
Corp. Office : 1st to 4th Floor, SM House, 11, Sahakar Road, Vile Parle (East), Mumbai - 400 057.
Tel (91-22) 6726 1000 Fax : (91-22) 6726 1068 E-mail : info@guficbio.com, CIN No. L24100MH1984PLC033519

224/LG/SE/OCT/2020/GBSL

October 20, 2020

To
The Manager (CRD)
BSE Limited
Phiroze Jeejeebhoy Towers,
Dalal Street, Fort, Mumbai - 400 001

To
The Manager
National Stock Exchange of India Limited
Exchange Plaza, Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051

Scrip Code : 509079

Symbol : GUFICBIO

Dear Sir/Madam,

Sub: Intimation of 36th Annual General Meeting (AGM), Book Closure and E-voting cut-off date

With reference to the above captioned subject, we wish to inform you that the 36th Annual General Meeting ("AGM") of the Company will be held on Wednesday, November 11, 2020 at 11:00 a.m. (IST) through Video Conferencing (VC) / Other Audio Visual Means (OAVM) to transact the Ordinary and Special Business as set out in the Notice convening the 36th AGM, dated September 14, 2020. A Copy of the Notice of 36th AGM is enclosed herewith.

Further, pursuant to the provisions of Section 91 of the Companies Act, 2013, the Register of Members and Share Transfer Books of the Company will remain closed from Thursday, November 05, 2020 to Wednesday, November 11, 2020 (both days inclusive) for the purpose of AGM and for payment of final dividend for the financial year March 31, 2020, if approved by the shareholders at the ensuing Annual General Meeting. Intimation of book closure in prescribed format is as below :



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Scrip Code	Type of Security	Book Closure		Record date	Purpose
		From	To		
BSE : 509079 NSE : GUFICBIO	Equity	Thursday, November 05, 2020	Wednesday, November 11, 2020	Wednesday, November 04, 2020	Annual General Meeting and for payment of final dividend for FY 2019-20

Kindly take the same on your record.

Thanking you,

Yours Faithfully,

For Gufic Biosciences Limited



Ami Shah
Company Secretary
Mem No. A39579



Encl: as above

NOTICE

NOTICE is hereby given that the Thirty Sixth Annual General Meeting (AGM) of the Members of Gufic Biosciences Limited will be held on Wednesday, 11th November, 2020 at 11.00 a.m. through Video Conferencing (VC) / Other Audio Visual Means (OAVM), to transact the following business:-

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Standalone Financial Statements of the Company for the financial year ended March 31, 2020, including the Audited Balance Sheet as at March 31, 2020, the Statement of Profit & Loss and the Cash Flow Statement for the year ended on that date together with the Report of Board of Directors and Auditors thereon.
2. To Declare Final Dividend @ 5% i.e., Re.0.05 per equity share amounting to Rs. 38,91,500/- for the year ended March 31, 2020.
3. To appoint a director in place of Mr. Bal Ram Singh (DIN:06918085), who retires by rotation at this Annual General Meeting in terms of Section 152(6) of the Companies Act, 2013 and being eligible, offers himself for re appointment.

SPECIAL BUSINESS:

4. **Appointment of Statutory Auditor to fill casual vacancy**
To appoint M/s. Mittal Agarwal & Co., (FRN: 131025W) as Statutory Auditor of the Company to fill casual vacancy, and in this regard, to pass with or without modification(s) if any, the following resolution(s) as ORDINARY RESOLUTION:

“**RESOLVED THAT** pursuant to the provisions of Sections 139, 142 and other applicable provisions, if any, of the Companies Act, 2013, read with the Companies (Audit and Auditors) Rules, 2014, M/s. Mittal Agarwal & Co., (FRN: 131025W) be and is hereby appointed as Statutory Auditor of the Company, to fill the casual vacancy arising out of resignation of M/s. S H R & Co., Chartered Accountants. [Firm Registration No. 120491W].”

RESOLVED FURTHER THAT M/s. Mittal Agarwal & Co., Chartered Accountants, be and are hereby appointed as Statutory Auditors of the Company to hold the office from September 21, 2020, until the conclusion of the ensuing 36th Annual General Meeting of the Company, at such remuneration plus applicable taxes, and out of pocket expenses, as may be mutually agreed with the Board of Directors.”

5. **Appointment of Statutory Auditor**

To appoint M/s. Mittal Agarwal & Co., (FRN: 131025W) as Statutory Auditor of the Company, and in this regard, to pass with or without modification(s) if any, the following resolution(s) as **ORDINARY RESOLUTION**:

RESOLVED THAT pursuant to the provisions of Sections 139, 142 and other applicable provisions, if any, of the Companies Act, 2013 read with Companies (Audit and Auditors) Rules, 2014, M/s. Mittal Agarwal & Co., Chartered Accountants (FRN: 131025W) be and are hereby appointed as Statutory Auditor of the Company to hold office for a period of 5 (five) consecutive years from the

conclusion of the 36th Annual General Meeting till the conclusion of 41st Annual General Meeting, on a remuneration of Rs. 21,00,000/- plus applicable taxes, out-of-pocket expenses, traveling and other expenses, in connection with the work of audit to be carried out by them, to conduct the audit for the financial year 2020-21, and thereafter, on payment of such remuneration and reimbursement of expenses, as may be mutually agreed between the Company and the said Statutory Auditor, and as may be further approved by the Board of Directors from time to time, with power to the Board of Directors, to alter and vary the terms and conditions of appointment, etc., in such manner and to such extent as may be mutually agreed with the Statutory Auditor.

