



ALEMBIC LIMITED

CIN: L26100GJ1907PLC000033

Registered Office: Alembic Road, Vadodara – 390 003, Gujarat, India

Tel: (0265) 2280550 Fax: (0265) 2282506 Website: www.alembiclimited.com; Email: alembic.investors@alembic.co.in

POSTAL BALLOT FORM

Sl. No.

Sr. No.	Particulars	Details of Equity Shareholder(s)
1.	Name & Registered Address of the sole / first named Member	
2.	Name of the Joint-Holder(s), if any	
3.	Registered Folio No. / DP ID & Client ID No.* *(Applicable to shareholders holding equity shares in dematerialized form)	
4.	Number of Equity Share(s) held	

I/we hereby exercise my/our vote in respect of the special resolution to be passed through postal ballot/e-voting for the business stated in Postal Ballot Notice dated Tuesday, 23rd January, 2018 of the Company by sending my/our assent (for) or dissent (against) to the said special resolution (please refer notice for text of full resolution) by placing the tick (✓) mark at the appropriate box below:

Sr. No.	Description of Resolution	No. of equity shares for which votes cast	I/we assent to the special resolution (FOR)	I/we dissent to the special resolution (AGAINST)
1.	Special Resolution to consider and approve Buy-back Offer of 1,02,50,000 (One Crore Two Lac Fifty Thousand) fully paid-up equity shares for a total consideration not exceeding ₹ 82,00,00,000/- (Rupees Eighty Two Crore Only) representing 3.84% of the total paid-up equity share capital of the Company as on 31st December, 2017 (being the date of the last audited standalone financial statements of the Company), at a price not exceeding ₹ 80/- (Rupees Eighty Only) per equity share through the Tender Offer route using Stock Exchange mechanism as prescribed under Securities and Exchange Board of India (Buy Back of Securities) Regulations, 1998, as amended from time to time and in accordance with the provisions of Companies Act, 2013 as amended from time to time and applicable rules made thereunder including the Companies (Share Capital and Debentures) Rules, 2014, if and to the extent applicable.			

Place :

Date :

(Signature of the Shareholder / Authorised Representative)

Electronic Voting Particulars

EVSN (Electronic Voting Sequence No.)	User Id	PAN/Sequence No.

Note:

- Please read the instructions printed overleaf before filling this form and for e-voting, please refer the instructions under Note no. 17 in the Postal Ballot Notice sent therewith.
- Last date for receipt of Postal Ballot forms by Scrutinizer is on Monday, 12th March, 2018 by not later than 5.00 p.m. IST.

INSTRUCTIONS

1. A member desiring to exercise vote by postal ballot shall complete this postal ballot form and send it duly and properly sealed to the scrutinizer in the self-addressed business reply envelope attached herewith. However, envelopes containing postal ballot form, if sent by courier or by registered post/speed post at the address mentioned on the self-addressed business reply envelope at the expense of the member will also be accepted. Members are requested to convey their assent or dissent in this postal ballot form only. Assent or dissent received in any other form or manner shall be considered as invalid.
2. This postal ballot form should be completed and signed by the member (as per the specimen signature registered with the Company / Depository Participant(s)). In case of joint holding, this form should be completed and signed by the first named member and in his/her absence, by the next named member.
3. Duly completed postal ballot form should reach the scrutinizer not later than 5.00 p.m. IST on Monday, 12th March, 2018. All postal ballot forms received after this date will be strictly treated as if reply from such member(s) has not been received.
4. There will be only one postal ballot form for every Folio/ DP ID and Client ID No. irrespective of the number of joint member(s). On receipt of the duplicate postal ballot form, the original will be rejected.
5. In case of equity shares held by companies, trusts, societies, etc., the duly completed postal ballot form should be accompanied by a certified copy of board resolution / authority letter preferably with attested specimen signatures of the duly authorised signatories.
6. Members are requested not to send any other paper along with the postal ballot form in the enclosed self-addressed business reply envelope, as all such envelopes will be sent to the scrutinizer and any extraneous paper found in such envelope would be destroyed by the scrutinizer.
7. A Member may request for a duplicate postal ballot form, if so required or can download the postal ballot form from the Company's website www.alembiclimited.com and the duly completed postal ballot form should reach the scrutinizer not later than the last date for voting mentioned above. In case of receipt of more than one postal ballot form from a member, the last received form would be considered and the earlier received form(s) would be considered invalid.
8. Incomplete, unsigned or incorrect postal ballot forms will be rejected. The scrutinizer's decision on the validity of a postal ballot will be final and binding.
9. Additionally, please note that the postal ballot forms shall be considered invalid if:
 - a. A form other than one issued by the Company has been used;
 - b. It is not possible to determine without any doubt the assent or dissent of the member;
 - c. Neither assent or dissent is mentioned;
 - d. Any competent authority has given directions in writing to the Company to freeze the voting rights of the member;
 - e. It is defaced or mutilated in such a way that its identity as genuine form cannot be established;
 - f. The member has made any amendment to the special resolution or imposed any condition while exercising his vote.
10. Voting rights shall be reckoned on the number of shares registered in the name of the member(s) as on Friday, 26th January, 2018.
11. Voting by postal ballot or through e-voting may be exercised by the members or its duly constituted attorney. Exercise of vote by postal ballot through proxy is not permitted.
12. The Company is pleased to offer e-voting facility as an alternate, for all the members of the Company to enable them to cast their votes electronically instead of returning duly filled-up postal ballot form. E-voting is optional. The detailed procedure for e-voting is enumerated in Note no. 17 of the Postal Ballot Notice dated Tuesday, 23rd January, 2018.