



**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 no.:-** L00305MH1973PLC174201



8<sup>th</sup> February, 2019

<b>The Corporate Relationship Department</b> <b>BSE Limited</b> Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai 400 001. <b>Scrip Code: 539523</b>	<b>National Stock Exchange of India Limited</b> Exchange Plaza, Bandra Kurla Complex, Bandra East, Mumbai 400 051. <b>Scrip Symbol: ALKEM</b>
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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. 8<sup>th</sup> February, 2019 have decided to seek approval of the shareholders by way of postal ballot (including voting by electronic means) for the purpose of re-classification of Mr. Nawal Kishore Singh, forming part of the existing Promoter Group of the Company holding 43,11,060 equity shares aggregating to 3.61% of paid up capital of the Company, from Promoter Group category to Public category.

The Company has fixed 10<sup>th</sup> May, 2019 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**