

**ALEMBIC LIMITED**

Regd. Office: Alembic Road, Vadodara - 390003.  
 CIN: L26100GJ1907PLC000033  
 Ph: (0265) 2280550; Fax: (0265) 2282506  
 Email: alembic.investors@alembic.co.in  
 Website: www.alembiclimited.com

**NOTICE OF POSTAL BALLOT & E-VOTING FACILITY TO THE MEMBERS**

Members are hereby informed that pursuant to the provisions of Section 110 of the Companies Act, 2013 read with Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 as amended, the Company has on Thursday, 8th February, 2018 completed the dispatch of the Postal Ballot Notice, along with Postal Ballot Form, to the equity shareholders holding shares as on cut-off date i.e. Friday, 26th January, 2018 ("Cut-off Date"), seeking their approval through special resolution for the proposed buy-back of Equity Shares of the Company through Tender Offer route as set forth in the Postal Ballot Notice: (a) through e-mail to the Members whose Email IDs are registered in the records of depository participants / the registrar and transfer agents as on Cut-off Date and (b) through physical mode, along with postage-pre-paid self-addressed business reply envelope to the other Members (whose e-mail IDs are not registered as on Cut-off Date).

The Company has engaged the services of Central Depository Services (India) Limited ("CDSL") for the purpose of providing e-voting facility to all its members. Members are requested to note that the voting, both through postal ballot form and through electronic mode shall commence from Sunday, 11th day of February, 2018 (9:00 AM IST) and shall end on Monday, 12th day of March, 2018 (5:00 PM IST).

The Company has fixed Friday, 26th January, 2018 as the cut-off date for reckoning the right of voting of the members. A person who is not a member as on the Cut-off Date should treat the Notice for information purposes only.

The Board of Directors has appointed M/s. Samdani Shah & Kabra, Practising Company Secretaries, Vadodara as the scrutinizer for conducting the Postal Ballot and e-voting process in a fair and transparent manner. Members are requested to note that the duly completed and signed Postal Ballot Forms should reach the scrutinizer not later than 5:00 PM IST on Monday, 12th March, 2018. Postal Ballot Form(s) received from member(s) beyond the said date and time will not be considered as valid.

Any person who is a member as on Cut-off Date and who does not receive the Postal Ballot Notice and Postal Ballot Form may send a request in writing / e-mail to the Company's registrar and share transfer agents and obtain a duplicate Postal Ballot Notice and Postal Ballot Form. The Postal Ballot Notice and Postal Ballot Form can also be downloaded from our website [www.alembiclimited.com](http://www.alembiclimited.com) and website of CDSL [www.evotingindia.com](http://www.evotingindia.com).

**Queries / Grievances connected with Physical Postal Ballot may be referred to:**

Link Intime India Pvt. Ltd.

Unit: Alembic Limited

B102-103, Shangrila Complex, 1st Floor,

Nr. Radhakrishna Char Rasta, Akota,

Vadodara - 390 020, Gujarat, India.

Email ID: [vadodara@linkintime.co.in](mailto:vadodara@linkintime.co.in); Phone No. 0265 6136011, 2356794

**Queries / Grievances connected with E-Voting may be referred to:**

Mr. Rakesh Dalvi, Deputy Manager

Central Depository Services (India) Limited

25th Floor, A Wing, Marathon Futurex,

Mafatal Mills Compound, NM Joshi Marg,

Lower Parel (E), Mumbai - 400 013, Maharashtra, India.

Email ID: [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com); Phone No.: 1800225533

The Notice is also available at Investors Section of the Company's website [www.alembiclimited.com](http://www.alembiclimited.com) and Corporate Announcement section of Stock Exchanges' websites, i.e. [www.nseindia.com](http://www.nseindia.com) and [www.bseindia.com](http://www.bseindia.com).

The result of the postal ballot shall be declared on or before Wednesday, 14th March, 2018 not later than 5:00 PM IST and will be displayed on the notice board at the Registered Office of the Company and shall be available on the Company's website [www.alembiclimited.com](http://www.alembiclimited.com) and on the website of CDSL at [www.evotingindia.com](http://www.evotingindia.com) and shall also be communicated to National Stock Exchange of India Limited and BSE Limited.

For Alembic Limited

Sd/-

Drigesh Mittal  
 Company Secretary

Place: Vadodara

Date: 8th February, 2018