

**ALKEM LABORATORIES LTD.**

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

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- Email: contact@alkem.com • Website: www.alkemlabs.com
- CIN: L00305MH1973PLC174201

20th December, 2021

The Corporate Relationship Department BSE Limited Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai 400 001. <i>Scrip Code: 539523</i>	National Stock Exchange of India Limited 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 at its meeting held today i.e. 20th December, 2021 has decided to seek approval of the shareholders by way of postal ballot (voting by electronic means) for appointment of Mrs. Madhurima Singh (DIN: 09137323) as a Whole Time Director designated as Executive Director for a period of five consecutive years w.e.f 20th December, 2021.

The Company has fixed 31st December, 2021 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