

**ALKEM LABORATORIES LIMITED**

Alkem House, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013, Maharashtra, India.

**Tel No:**+91 22 3982 9999; **Fax No:**+91 22 2495 2955**E-mail:** [investors@alkem.com](mailto:investors@alkem.com); **Website:** [www.alkemlabs.com](http://www.alkemlabs.com);**Corporate Identity Number:** L00305MH1973PLC174201**POSTAL BALLOT FORM****(Please read carefully the instructions printed overleaf before exercising the vote)**

Sr. No.:

1.	Name and Registered Address of Sole/First named Member (In Block letters)	
2.	Name(s) of the Joint Member(s), if any	
3.	Folio No./DP ID No.*/ Client ID No.* (*Applicable to Members holding shares in dematerialized form)	
4.	Number of shares held	

I/We hereby exercise my/our vote in respect of the Resolutions to be passed through Postal Ballot as set out in the Postal Ballot Notice dated 10<sup>th</sup> November, 2017 by conveying my/our assent or dissent to the said Resolutions by placing a tick (V) mark in the appropriate box.

Item No.	Description of the Resolution	No. of Shares	I assent to the resolution (FOR)	I dissent to the resolution (AGAINST)
1.	Ordinary Resolution for appointment and increase in remuneration of Mr. Sandeep Singh (DIN: 01277984) as Managing Director of the Company.			
2.	Ordinary Resolution for re-appointment and increase in remuneration of Mr. Dhananjay Kumar Singh (DIN: 00739153) as Joint Managing Director of the Company.			
3.	Ordinary Resolution for re-appointment and increase in remuneration of Mr. Balmiki Prasad Singh (DIN: 00739856) as Executive Director of the Company.			
4.	Ordinary Resolution for re-appointment and increase in remuneration of Mr. Mritunjay Kumar Singh (DIN: 00881412) as Executive Director of the Company.			
5.	Ordinary Resolution for increase in remuneration of Mr. Satish Kumar Singh, Head Operations of the Company, holding office/place of profit in the Company.			
6.	Ordinary Resolution for increase in remuneration of Mr. Sarvesh Singh, Vice President – Marketing and Sales of the Company, holding office/place of profit in the Company.			
7.	Ordinary Resolution for increase in remuneration of Mr. Sarandhar Singh, Vice President – Marketing and Sales of the Company, holding office/place of profit in the Company.			
8.	Ordinary Resolution for increase in remuneration of Mr. Srinivas Singh, Vice President – Marketing and Sales of the Company, holding office/place of profit in the Company.			

Place:

Date:

\_\_\_\_\_  
(Signature of the Member)

Note: Please send your postal ballot form in the self-addressed business reply envelope enclosed herewith.

**Electronic Voting particulars**

Electronic Voting Sequence Number (EVSN)	*Default PAN / Sequence No.
171128002	

\*Members who have not updated their PAN with the Company / Depository Participant shall use default PAN in the PAN field.

## Instructions

1. A Member can opt for only one mode of voting i.e. either through e-voting or by Postal Ballot. If a Member casts votes by both modes, then voting done through e-voting shall prevail and Postal Ballot shall be treated as invalid.
2. The notice of Postal Ballot is dispatched/e-mailed to the Members whose names appear on the Register of Members as on Friday, 1<sup>st</sup> December, 2017 and voting rights shall be reckoned on the paid up value of the shares registered in the name of the Members as on the said date.
3. Voting through physical Postal Ballot Form or e-voting cannot be exercised by a proxy.

Process and manner for Members opting to vote by using the Postal Ballot Form:

1. A Member desiring to exercise vote by assent / dissent should complete this Form and send it to the Scrutinizer, CS Manish L. Ghia, Partner, M/s. Manish Ghia & Associates, Company Secretaries, Mumbai and send the same in self-addressed business reply envelope (if posted in India) so as to reach the Scrutinizer on or before Saturday, 6<sup>th</sup> January, 2018 (5.00 p.m.). However, envelopes containing Postal Ballot Form, if sent by courier or by registered post / speed post at the expense of the Member will also be accepted. All Postal Ballot Forms received after 5.00 p.m. on Saturday, 6<sup>th</sup> January, 2018 will be strictly treated as if the reply from such Member has not been received.
2. This Form should be completed and signed by the Member (as per the specimen signature registered with the Company/ Depository Participants). In case of joint holding, this Form should be completed and signed by the first named Member and in his absence, by the next named Member.
3. In respect of shares held by corporate and institutional members (companies, trusts, societies, etc.), the completed Postal Ballot Form should be accompanied by a certified copy of the relevant Board Resolution/appropriate authorization, with the specimen signature(s) of the authorized signatory(ies) duly attested.
4. The consent must be accorded by recording the assent in the column 'FOR' or dissent in the column 'AGAINST' by placing a tick mark (√) in the appropriate column in the Postal Ballot Form. The assent or dissent received in any other form shall not be considered valid. The number of shares in respect of which votes are cast should be mentioned in the column, in the absence of which, all the votes shall be deemed to have been cast as per the tick mark placed by the Member in the respective column.
5. Members are requested to fill the Form in indelible ink and avoid filling it by using erasable writing medium(s) like pencil.
6. There will be one Postal Ballot Form for every Folio / Client ID irrespective of the number of joint holders.
7. Members who have not received the Form and desirous of seeking a duplicate Form, may send a request to the Company at its e-mail id: [investors@alkem.com](mailto:investors@alkem.com) by mentioning his/ her Folio No / DP ID and Client ID No for obtaining the Notice and Postal Ballot Form in physical form from the Company. The duly completed Postal Ballot Form should reach the Scrutinizer not later than the date specified under instruction no.1 above.
8. Members are requested not to send any other paper along with the Postal Ballot Form. They are also requested not to write anything in the Postal Ballot Form except giving their assent or dissent and putting their signature. If any other paper is sent alongwith the Form the same will be destroyed by the Scrutinizer.
9. Incomplete, unsigned or incorrectly ticked Postal Ballot Forms will be rejected. A Form will also be rejected if it is received torn, defaced or mutilated to an extent which makes it difficult for the Scrutinizer to identify either the Member or as to whether the votes are in favour or against or if the signature cannot be verified. A Postal Ballot Form which is otherwise complete in all respects and is received by the Scrutinizer within the prescribed time limit but is undated shall be considered valid.
10. The Scrutinizer's decision on the validity of the Postal Ballot Form will be final and binding.

**ALKEM LABORATORIES LIMITED**