



Alpa Laboratories Ltd.

33/2, Pigdamber A.B. Road - 453 446 Distt. Indore - (M.P.) India

Phone No. : +91-731- 429 4567 Fax No. : +91-731- 429 4444

Email : mail@alpalabs.in

CIN : L85195MP1988PLC004446

04th September, 2020

**To,
Listing Department,
BSE Limited.
Rotunda Building, P J Towers
Dalal Street, Fort,
Mumbai - 400 001
BSE Code: 532878**

**To,
Listing Department,
National Stock Exchange of India Limited.
Exchange Plaza', C-1, Block G,
Bandra - Kurla Complex,
Bandra (E), Mumbai - 400 051
NSE Code: ALPA**

Subject: Intimation of the Book Closure for AGM

Dear Sir/ Madam,

We wish to inform you that the 32nd Annual General Meeting (AGM) of the company will be held at the registered office of the company situated at 33/2 A.B Road Pigdamber, Rau -453446 Dist Indore (M.P) **on Tuesday 29th September, 2020 at 14:00 PM** through video conferencing and other audio visual means to transact the business as set out in the notice convening the said Annual General Meeting.

The Notice of the 32nd Annual General Meeting and the Annual Report for the financial year 2019-2020 have been sent in electronic mode to members whose Email id is registered with the company or the Depository Participant (s) unless the members have registered their request for a hard copy of the same.

In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its circular dated 5th May, 2020 read with circulars dated 8th April, 2020 and 13th April, 2020 (collectively referred to as "MCA Circulars") permitted the holding of the Annual General Meeting ("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 ("Listing Regulations") and MCA Circulars, the AGM of the Company is being held through VC / OAVM.

Pursuant to MCA Circular No. 14/2020 dated 8th April 2020, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, the Body Corporates are entitled to appoint Authorized Representatives to attend the AGM through VC/ OAVM and participate thereat and cast their votes through e-voting.

Members of the Company under the category of Institutional Investors are encouraged to attend and vote at the AGM through VC / OAVM. Corporate members intending to authorize their representatives to participate and vote at the AGM are requested to send a duly certified copy of

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the board resolution authorizing their representatives to attend and vote on their behalf at the AGM.

The said Notice and Annual Report is also available on the company website www.alpalabs.in. Members who have not received the Annual Report may download it from the company website or may request for a copy of the same by writing it to the Company Secretary at cs@alpalabs.in or to the registered office address of the company.

We further wish to inform you that pursuant to the provisions of the companies act, 2013 and Listing Obligations and Disclosure requirements Regulations, 2015, the Register of Members and Share Transfer Book of the company will remain closed from **Tuesday 22nd September,2020 to Tuesday 29th September,2020 both days inclusive** for the purpose of AGM.

We also wish to inform you that e-Voting Cycle **begins on 26th September,2020 at 09:00 AM and ends on 28th September,2020 at 5:00 P.M.**

Kindly take this information on record

Thanking You

For ALPA LABORATORIES LIMITED

Mahendra

Mahendra Singh Chawla

Director

Din No.:-00362058