RESOLVED FURTHER THAT the Board of Directors of the Company and the Company Secretary be and are hereby authorized to do all such acts, deeds and things as may be necessary to give effect to aforesaid resolution.”

6. **Appointment of Mrs. Anu S. Aurora (DIN : 05120192) as an Independent Director**

To consider and if thought fit, to pass with or without modification(s) if any, the following resolution as an

ORDINARY RESOLUTION:

“**RESOLVED THAT** pursuant to the provisions of Sections 149, 152 and any other applicable provisions of the Companies Act, 2013 (“Act”) and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) read with Schedule IV to the Act, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“the Listing Regulations”), and pursuant to the recommendation of the Nomination and Remuneration Committee and approval of the Board of Directors, Dr. Anu Sanjiv Aurora (DIN: 05120192) who was appointed as an Additional Non-executive Independent Director of the Company by the Board of Directors with effect from December 23, 2019 and who has submitted a declaration that she meets the criteria for independence as provided under Section 149(6) of the Act and the Listing Regulations and who holds office upto the date of this Annual General Meeting and in respect of whom a notice have been received in writing under Section 160 of the Act from a member, proposing her candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation, to hold office for the term of two consecutive years with effect from her first date of appointment. i.e., December 23, 2019.

RESOLVED FURTHER THAT the Board of Directors of the Company and the Company Secretary be and is hereby authorized to do all such acts, deeds, matters and things and sign agreements, forms, declarations, returns, letters and papers as may be necessary, desirable and expedient to give effect to this resolution.”

7. **Re-appointment of Mr. Shirang V. Vaidya (DIN: 03618800) as an Independent Director**

To consider and if thought fit, to pass with or without modification(s) if any, the following resolution as a **SPECIAL RESOLUTION**:

“RESOLVED THAT pursuant to the recommendation of the Nomination And Remuneration Committee and approval of the Board of Directors and pursuant to the provisions of Section 149, 150 and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Appointment and Qualification of Directors) Rules, 2014 and applicable provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), Mr. Shrirang V. Vaidya (DIN: 03618800), an Independent Director, whose current period of office is expiring on 11th February, 2021 and who has submitted a declaration confirming the criteria of Independence under Section 149(6) of the Act read with the Listing Regulations and who is eligible for reappointment, be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation, for a second term of five consecutive years commencing from 12th February, 2021 to 11th February, 2026.

8. Appointment of Mr. Bal Ram Singh (DIN: 06918085) as a Non-Executive Non-Independent Director

To consider and if thought fit, to pass with or without modification(s) if any, the following resolution as a **ORDINARY RESOLUTION:**

“RESOLVED THAT pursuant to the recommendation of the Nomination And Remuneration Committee and approval of the Board of Directors and pursuant to the provisions of Section 152 and other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Appointment and Qualification of Directors) Rules, 2014 and applicable provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), if any, Mr. Bal Ram Singh (DIN: 06918085), a Non-Executive, Non-Independent Director, whose current period of office is expiring on 28th May, 2021 and who is eligible for reappointment, be and is hereby re-appointed as a Non Executive Non-Independent Director of the Company, liable to retire by rotation, w.e.f 29th May, 2021.

RESOLVED FURTHER THAT the Board of Directors of the Company and the Company Secretary be and are hereby authorized to do all such acts, deeds and things as may be necessary to give effect to aforesaid resolution.”

9. To ratify remuneration of the Cost Auditors for the financial year 2020-21:

To consider and if thought fit, to pass with or without modification(s) if any, the following resolution as a **SPECIAL RESOLUTION:**

“RESOLVED THAT pursuant to Section 148 and other applicable provisions, if any, of the Companies Act, 2013 read with Companies (Audit and Auditors) Rules, 2014 and Companies (Cost Record and Audit) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), remuneration of Rs. 80,000/- per annum plus applicable taxes and reimbursement of actual travel and out of pocket expenses, fixed by the Board of Directors of the Company for the Cost Auditor appointed by the Board, M/s. Kale & Associates, Cost Accountants, Mumbai for audit of the cost records maintained by the Company for the financial year ending 31st March, 2021, be and is hereby ratified.

RESOLVED FURTHER THAT the Board of Directors of the Company and the Company Secretary be and are hereby authorised to do all such acts, deeds, matters and things and sign agreements, forms, declarations, returns, letters and papers as

may be necessary, desirable and expedient to give effect to this resolution.”

**By order of the Board of Directors
For Gufic Biosciences Limited**

Sd/-

Ami N. Shah

Company Secretary
Membership No. A39579

Place: Mumbai

Date: September 14, 2020

Regd Office: 37, First Floor, Kamala Bhavan II, S. Nityanand Road, Andheri (East), Mumbai – 400 069
CIN: L24100MH1984PLC033519

NOTES:

