

**ALEMBIC LIMITED**

CIN: L26100GJ1907PLC000033

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

Members are hereby informed that pursuant to the provisions of Sections 108 and 110, and other applicable provisions, if any, of the Companies Act, 2013 read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014, General Circular Nos. 14/2020 dated 8th April, 2020, 17/2020 dated 13th April, 2020 read with other relevant circulars, including General Circular No. 09/2024 dated 19th September, 2024 issued by the Ministry of Corporate Affairs in this regard (hereinafter collectively referred to as "MCA Circulars"), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, Secretarial Standard on General Meetings ("SS-2") and other applicable laws, rules and regulations (including any statutory modification(s) / amendment(s) / or re-enactment(s) thereof), the Company has, through National Securities Depository Limited ("NSDL") sent the Postal Ballot Notice ("Notice") dated 7th February, 2025 vide e-mail on Wednesday, 19th February, 2025 to members, seeking their approval in respect of the resolutions mentioned in the said Notice.

In compliance with the MCA Circulars, the 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, 14th February, 2025 ("Cut-Off Date") received from the Depositories and whose e-mail address is registered with the Company / Depositories. Voting rights of the members shall be in proportion to the equity shares held in the paid-up equity share capital of the Company as on the Cut-Off Date. A person who becomes a member after Cut-Off Date should treat the 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) with MUFG Intime India Private Limited ("MIPL"), Registrar and Transfer Agents of the Company, by submitting their KYC details in prescribed Form ISR-1 along with the supporting documents, if the shares are held in physical form. The form is available on the website of the Company at <https://www.alembiclimited.com/index.html#forms> and on the website of MIPL at <https://web.in.mpms.mufg.com/KYC-downloads.html>.

The said Notice is also available on Company's website at 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 NSDL at www.evoting.nsdl.com.

Members are requested to provide their assent or dissent through e-voting only. The Company has engaged NSDL for providing e-voting facilities to the members, enabling them to cast their vote electronically. Some of the important details regarding the e-voting are provided hereunder:

Commencement of e-voting period	Friday, 21 st February, 2025 at 9:00 a.m. IST.
End of e-voting period	Saturday, 22 nd March, 2025 at 5:00 p.m. IST. The e-voting module will be disabled by NSDL thereafter.

Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently or cast the vote again.

The instructions for e-voting are provided in the 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 or call on toll free no.: 022 - 4886 7000 or send a request to Ms. Pallavi Mhatre, Senior Manager, NSDL at evoting@nsdl.com.

For Alembic Limited

Sd/-

Place : Vadodara

Date : 19th February, 2025

Keval Thakkar

Company Secretary