

**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

14<sup>th</sup> September, 2022

<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>
---	--

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. 14<sup>th</sup> September, 2022 has decided to seek approval of the shareholders by way of postal ballot (voting by electronic means) for (a) appointment of Mr. Srinivas Singh (DIN: 06744441) as a Whole Time Director to be designated as an Executive Director for a period of five (5) consecutive years w.e.f 14<sup>th</sup> September, 2022 to 13<sup>th</sup> September, 2027 and (b) appointment of Mr. Sarandhar Singh- Vice President- Marketing and Sales to office/ place of profit in the Company.

The Company has fixed 23<sup>rd</sup> September, 2022 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**