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, which sets out details relating to Special Business at the meeting, is annexed hereto.
2. In view of the massive outbreak of the COVID-19 pandemic where social distancing is a norm, the Ministry of Corporate Affairs (“MCA”) has vide its circular dated May 5, 2020 read with circulars dated April 8, 2020 and April 13, 2020 (“MCA Circulars”) permitted holding of the Annual General Meeting (“AGM”) through VC / OAVM, and dispensed personal presence of the Members at the Meeting at a common venue. In compliance with the provisions of the said MCA Circulars and SEBI Listing Regulations, the 36th AGM of the Company is being held through VC/OAVM.
3. Members may note that in compliance with the aforesaid MCA Circulars and SEBI Circular dated May 12, 2020, Notice of the AGM along with the Annual Report 2019-20 is being sent only through electronic mode to those Members whose email addresses are registered with the Company/ Depositories. Members may note that the Notice and Annual Report 2019-20 will also be available on the Company's website i.e., www.gufic.com, website of the Stock Exchange i.e. BSE Limited at www.bseindia.com and National Stock Exchange of India Limited at www.nseindia.com and on the website of National Securities Depository Limited (“NSDL”) i.e., <https://www.evoting.nsdl.com>.
4. Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. Since this AGM is being held pursuant to the MCA Circulars through VC/OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice. However, in pursuance of Section 112 and 113 of the Act, representatives of the members such as the President of India or the Governor of a State or body corporate can attend the AGM through VC/ OAVM and cast their votes through e voting.
5. Institutional/Corporate Shareholders (i.e. other than individuals/HUF/NRI, etc.) are required to send a scanned copy (PDF/JPG format) of its Board or governing body

resolution/authorisation etc., authorising its representative to attend the AGM through VC/OAVM on its behalf and to vote through remote e-voting. The said resolution/authorization shall be sent to the Scrutinizer by email through its registered email address to scrutinizer@mgconsultancy.in with a copy marked to evoting@msdl.co.in, at least 48 hours before the commencement of AGM.

6. Members can attend and participate in the AGM through VC / OAVM only. The detailed procedure for participating in the meeting through VC / OAVM is annexed herewith and also available on the Company's website www.gufic.com.
7. Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
8. Pursuant to Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and Secretarial Standard on General Meetings issued by The Institute of Company Secretaries of India, details of Director seeking re-appointment at the Annual General Meeting, forms part of this notice and is appended to the notice.
9. Pursuant to Regulation 36(5) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, disclosure is appended to the notice herewith for the Statutory Auditor seeking appointment.
10. The Register of Members and the Transfer Books in respect of the Equity Shares will remain closed from Thursday, November 5, 2020 to Wednesday, November 11, 2020 (both days inclusive) for the purpose of Annual General Meeting and payment of final dividend for the year ended March 31, 2020, if approved by the Members.
11. In case of joint holders attending the Meeting, the member whose name appears as the first holder in the order of names as per Register of Members will be entitled to vote.
12. It is clarified that casting of votes by remote e-voting (prior to the Meeting) does not disentitle an equity shareholder from attending the Meeting. However, any equity shareholder who has voted through e-voting prior to the Meeting cannot vote through remote e-voting during the Meeting. The equity shareholders attending the Meeting through VC/ OAVM who have not cast their vote through remote e-voting prior to the Meeting shall be entitled to exercise their vote using the e voting facility made available during the Meeting through VC/OAVM.
13. The Board of Directors at its Meeting held on July 31, 2020, recommended a Final Dividend of Re 0.05 per equity share of Re1/- each of the Company for the year ended March 31, 2020 and the same if declared/ approved at the 36th AGM, will be paid on or before December, 2020, to the Company's members whose names stand in the Register of Members as beneficial owners at the close of business hours on Wednesday, November 04, 2020. Members may note that the Income Tax Act, 1961, ("the IT Act") as amended by the Finance Act, 2020, mandates that dividends paid or distributed by a company after April 01, 2020 shall be taxable in the hands of members. The Company shall therefore be required to deduct tax at source (TDS) at the time of making the payment of final dividend. However, no tax will be deducted on payment of dividend to the resident individual shareholders, if the total dividend paid does not exceed Rs 5,000/-. The rate of tax deducted at source will vary depending on the residential status of the shareholder and documents registered with the Company. Further information on the tax deduction at source, is enclosed to this Notice. Shareholders are requested to go through the same and submit all the requisite documents to the RTA.
14. As per Section 72 of Companies Act, 2013, members can nominate a person in respect of all the shares held by them singly or jointly. Members holding shares in physical form can avail the nomination facility by filling Form No. SH-13 in duplicate with the Company's Share Transfer Agent i.e. Link In time India Private Limited. Members holding shares in the dematerialised form may contact the Depository Participant for recording nomination in respect of their shares.
15. In order to prevent fraudulent encashment of dividend warrants, in respect of shares held in demat mode, bank particulars registered against respective depository accounts will be used by the Company for payment of dividend through ECS/NEFT. Please note that the Company or its Registrars cannot act on any request received directly from the Members holding shares in electronic form for any change of bank particulars or bank mandates. Such changes are to be advised only to the Depository Participant of the Members. In respect of shares held in physical mode, members are requested to furnish to the Company or Company's R&T Agents, Link In time India Private Limited, bank account details which will be printed on the dividend warrants. Shareholders' are also requested to register with the Company for payment of dividend through ECS/NEFT and provide the necessary details to R & T Agents.
16. Dividend warrant(s) / cheque(s) shall be dispatched to Members whose bank account details have not been updated, upon normalization of postal services, post COVID-19 restrictions, if any.
17. Shareholders who would like to express their views/ ask questions during the 36th AGM may register themselves as a speaker by sending their request, mentioning their name, demat account number/folio number, email id, mobile number, at assistantlegal@guficbio.com between November 02, 2020 to November 06, 2020. The shareholders who do not wish to speak during the AGM but have queries may send their queries, mentioning their name, demat account number/folio number, email id, mobile number, to mgr_legal@guficbio.com. The Company will suitably reply to these queries by email.
18. Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ ask questions during the meeting for a maximum time of 3 (three) minutes each, once the floor is open for shareholder queries. The Company reserves the right to restrict the number of speakers and number of questions depending on the availability of time for the AGM.
19. Your attention is invited on the Companies (Significant Beneficial Ownership) Amendment Rules, 2019 issued by the Ministry of Corporate Affairs on 8th February, 2019. A person is considered as a Significant Beneficial Owner (SBO) if he/she, whether acting alone, together or through one or more individuals or trust holds a beneficial interest of at least 10%. The beneficial interest could be in the form of a company's

