



Novartis India Limited
Registered Office:
Inspire BKC
Part of 601 & 701
Bandra Kurla Complex
Bandra (East)
Mumbai – 400 051
Maharashtra, India
Tel +91 22 50243000
Fax +91 22 50243010
Email: india.investors@novartis.com
CIN No. L24200MH1947PLC006104
Website: www.novartis.in

February 11, 2021

The Secretary
BSE Limited
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai - 400 001

Sub.: Cut – off date for Postal Ballot through E-voting

Ref.: Scrip Code: 500672

Dear Sir/ Madam,

Based on the recommendation of the Nomination and Remuneration Committee, the Board of Directors after due deliberation have approved the re-appointment of Ms. Sandra Martyres (DIN - 00798406) for second term of five years, effective from April 19, 2021 upto April 18, 2026, subject to the approval of the shareholders of the Company by Postal Ballot. The first term of Ms. Martyres is ending on April 18, 2021.

The draft Postal Ballot Notice with respect to the re-appointment of Ms. Sandra Martyres was approved by the Board at its meeting held on February 11, 2021 and the Board authorized Company Secretary to finalize the Postal Ballot Notice, explanatory statement and notes thereon and issue the same to the members of the Company.

In terms of Sections 108 and 110 of the Companies Act, 2013, Rule 20 of the Companies (Management & Administration) Rules 2014, and applicable provisions of SEBI (Listing Obligations and Disclosure Requirements), 2015 the Company will provide its shareholders the facility to exercise their vote for transacting the item of special business via postal ballot, e –voting.

The Company would be availing e-voting service through InstaVote platform provide by Link Intime India Private Limited.

For this purpose, the Company has fixed Wednesday, February 17, 2021 as the cut – off/ specified date to record the entitlement of the shareholders to cast their vote through Postal Ballot, e-voting.

Thanking you

Yours sincerely,

For **Novartis India Limited**

Trivikram Guda
Company Secretary &
Compliance Officer