

**ALKEM LABORATORIES LTD.**

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

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- CIN: L00305MH1973PLC174201

7<sup>th</sup> February, 2020

<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 at its meeting held today i.e. 7<sup>th</sup> February, 2020 have decided to seek approval of the shareholders by way of postal ballot (including voting by electronic means) for the following items:

1. Re-appointment and increase in remuneration of Mr. Basudeo N. Singh (DIN: 00760310) as Executive Chairman of the Company for the period of five consecutive years w.e.f 1<sup>st</sup> April, 2020 to 31<sup>st</sup> March, 2025.
2. Appointment of Mr. Sarvesh Singh (DIN: 01278229) as a Whole Time Director designated as Executive Director for a period of five consecutive years w.e.f 11<sup>th</sup> November, 2019 to 10<sup>th</sup> November, 2024.
3. Appointment of Mr. Narendra Kumar Aneja (DIN: 00124302) as an Independent Director of the Company to hold office for a period of five consecutive years w.e.f. 16<sup>th</sup> March, 2020 to 15<sup>th</sup> March, 2025.

The Company has fixed 28<sup>th</sup> February, 2020 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**