shares or the right to exercise significant influence or control over the company. If any Shareholders holding shares in the Company on behalf of other or fulfilling the criteria, is required to give a declaration specifying the nature of his/her interest and other essential particulars in the prescribed manner and within the permitted time frame.

20. SEBI has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit the PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the Registrar and Transfer Agents.
21. In terms of Section 124 of the Companies Act, 2013 read with the rules framed thereunder, any dividend remaining unpaid for a period of seven years from the due date of payment is required to be transferred to the Investor Education and Protection Fund. Accordingly, unpaid / unclaimed dividends till March 31, 2012 have been transferred to IEPF. Further, the unpaid dividend for the year 2011-12 shall be transferred to Investor Education and Protection Fund within the stipulated time frame in the current financial year, as stated in the Act. Members who have not encashed their dividend warrants are requested to write to the Registrars & Share Transfer Agent. The Company hereby request those members, whose dividends for financial years from 2012-13 if remaining unclaimed unpaid, to claim said dividend amount before transfer thereof to Investor Education and Protection Fund (IEPF). Members are requested to note that dividends not encashed or claimed within seven years from the thirty days of declaration of dividend, will, be transferred to the IEPF. The details of unclaimed and unpaid dividend is displayed on the website of the Company i.e. www.gufic.com.
22. Pursuant to provisions of section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, all the underlying shares on which dividend has not been paid or claimed for seven consecutive years or more shall be transferred to IEPF authority as notified by the Ministry of Corporate Affairs. In view thereof, after complying with the prescribed procedure, 36,226 shares on which dividend remained to be unclaimed for seven consecutive years, were transferred to IEPF account in the year 2019. The Company had sent individual communication to the concerned shareholders whose shares are liable to be transferred to IEPF. The Company has initiated the process of transfer of shares on which dividend has not been claimed since FY 2012-13 and the same will be transferred on due date. Members who have not claimed dividend since FY 2013-14 are requested to claim the same before the dividend and the underlying shares gets transferred to IEPF account.
23. Members holding shares in physical form, in identical order of names, in multiple folios are requested to send to the Company or RTA, details of such folios along with the share certificate for consolidating their holdings in one folio. A consolidated share certificate will be issued to such Members after making requisite changes.
24. SEBI Notification No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 and further amendment vide Notification No. SEBI/LAD-NRO/GN/2018/49 dated November 30, 2018, requests for effecting transfer of securities (except in case of

transmission or transposition of securities) shall not be processed from April 1, 2019 unless the securities are held in the dematerialized form with the depositories. Therefore, Shareholders are requested to take action to dematerialize the Equity Shares of the Company promptly.

25. The Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Act and the Register of Contracts or Arrangements in which the directors are interested, maintained under Section 189 of the Act, will be available electronically for inspection by the members during the AGM. All documents referred to in the Notice will also be available for electronic inspection without any fee by the members from the date of circulation of this Notice up to the date of AGM, i.e. November 11, 2020. Members seeking to inspect such documents can send an email to assistantlegal@guficbio.com
26. Since the AGM will be held through VC/OAVM, the route map, proxy form and attendance slip are not attached to this notice

27. Voting through electronic means

- I. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).
- II. The remote e-voting period commences on November 08, 2020 (9:00 am) and ends on November 10, 2020 (5:00 pm). During this period member's of the Company, holding shares either in physical form or in dematerialized form, as on the cut off date of November 04, 2020, may cast their vote by remote e-voting. A person who is not a Member as on the cut-off date should treat this Notice for information purpose only. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
- III. The process and manner for remote e-voting are as under:

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:
Step 1: Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>

Step 2: Cast your vote electronically on NSDL e-Voting system.

Details on Step 1 is mentioned below:

- I. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.

2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholders' section.
3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen. *Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.*
4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account	8 Character DP ID followed by 8 Digit Client with NSDL.ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account. with CDSL	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Your password details are given below:
 - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
 - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need enter the 'initial password' and the system will force you to change your password.
 - c) How to retrieve your 'initial password'
 - (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - (ii) If your email ID is not registered, your 'initial password' is communicated to you on your postal address.
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - a) Click on "**Forgot User Details/Password?**" (If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
 - b) **Physical User Reset Password?** (If you are holding

shares in physical mode) option available on www.evoting.nsdl.com.

- c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.
- d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.

8. Now, you will have to click on "Login" button.

9. After you click on the "Login" button, Home page of e-Voting will open.

Details on Step 2 is given below:

How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
3. Select "EVEN" of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
6. Upon confirmation, the message "Vote cast successfully" will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to scrutinizer@mgconsultancy.in with a copy marked to evoting@nsdl.co.in.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual

for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990 or send a request at evoting@nsdl.co.in

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of email ids for e-voting for the resolutions set out in this notice:

In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to the Registrar & Transfer Agent of the Company - M/s. Link Intime India Pvt. Ltd. (RTA) at rnt.helpdesk@linkintime.co.in.

