



## ALEMBIC LIMITED

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### NOTICE

Notice is hereby given that the **116<sup>th</sup> Annual General Meeting ("AGM")** of the members of the Company will be held on **Thursday, the 10<sup>th</sup> August, 2023 at 4:30 p.m. IST** through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM") to transact the businesses, as set out in the Notice of the AGM, 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 Annual Report including the Notice of AGM which includes the process and manner of attending the AGM through VC / OAVM and e-voting, has been e-mailed on **12<sup>th</sup> July, 2023** to those members whose e-mail addresses are registered with the Company / Depositories. The Annual Report can be downloaded from the following web-links:  
<https://www.alembiclimited.com/#qr>  
<https://www.evoting.nSDL.com/>

The Company has fixed **Thursday, the 3<sup>rd</sup> August, 2023** as the 'Record Date' for determining entitlement of members for the purpose of payment of Dividend for the F.Y. 2022-23, 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 Company is pleased to provide its members the facility of casting votes electronically, through the e-voting services provided by National Securities Depository Limited ("NSDL").

The remote e-voting (e-voting from a place other than venue of the AGM) period begins on **Monday, the 7<sup>th</sup> August, 2023 at 9:00 a.m. IST** and ends on **Wednesday, the 9<sup>th</sup> August, 2023 at 5:00 p.m. IST**. During this period, members of the Company, holding shares either in physical form or in dematerialized form as at the cut-off date i.e. **Thursday, the 3<sup>rd</sup> August, 2023** may cast their vote electronically. The remote e-voting module shall be disabled by NSDL for voting thereafter.

The facility for electronic voting system ("e-voting") shall also be made available at the AGM. The members attending the AGM, who have not casted their votes through remote e-voting, shall be able to exercise their voting rights at the AGM. The members who have already casted their votes through remote e-voting may attend the AGM but shall not be entitled to cast their votes again at the AGM. The detailed procedure for remote e-voting and e-voting during the AGM is provided in the Notice of AGM.

Any person holding shares in physical form and non-individual shareholders, who acquires shares of the Company and becomes member of the Company after sending of the Notice and holding shares as of the cut-off date, may obtain the Login ID and password by sending request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). However, if they are already registered with NSDL for remote e-voting then they can use their existing User ID and password for casting the vote.

In case of queries or issues regarding e-voting or attending the AGM, please contact Ms. Pallavi Mhatre, Senior Manager, NSDL, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai 400013, E-Mail ID: [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in), Tel.: 022 - 4886 7000 and 022 - 2499 7000.

For Alembic Limited

Sd/-

Drigesh Mittal  
Company Secretary

Place: Vadodara  
Date : 12<sup>th</sup> July, 2023

This Notice shall also be 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.nseindia.com](http://www.nseindia.com) and [www.bseindia.com](http://www.bseindia.com)