 6th August, 2020 at 5:00 p.m. IST. The Members of the Company, holding shares as at the cut-off date of 31st July, 2020 may cast their vote either by remote e-voting or by e-voting during the AGM. Any member, who has acquired shares of the Company and becomes member of the Company after dispatch of the Notice of AGM and holding shares as on 31st July, 2020, may obtain the login Id and password by sending request at evoting@nsdl.co.in. The remote e-voting module shall be disabled by NSDL for voting after 6th August, 2020 at 5:00 p.m. IST.

In compliance with the aforesaid MCA Circulars and SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12th May, 2020, Notice of the AGM along with the Annual Report will be send only through electronic mode to those Members whose email addresses are registered with the Company/Depositories.

Members may note that the Notice and 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, National Stock Exchange of India Limited at www.nseindia.com and on the website of NSDL at www.evoting.nsdl.com.

Grievances connected with e-voting may be referred to Ms. Pallavi Mhatre, Manager, NSDL, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai 400 013. Email Id: evoting@nsdl.co.in / pallavid@nsdl.co.in | Tel: +91 22 24994545 / 1800-222-990.

Members who need assistance before or during the AGM, can contact on evoting@nsdl.co.in / 1800-222-990 or contact Mr. Amit Vishal, Senior Manager, NSDL at amitv@nsdl.co.in / +91 22 24994360 / +91 9920264780 or Mr. Sagar Ghosalkar, Assistant Manager, NSDL at sagar.ghosalkar@nsdl.co.in | +91 22 24994553 / +91 9326781467.

**For Alembic Limited****Sd/-****Drigesh Mittal****Company Secretary****Place:** Vadodara**Date:** 6th July, 2020

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