In case shares are held in demat mode, please provide DPID-CLIENT ID (16 digit DPID + CLIENT ID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account Statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to their respective Depository Participants

THE INSTRUCTIONS FOR MEMBERS FOR e-VOTING ON THE DAY OF THE AGM ARE AS UNDER:-

1. The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
2. Only those Members/ shareholders, who will be present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e Voting system in the AGM.
3. Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.
4. The details of the person who may be contacted for any grievances connected with the facility for e-Voting on the day of the AGM shall be the same person mentioned for Remote e voting.

INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH VC/OAVM ARE AS UNDER:

1. Member will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may access the same at <https://www.evoting.nsdl.com> under shareholders/members login by using the remote e-voting credentials. The link for VC/OAVM will be available in shareholder/members login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice to avoid last minute rush. Further members can also use the OTP based login for logging into the e-Voting system of NSDL.
2. Members are encouraged to join the Meeting through Laptops for better experience.
3. Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
4. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot

may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.

5. Shareholders, who would like to express their views/have questions may send their questions in advance mentioning their name demat account number/folio number, email id, mobile number at atassistantlegal@guficbio.com. The same will be replied by the company suitably.
- IV. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- V. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of November 4, 2020.
- VI. Any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. November 4, 2020 may obtain the login ID and password by sending a request at evoting@nsdl.co.in or Issuer/RTA.

However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using "Forgot Use Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com or contact NSDL at the following toll free no.: 1800-222-990.

- VII. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through e-voting.
- VIII. M/s. Manish Ghia & Associates has been appointed as the Scrutinizer for providing facility to the members of the Company to scrutinize the voting and remote e-voting process in a fair and transparent manner.
- IX. The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of e-voting facility available during the AGM for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.
- X. The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than 48 hours of the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.

The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company www.guficbio.com and on the website of NSDL simultaneously after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to the Stock Exchanges where the shares of the Company are listed viz.

Bombay Stock Exchange Limited and National Stock Exchange of India Limited, subject to receipt of requisite number of votes, the Resolutions shall be deemed to be passed on the date of AGM.

EXPLANATORY STATEMENT IN TERMS REGULATION 36(5) OF THE SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 AND PURSUANT TO SECTION 102 (1) OF THE COMPANIES ACT, 2013

Item No. 4 & 5

M/s S H R & Co., Chartered Accountants were appointed as Statutory Auditors of the Company at the 35th AGM held on September 30, 2019 to hold office up to 39th AGM. However, they tendered resignation on August 13, 2020 stating that "the proposed audit fee is not commensurate with the time and efforts involved in carrying out the audit and therefore would not be in a position to continue as statutory auditors of the Company." The remuneration of M/s. S H R & Co., for conducting the audit for the financial year 2019-20, was Rs. 19.50 lakhs exclusive of applicable taxes and reimbursement of travelling and out of pocket expenses incurred in connection with the audit.

In accordance with aforesaid provisions of the Act, the casual vacancy caused by the resignation of the Statutory Auditors shall be filled by the Board within a period of thirty days and such appointment shall also be approved by the members of the Company within three months of the recommendation of the Board.

Accordingly, the Board of Directors on recommendation of Audit Committee and subject to approval of members, appointed M/s. Mittal Agarwal & Co., Chartered Accountants, Mumbai (FRN: 131025W) as Statutory Auditor of the Company,

- (i) to fill the casual vacancy arising out of resignation of M/s S H R & Co., Chartered Accountants, (Firm Registration No. 120491W) and to hold office till the conclusion of this AGM; and
- (ii) for a period of 5 years commencing from the conclusion of this 36th AGM till conclusion of the 41st AGM to be held in calendar year 2025.

On the recommendation of the Committee, the Board also recommended for the approval of the Members, the remuneration of the proposed Auditor for the financial year 2019-20 as set out in the Resolution to Item no. 5 relating to their appointment. The proposed fees is based on knowledge, expertise, industry experience, time and efforts required to be put in by the Auditor during their association with the Company.

The Company considered various parameters like capability to serve a diverse and complex business landscape as that of the Company, audit experience in the Company's operating segments, market standing of the firm, clientele served, technical knowledge etc., and found M/s. Mittal Agarwal & Co., to be best suited to handle the scale, diversity and complexity associated with the audit of the financial statements of the Company.

M/s. Mittal Agarwal & Co was constituted in the year 2010. Its headquarter is based in Mumbai with branches at Pune and Nashik. The firm has earned recognition, reputation and respect of their clients, who trust and rely on them for their expertise and professionalism. The firm has four partners and overall strength of over 40 people.

Mittal Agarwal & Co has given consent to act as Statutory Auditor

of the Company, and have confirmed that their appointment, if made, will be in accordance with the conditions prescribed under Sections 139 and 141 of the Companies Act, 2013.

None of the Directors, Key Managerial Personnel and/or their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution set out at Item No. 4 & 5 of the Notice .

The Board recommends the Ordinary Resolutions set out at Item No. 4 & 5 of the Notice for approval by the Members.

