

**ALEMBIC LIMITED**

CIN: L26100GJ1907PLC000033

Regd. Office: Alembic Road, Vadodara 390 003

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Website: www.alembiclimited.com

NOTICE

Notice is hereby given that the **114th Annual General Meeting ("AGM")** of the members of the Company will be held on **Friday, the 6th August, 2021 at 4:00 p.m. IST** through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM"), in accordance with the applicable provisions of the Companies Act, 2013 ("Act") and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and in compliance with the procedure prescribed in General Circular No. 20/2020 dated 5th May, 2020 read with General Circular No. 14/2020 dated 8th April, 2020, General Circular No. 17/2020 dated 13th April, 2020 and General Circular No. 02/2021 dated 13th January, 2021 issued by Ministry of Corporate Affairs and Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12th May, 2020 read with Circular No. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated 15th January, 2021 issued by Securities and Exchange Board of India.

The Annual Report including the Notice of AGM which includes the process and manner of attending the AGM through VC / OAVM and e-voting will be sent only to those members whose email addresses are registered with the Company / Depositories. The Annual Report will also be available on the Company's website www.alembiclimited.com, website of stock exchanges 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 at www.evoting.nsdl.com

Updation of E-mail Id, PAN and Bank details:

The process for registration of Email Id for obtaining Annual Report, User ID and password for e-voting and updation of PAN and bank account mandate for receipt of dividend:

- i. In case shares are held in physical mode, members are requested to visit the website of Company's Registrar & Share Transfer Agent, Link Intime India Pvt. Ltd. ("LIPL") at: https://linkintime.co.in/EmailReg/Email_Register.html and upload the documents required therein.
- ii. In case shares are held in demat mode, Members are requested to update Email Id and bank account details either with their respective Depository Participants or by visiting on the web-link as mentioned at (i) above.

TDS on Dividend:

In accordance with the prevailing provisions of the Income Tax Act, 1961, the Company would be required to deduct tax at source (TDS) at the prescribed rates on the dividend paid to its shareholders after 1st April, 2020. The TDS rate would vary depending on the residential status of the shareholder and the documents submitted by them and accepted by the Company. Therefore, the members are requested to update their PAN and upload applicable documents, to avoid deduction of tax at higher rate by complying with the process mentioned above.

Members are requested to visit the website of LIPL and upload applicable documents such as Form 15G/15H, documents u/s. 196, 197A, FPI Registration Certificate, Tax Residency Certificate, Lower Tax Certificate at <https://web.linkintime.co.in/formsreg/submission-of-form-15g-15h.html> in order to enable the Company to determine the appropriate TDS / withholding tax rate applicable.

For Alembic Limited

Sd/-

Place: Vadodara
Date : 15th June, 2021

Drigesh Mittal
Company Secretary

This Notice is also available at Investor Section of the Company's website www.alembiclimited.com and Corporate Announcement Section of Stock Exchanges website www.nseindia.com and www.bseindia.com