

**ALKEM LABORATORIES LTD.**

Regd. Office : ALKEM HOUSE, Senapati Bapat Marg,  
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.

- Phone: +91-22-3982 9999 • Fax: 022-2495 2955
- Email: contact@alkem.com • Website: www.alkemlabs.com
- CIN: L00305MH1973PLC174201

07<sup>th</sup> November, 2023

To,

<b>The Corporate Relationship Department</b> <b>BSE Limited</b> Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai 400 001. <i>Scrip Code: 539523</i>	<b>National Stock Exchange of India Limited</b> Exchange Plaza, Bandra Kurla Complex, Bandra East, Mumbai 400 051. <i>Scrip Symbol: ALKEM</i>
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Dear Sirs,

**Sub: Cut-off date for Postal Ballot**

This is to inform you that pursuant to the provisions of Section 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, the Board of Directors of the Company at its meeting held today i.e. 07<sup>th</sup> November, 2023 have decided to seek approval of the shareholders by way of Postal Ballot (voting through electronic means) for amendment to the Object clause of Memorandum of Association of the Company.

The Company has fixed Friday, 24<sup>th</sup> November, 2023 as cut-off date for ascertaining the eligibility of shareholders for dispatch of Postal Ballot Notice and voting through electronic means.

Kindly take note of the same.

Sincerely,

For **Alkem Laboratories Limited**

**Manish Narang**

**President - Legal, Company Secretary & Compliance Officer**