ITEM NO. 06

Based on the recommendations of the Nomination and Remuneration Committee, the Board of Directors of the Company had appointed Dr. Anu Sanjiv Aurora (DIN: 05120192), as an Additional Director to be designated as Independent Director of the Company, pursuant to the provisions of Section 149, 161(1) of the Act and the Articles of Association of the Company with effect from 23rd December 2019.

In accordance with the provisions of Section 149 read with Schedule IV to the Act, appointment of an Independent Director requires approval of members.

The Company had received declaration from Dr. Anu Sanjiv Aurora confirming that she meets the criteria of Independence as prescribed under sub-section (6) of Section 149 of the Companies Act, 2013 ("Act") and as per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulation").

In the opinion of the Board, she fulfils the conditions as set out in Section 149(6) and Schedule IV of the Act and Listing Regulations, of being eligible for appointment as Independent Director. The Company has also received notice pursuant to Section 160 of the Act from a member of the Company proposing the candidature of Dr. Anu Aurora for appointment as an Independent Director.

Accordingly, the Board recommends passing of the Ordinary Resolution in relation to regularization of appointment of Dr. Anu Sanjiv Aurora as an Independent Director of the Company, not liable to retire by rotation, for a term of two consecutive years with effect from his first date of appointment i.e., December 23, 2019.

A Copy of draft letter of appointment of Dr. Anu Aurora setting out the terms and conditions of appointment is available for inspection by the members at the Corporate Office of the Company between 11.00 a.m. to 1.00 p.m. on any working day (excluding Saturdays, Sundays and holidays) upto the date of the Annual General Meeting.

The brief profile of Dr. Anu Sanjiv Aurora, as required under the Companies Act, 2013, the Secretarial Standards issued by the Institute of Company Secretaries of India and the Listing Regulations is annexed herewith as Annexure A.

None of the Directors and/or Key Managerial Personnel of the Company and/or their relatives, except Dr. Anu Aurora and her relatives, are in any way concerned or interested (financially or otherwise), in the proposed Special Resolution.

ITEM NO. 07

As per Section 149(10) of the Act, an Independent Director shall hold office for a term of upto 5 (five) consecutive years on the Board of a Company but shall be eligible for re-appointment on passing a special resolution by the Company for another term of upto 5 (five) consecutive years on the Board of a Company.

The Members of the Company had at its 34th Annual General Meeting held on 28th September, 2018 approved the appointment of Mr. Shrirang V. Vaidya (DIN: 03618800) as an Independent Director of the Company for a period of 3 years commencing from 12th February, 2018 till 11th February 2021.

Based on the performance evaluation and on recommendation of Nomination and Remuneration Committee and in terms of the provisions of Sections 149, 150, 152 read with Schedule IV and all other applicable provisions of the Act and the Listing Regulations, and as per the Articles of Association of the Company, Mr. Shrirang V. Vaidya is eligible for re-appointment as Independent Directors and had offered himself for reappointment.

The Company have also received declaration from Mr. Shrirang V. Vaidya confirming the criteria of Independence as prescribed under sub-section (6) of Section 149 of the Act and the Listing Regulations. He has also given their consent to continue as Directors of the Company, if so appointed by the Members.

A Copy of draft letter of appointment of Mr. Shrirang V. Vaidya setting out the terms and conditions of appointment is available for inspection by the members at the Corporate Office of the Company between 11.00 a.m. to 1.00 p.m. on any working day (excluding Saturdays, Sundays and holidays) upto the date of the Annual General Meeting.

Details as required under regulation 26(4) and 36(3) of the Listing Regulations and Secretarial Standard 2 and other applicable provisions are provided in Annexure A to the explanatory statement.

The Board recommends resolution nos. 7 for approval of members by way of Special Resolution.

In the opinion of the Board, the Mr. Shrirang Vaidya fulfil the criteria of independence as specified in the Act and rules made thereunder and the SEBI Listing Regulations.

None of the Directors and/or Key Managerial Personnel of the Company and/or their relatives, except Mr. Vaidya and his relatives, are in any way concerned or interested (financially or otherwise), in the proposed Special Resolution.

ITEM NO. 8

Mr. Bal Ram Singh (DIN: 06918085) was appointed as an Non-Executive, Non-Independent Director of the Company w.e.f. 29th May, 2018 for a consecutive period of three years till 28th May, 2021 and the appointment was approved by the Members at its 34th Annual General Meeting held on 28th September, 2018.

Based on the performance evaluation and on recommendation of Nomination and Remuneration Committee and in terms of the provisions of Sections 152 and all other applicable provisions of the Act and the Listing Regulations, and as per the Articles of Association of the Company, Mr. Bal Ram Singh is eligible for re-appointment as Non-executive, Non-Independent Director and have offered himself for reappointment. The Board of Directors recommends the proposal to re-appoint him as Non-Executive, Non-Independent Director for a term as mentioned in the respective Ordinary resolution.

A Copy of draft letter of appointment of Mr. Bal Ram Singh is available for inspection by the members at the Corporate Office of the Company between 11.00 a.m. to 1.00 p.m. on any working day (excluding Saturdays, Sundays and holidays) upto the date of the Annual General Meeting.

The profile of the said director has been provided in detail in the Corporate Governance section of the Annual Report. Details as required under regulation 26(4) and 36(3) of the SEBI Listing Regulations and Secretarial Standard 2 and other applicable provisions are provided in Annexure A to the explanatory statement.

The Board recommends resolution no. 8 for approval of members by way of Ordinary Resolution. None of the Directors and/or Key Managerial Personnel of the Company and/or their relatives, except Mr. Bal Ram Singh and his relatives, are in any way concerned or interested (financially or otherwise), in the proposed Ordinary Resolution.

