



ALKEM

ALKEM LABORATORIES LTD.

Regd. Office : "ALKEM HOUSE", Senapati Bapat Marg,
Lower Parel, MUMBAI 400 013. Phone : 3982 9999, Fax : 022 - 2495 2955
Email : contact@alkem.com Website : www.alkemlabs.com
CIN :- L00305MH1973PLC174201



2nd November, 2018

The Corporate Relationship Department BSE Limited Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai 400 001. Scrip Code: 539523	National Stock Exchange of India Limited Exchange Plaza, Bandra Kurla Complex, Bandra East, Mumbai 400 051. Scrip Symbol: ALKEM
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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 at its meeting held today i.e. 2nd November, 2018 have decided to seek approval of the shareholders by way of postal ballot (including voting by electronic means) for the following items:

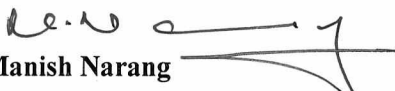
1. Continuance of office of Mr. Samprada Singh as Chairman Emeritus and Non-Executive Director of Company and Mr. A. M. Prasad as Independent Director of Company aged 88 and 77 respectively.
2. Payment of annual remuneration for FY 2019-2020 to Mr. Samprada Singh, Chairman Emeritus and Non-Executive Director of the Company exceeding 50% of the total annual remuneration payable to all Non-Executive Directors of the Company.

The Company has fixed 30th November, 2018 as cut-off date for ascertaining the eligibility of shareholders for dispatch of Postal Ballot Notice and voting through electronic means/physical Postal Ballot Form.

Kindly take note of the same.

Sincerely,

For Alkem Laboratories Limited


Manish Narang
President - Legal, Company Secretary & Compliance Officer