

**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](mailto:contact@alkem.com) • Website: [www.alkemlabs.com](http://www.alkemlabs.com)
- CIN: L00305MH1973PLC174201

11<sup>th</sup> November, 2022

<b>The Corporate Relationship Department 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 of the Company at its meeting held today i.e. 11<sup>th</sup> November, 2022 have decided to seek approval of the shareholders by way of Postal Ballot through remote e-voting for re-appointment of Mr. Mritunjay Kumar Singh (DIN: 00881412) as an Executive Director of the Company to hold office for a period of five (5) consecutive years w.e.f. 01<sup>st</sup> January, 2023 to 31<sup>st</sup> December, 2027.

The Company has fixed Friday, 25<sup>th</sup> November, 2022 as cut-off date for ascertaining the eligibility of shareholders for dispatch of Postal Ballot Notice and remote voting through electronic means.

Kindly take note of the same.

Sincerely,

**For Alkem Laboratories Limited**

**Manish Narang**

**President - Legal, Company Secretary & Compliance Officer**