ITEM NO. 9

Section 148(3) of the Companies Act, 2013 read with Rule of Companies (Audit and Auditors) Rules, 2014 and Companies (Cost Records and Audit) Rules, 2014 (including any statutory modification(s) or re-enactment thereof) ("the Act"), requires the Board to appoint an individual, who is a Cost Accountant in practice or a firm of Cost Accountants in practice, as Cost Auditor on the recommendations of the Audit committee, which shall also recommend remuneration for such Cost Auditor and such remuneration shall be considered and approved by the Board of Directors and ratified subsequently by the members.

The Board of Directors at its meeting held on July 31, 2020, on recommendation of the Audit Committee, approved the appointment of M/s. Kale & Associates, Cost Accountants, as the Cost Auditors of the Company to conduct the Cost Audit of the Company, at a remuneration of Rs. 80,000/- per annum plus taxes as applicable and reimbursement of actual travel and out of pocket expenses, for the financial year ending March 31, 2021.

The resolution contained in Item No. 9 of the accompanying Notice, accordingly, seek members' approval for ratification of remuneration of Cost Auditors of the Company for the financial year 2020-21.

The Board recommends resolution no. 9 for approval of members by way of Ordinary Resolution

None of the Directors /Key Managerial Personnel of the Company/their relatives are, in any way, concerned or interested, financially or otherwise, in the ordinary resolution set out at Item No. 9 of the Notice.

**By order of the Board of Directors
For Gufic Biosciences Limited**

Sd/-

Ami N. Shah

Company Secretary
Membership No. A39579

Place: Mumbai

Date: September 14, 2020

Annexure A

As required under Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) and as required under Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India (SS – 2), the particulars of Directors who are proposed to be appointed/reappointed and/or whose remuneration is proposed to be approved at this 36th Annual General Meeting, are given below: The details of Board and Committee Meetings attended by these Directors during the year 2019-20 are stated in the Corporate Governance Report which forms part of this Annual Report.

Details of the Directors seeking appointment/re-appointment at 36th Annual General Meeting (pursuant to Regulation 36(3) of the SEBI (Listing Obligation & Disclosure Requirements) Regulations, 2015 and the Secretarial Standards issued by the Institute of Company Secretaries of India

Name of Director	Dr. Anu Sanjiv Aurora	Mr. Shrirang V. Vaidya	Mr. Bal Ram Singh
DIN	05120192	03618800	06918085
Date of Birth	28.04.1962	06.05.1956	25.07.1958
Age	58 years	64 years	62 years
Qualification	MBBS degree from Grant Medical College	B.Com, CA, LLB and Diploma in Finance Management	1. M.sc (Lifesciences, Major Biochemistry), University 2. M.Phil (Lifesciences, Major Biophysical chemistry) 3. Phd (Chemistry, major Biophysical Chemistry)
Experience	About 10 years	About 37 years	About 38 years
Expertise in specific functional areas	Dr. Anu Sanjiv Aurora Practicing as a family physician in Mumbai and for last 10 (Ten) years she has also been associated with Holy Spirit Hospital, Mumbai	Mr. Shrirang Vaidya, has over 37 years of experience in Banking Industry. He joined as a Banker in a nationalized Bank for three years. Then he joined as a DRO in one of the largest Co-operative Bank in India. Due to his valuable contribution and meritorious performance, he rose to the post of Assistant General Manager in the said Bank. His main expertise lies in Credit and audit Compliance. Mr. Vaidya retired from the said Bank in the year 2016.	Mr. Bal Ram Singh is an Overseas Citizen of India. He is currently President in the Institute of Advanced Sciences and Prime Bio Inc. He is also a professor in many US universities and associated with Research Institutes. Mr. Singh has been conducting research on botulinum and tetanus neurotoxins, vaccines, antidotes, drug delivery, and also on Yoga, mind and consciousness, along with Ayurvedic biotechnology. He has also published 13 Books and nearly 300 Articles, latest being Protein Toxins in Modelling Biochemistry (Springer, 2016).
Terms & Conditions of Appointment / Re-Appointment	Appointment as an Independent Director of the Company, for a term of two consecutive years commencing from December 23, 2019 to December 22, 2021 (Refer Item No.6 of the Notice & Explanatory Statement)	Re-appointment as an Independent Director of the Company, for a term of five consecutive years commencing from February 12, 2021 to February 11, 2026. (Refer Item No. 7 of the Notice and Explanatory Statement)	Re-appointment as an Non -Executive, Non-Independent Director of the Company, w.e.f May 29, 2021. (Refer Item No. 8 of the Notice and Explanatory Statement)
Remuneration Sought to be Paid	*NA	*NA	*NA
Remuneration last drawn, for the financial year 2019-20	Refer Corporate Governance Report		
Date of First Appointment on the Board	23.12.2019	12.02.2018	29.05.2018
Shareholding in the Company	NIL	NIL	NIL
No. of Meetings attended during the year	1	8	2
Relationship between Directors inter-se	None	None	None
Directorships in other Companies	NIL	1. Large & Mid Corporate Financial Services Pvt. Ltd. 2. Aureole Fincap Pvt. Ltd.	Vishoushkdh Products & Services Pvt. Ltd.
Membership/ Chairmanship of committees of all public limited companies including Gufic Biosciences Limited	Gufic Biosciences Limited Audit Committee	Gufic Biosciences Limited Audit Committee Nomination and Remuneration Committee	Gufic Biosciences Limited Audit Committee

*exclusive of sitting fees and travelling expenses

COMMUNICATION ON TAX DEDUCTION AT SOURCE (TDS) ON DIVIDEND DISTRIBUTION

In accordance with the provisions of the Income Tax Act, 1961 as amended by and read with the provisions of the Finance Act, 2020, with effect from April 1, 2020, dividend declared and paid by the Company is taxable in the hands of shareholders and the Company is required to deduct tax at source (TDS) from dividend paid to the shareholders at the applicable rates.

