

**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 **117th Annual General Meeting** ("AGM") of the members of the Company will be held on **Monday, the 12th August, 2024 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 and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and in compliance with the procedure prescribed vide various circulars, issued from time to time by Ministry of Corporate Affairs and Securities and Exchange Board of India.

The Company has fixed Monday, the 5th August, 2024 as the 'Record Date' for determining entitlement of members for the purpose of payment of Dividend for the F.Y. 2023-24, if approved at the AGM.

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, 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

Pursuant to SEBI Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 7th May, 2024 read with SEBI Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/81 dated 10th June, 2024, shareholders holding securities in physical form are requested to note that if the folio(s) are not updated with Permanent Account Number (PAN), contact details, mobile number, bank account details and specimen signature then any payment including dividend, interest or redemption in respect of such folios, will be effected only through electronic mode effective from 1st April, 2024, only upon furnishing of all the aforesaid details in entirety to Registrar and Share Transfer Agent.

Registration / updation of various details:

The process for registration / updation, pertaining to the name, postal address, e-mail address, telephone / mobile numbers, 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 Master Circular for Registrars to an Issue and Share Transfer Agents bearing No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 7th May, 2024.

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://liiplweb.linkintime.co.in/KYC-downloads.html>

- ii. In case shares are held in demat mode, members are requested to update the above referred details with their respective 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 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://liiplweb.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

Keval Thakkar

Date : 13th June 2024

Company Secretary

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