

**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

10th August, 2023

To,

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 of the Company at its meeting held today i.e. 10th August, 2023 have decided to seek approval of the shareholders by way of Postal Ballot (voting through electronic means) for appointment of Mr. Aniruddha Singh, son of Mrs. Madhurima Singh, Executive Director of the Company to hold office of profit as AVP-CMD Office of the Company w.e.f. 23rd November, 2023.

The Company has fixed Friday, 01st September, 2023 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