This communication summarizes the applicable TDS provisions, as per the Income Tax Act, 1961, for Resident and Non-Resident shareholder categories.

For Resident Shareholders, taxes shall be deducted at source under Section 194 of the Income tax Act, 1961 at 7.5% on the amount of dividend, if you have provided Permanent Account Number (PAN). If no PAN is provided, then the tax shall be deducted at source at 20%. However, no tax shall be deducted on the dividend payable to a resident individual if the total dividend to be received by the resident shareholders during Financial Year 2020-21 does not exceed Rs 5,000. In cases where the shareholder provides Form 15G (applicable to any person other than a Company or a Firm. Format is attached herewith) / Form 15H (applicable to an Individual above the age of 60 years. Format is attached herewith) and provided that all the required eligibility conditions are met, no tax will be deducted at source.

For Foreign Portfolio Investor (FPI) category Shareholders, taxes shall be deducted at source under Section 196D of the Income tax Act, 1961 at 20% on the amount of dividend payable.

For other Non-resident Shareholders, taxes are required to be deducted in accordance with the provisions of Section 195 of the Income tax Act, 1961, at the rates in force. Accordingly, as per the relevant provisions of the Income tax Act, 1961, the tax shall be deducted at the rate of 20% on the amount of dividend payable to them. However, as per Section 90(2) of the Income tax Act, 1961, the non-resident shareholder has the option to be governed by the provisions of the Double Tax Avoidance Agreement (tax treaty) between India and the country of tax residence of the shareholder, if they are more beneficial to them. For this purpose, i.e. to avail a lower rate of deduction of tax at source under an applicable tax treaty, such non-resident shareholders will have to provide the following:

1. Self-attested copy of the PAN allotted by the Indian Income Tax authorities;
2. Self-attested copy of Tax Residency Certificate (TRC) obtained from the tax authorities of the country of which the shareholder is resident. In case, the TRC is furnished in a language other than English, the said TRC would have to be translated from such other language to English language and thereafter duly notarized and a postilled copy of the TRC would have to be provided.
3. Self-declaration in Form 10F (attached herewith) if all the details required in this form are not mentioned in the TRC;
4. Self-declaration (attached herewith) by the non-resident shareholder as to:
 - Eligibility to claim tax treaty benefits based on the tax residential status of the shareholder, including having regard to the Principal Purpose Test (if any), introduced in the applicable tax treaty with India;
 - No Permanent Establishment / fixed base in India in accordance with the applicable tax treaty;
 - Shareholder being the beneficial owner of the dividend income to be received on the equity shares.

In order to enable us to determine the appropriate tax rate at which tax has to be deducted at source under the respective provisions of the Income-tax Act, 1961, we request you to provide the above-mentioned details and documents as applicable to you on or before November 04, 2020. The final dividend will be paid after deduction of tax at source as determined on the basis of the aforementioned documents provided by the respective shareholders as applicable to them and being found to be satisfactory.

The rate at which taxes are to be deducted at source based on the category of shareholders are mentioned hereunder:

Shareholder Category	Rate of TDS
Resident Shareholders	
Shareholders providing Form 15G/15H	NIL
If Dividend income < Rs. 5,000	NIL
If Dividend income > Rs. 5,000	- 10% in case where PAN is provided / available - 20% , in other cases where PAN is not provided / not available
Non – resident shareholders	
FPI Shareholders	20%
Other Non-resident Shareholders	20% or lower rate as mentioned in tax treaty, if the applicable details / documents are satisfactorily provided as aforementioned

Note :

1) All the above referred tax rates shall be duly enhanced by the applicable surcharge and cess.

Kindly note that the aforementioned documents are required to be submitted to the Company at its email id corporate.relations@guficbio.com on or before November 04, 2020, 5.00 p.m. Indian Standard Time (IST) in order to enable the Company to determine and deduct appropriate TDS / withholding tax rate.

No communication on the tax determination/deduction in respect of the said final dividend shall be entertained post November 04, 2020, 5.00 p.m. (IST). It may be further noted that in case the tax on said interim dividend is deducted at a higher rate in absence of receipt of the aforementioned details/documents from you, there would still be an option available with you to file the return of income and claim an appropriate refund, if eligible. All communications/ queries in this respect should be addressed and sent to our RTA, Link In time India Private Limited at its email address rnt.helpdesk@linkintime.co.in or the Company at corporaterelations@guficbio.com. The Company shall arrange to email a soft copy of TDS certificate to you at your registered email address in due course.

Disclaimer: This Communication is not to be treated as an advice from the Company or its affiliates or Link In time India Private Limited. Shareholders should obtain the tax advice related to their tax matters from a tax professional.

We request your cooperation in this regard.

For Gufic Biosciences Limited

Sd/-

Ami Shah

Company Secretary & Compliance Officer