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THE INDIAN EXPRESS, TUESDAY, JUNE 20, 2023



## 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 **116<sup>th</sup> Annual General Meeting ("AGM")** of the members of the Company will be held on **Thursday, the 10<sup>th</sup> August, 2023 at 4:30 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 ("SEBI Listing Regulations, 2015") and in compliance with the procedure prescribed vide various circulars, issued from time to time by Ministry of Corporate Affairs ("MCA") and Securities and Exchange Board of India ("SEBI").

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 e-mail addresses are registered with the Company / Depositories. The Annual Report will also be available on the Company's website [www.alembiclimited.com](http://www.alembiclimited.com), website of stock exchanges i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited at [www.nseindia.com](http://www.nseindia.com) and on the website of National Securities Depository Limited at [www.evoting.nsdl.com](http://www.evoting.nsdl.com)

#### Registration / updation of various details:

The process for registration/updation, pertaining to the name, postal address, e-mail address, telephone/mobile numbers, Permanent Account Number (PAN), nominations, power of attorney, bank details such as name of the bank and branch details, bank account number, MICR code, IFSC code, etc:

- i. In case shares are held in physical mode, members are requested to submit their service requests in the form(s) prescribed under SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March, 2023.

The form(s) are available on the website of the Company at <https://www.alembiclimited.com/#forms> and on the website of Company's Registrar & Share Transfer Agent, Link Intime India Pvt. Ltd. ("LIPL") at <https://linkintime.co.in/home-KYC.html>

- ii. In case shares are held in demat mode, members are requested to update the above referred details with their Depository Participant(s).

#### TDS on Dividend:

In accordance with the prevailing provisions of the Income Tax Act, 1961, the Company is required to deduct tax at source (TDS) at the prescribed rates on the dividend paid to its shareholders. The TDS rate would vary depending on the residential status of the shareholder(s) and the documents submitted by them and accepted by the Company. Therefore, the members are requested to update their PAN, 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/-

Drigesh Mittal

Company Secretary

Place: Vadodara

Date : 19<sup>th</sup> June, 2023

This Notice shall also be available at Investor Section of the Company's website [www.alembiclimited.com](http://www.alembiclimited.com) and Corporate Announcement Section of Stock Exchanges' website [www.nseindia.com](http://www.nseindia.com) and [www.bseindia.com](http://www.bseindia.com)