

**ALKEM LABORATORIES LTD.**

**Regd. Office :** ALKEM HOUSE, Senapati Bapat Marg,  
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.

- Phone: +91-22-3982 9999 • Fax: 022-2495 2955
- Email: [contact@alkem.com](mailto:contact@alkem.com) • Website: [www.alkemlabs.com](http://www.alkemlabs.com)
- CIN: L00305MH1973PLC174201

Serial No. BM/4/2020-2021

27<sup>th</sup> January, 2021

To,  
**The Board of Directors**  
**Alkem Laboratories Limited**

**NOTICE OF THE NEXT BOARD MEETING**

**Dear Sir / Madam,**

**NOTICE** is hereby given that next meeting of the Board of Directors of the Company will be held on Friday, 05<sup>th</sup> February, 2021 at 11.00 a.m through video conferencing in wake of the Covid -19 pandemic. The Company shall conduct the meeting from 31/A, Suraiya Apartment, Sir Pochhkanwalla Road, Worli Seaface, Mumbai, Maharashtra- 400030 which shall be deemed to be the venue of the meeting to transact the following business:

1. To grant leave of absence to Directors, if any.
2. To sign the minutes of the meeting of the Board of Directors held on 06<sup>th</sup> November, 2020.
3. To take note of minutes of the meetings of the following Committees of Board of Directors:-
  - a. Audit Committee meeting held on 05<sup>th</sup> November, 2020.
  - b. Nomination & Remuneration Committee meeting held on 05<sup>th</sup> November, 2020.
4. To take note of resolution passed by circulation by the Board of Directors of the Company.
5. To take note of the resolution passed by the shareholders of the Company through Postal Ballot.
6. To take note of the minutes of the meetings of the Board of Directors of the unlisted Indian subsidiaries of the Company.
7. To consider and review business performance of the Company for the quarter and nine months ended 31<sup>st</sup> December, 2020.

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8. To take on record certificate on financial results under Regulation 33(2)(a) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as SEBI (LODR) Regulations).
9. To consider and approve Standalone and Consolidated Unaudited Financial Results for the quarter and nine months ended 31<sup>st</sup> December, 2020 as per Regulation 33 of SEBI (LODR) Regulations.
10. To take on record Limited Review Report on Standalone and Consolidated Unaudited Financial Results for the quarter and nine months ended 31<sup>st</sup> December, 2020 as per Regulation 33(1)(d) of SEBI (LODR) Regulations.
11. To consider and approve declaration of Interim Dividend for the Financial Year 2020-2021.
12. To consider and approve opening of separate bank account for the purpose of payment of Interim Dividend to the shareholders of the Company.
13. To update on Avenue Ventures Real Estate Fund.
14. To consider and approve increase in limit of Investment Committee for making investments for and on behalf of the Company.
15. To consider and approve the revised Treasury Policy of the Company.
16. To consider and approve availing of overdraft (secured against fixed deposit) facility from HDFC Bank Ltd.
17. To consider and approve availing of credit facility for an amount of INR 40 Crores from Axis Bank Ltd.
18. To consider and approve the criteria for omnibus approval for related party transactions for the financial year 2021-2022.
19. To review the CSR expenditure undertaken by the Company and Alkem Foundation during the nine months ended 31<sup>st</sup> December, 2020.
20. To consider and approve revised CSR Policy of the Company.

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21. To consider and approve the action plan for the remaining period of FY 2020-21 and annual action plan for the FY 2021-2022.
22. To take note of the statement of all significant transactions and arrangements entered into by unlisted subsidiaries for the quarter ended 31<sup>st</sup> December, 2020.
23. To review the details of foreign exchange exposures and steps taken by management to limit the risks of adverse exchange rate movement as per Regulation 17(7) of SEBI (LODR) Regulations.
24. To take note of renewal of Directors & Officers Liability Insurance Policy.
25. To consider and approve amendment to the Memorandum of Association of the Company.
26. To consider and approve notice of Postal Ballot for seeking approval of the Members of the Company.
27. To consider and approve the appointment of scrutinizer for scrutinizing the voting process of the proposed Postal Ballot as per Rule 20 of Companies (Management & Administration) Rules, 2014.
28. To review the risks associated to the Company and frame the risk management plan and measures to avert / minimise the risks.
29. To grant authority to officials of the Company to sign and execute agreements/documents for and on behalf of the Company.
30. To consider and approve change in authorised signatories of various Bank/Demat Accounts of the Company.
31. To consider and approve closure of the Bank Account of the Company.
32. To take note of Audit Report of Link Intime (India) Private Limited for the year ended 31<sup>st</sup> March, 2020.
33. To take note of appointment of Director on the Board of Directors of Alkem Laboratories (Pty) Ltd, a wholly owned subsidiary of the Company in South Africa.

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34. To take on record the documents filed with the Exchanges for/during the quarter ended 31<sup>st</sup> December, 2020.
35. To review the Compliance Reports pertaining to all applicable laws to the Company as per Regulation 17(3) of SEBI (LODR) Regulations for the quarter and nine months ended 31<sup>st</sup> December, 2020.
36. To take note of information required to be placed before the Board in terms of Regulation 17(7) of SEBI (LODR) Regulations.
37. To take note of Notice of disclosure of interest received from the Director(s) of the Company under section 184(1) of Companies Act, 2013.
38. To take note of the Register of contracts or arrangements, if any, in which Directors are interested.
39. Any other matter with the permission of the Chair.

The requisite details for attending the meeting through videoconferencing shall be shared with the Members shortly.

The Members of the Board are requested to please make it convenient to attend the meeting.

Yours faithfully

**For Alkem Laboratories Limited**

**Basudeo N. Singh**  
**Executive Chairman**  
**DIN: 00760310**