



## Glenmark Pharmaceuticals Limited

Registered Office: B/2, Mahalaxmi Chambers, 22, Bhulabhai Desai Road, Mumbai - 400 026  
Corporate Office: Glenmark House, B. D. Sawant Marg, Chakala, Off. Western Express Highway, Andheri (E), Mumbai - 400 099.  
Tel No.: +91 22 40189999 Fax No.: +91 22 40189986  
CIN: L24299MH1977PLC019982  
Website: [www.glenmarkpharma.com](http://www.glenmarkpharma.com); Email: [complianceofficer@glenmarkpharma.com](mailto:complianceofficer@glenmarkpharma.com)

### POSTAL BALLOT FORM

Serial No. :

1. Name and Registered Address of the sole/first name Shareholder :

2. Name(s) of Joint-Holder(s), if any :

3. Folio No. /DP ID No.\* /Client ID No.\* :  
(\*Applicable to Shareholders holding shares in dematerialized form)

4. Number of shares held :

I/We hereby exercise my/our vote in respect of the resolution to be passed through Postal Ballot for the business stated in the Notice of the Company by conveying my/our assent or dissent to the said Resolution by placing the tick (✓) mark at the appropriate box below.

Item No.	Description	No. of Shares	I/We assent to the resolution (FOR)	I/We dissent to the resolution (AGAINST)
1.	To consider and approve the transfer of the Company's Active Pharmaceutical Ingredients (API) Business to its wholly owned subsidiary.			

Place :

Date :

\_\_\_\_\_  
(Signature of the shareholder)

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### E- VOTING

Users who wish to opt for e-voting may use the following login credentials

EVEN (E- Voting Event Number)	USER ID	PASSWORD

Please follow steps for e-voting procedure as printed overleaf carefully before exercising your vote or login to <https://evoting.karvy.com>

(Please read the instructions before filling the form)

## GENERAL INFORMATION

- a. There will be one e-voting / Ballot Form for every Client ID No. / Folio No., irrespective of the number of joint holders.
- b. Members can opt for only one mode of voting i.e. either by e-voting or through Ballot. In case you are opting for voting by e-voting, then please do not cast your vote by Ballot and vice versa. In case Members cast their votes both by e-voting and Ballot, the votes cast through e-voting shall prevail and the votes cast through Ballot form shall be considered invalid.
- c. Voting rights in the e-voting /Ballot cannot be exercised by a proxy. However, corporate and institutional shareholders shall be entitled to vote through their authorised representatives with proof of their authorisation.
- d. Mr. Surjan Singh Rauthan, Proprietor of S S Rauthan and Associates, (Membership No. 4807, C.P. No.3233), has been appointed as Scrutinizer for conducting the Postal Ballot and e-voting process in a fair and transparent manner.

### Process for members opting for voting by Postal Ballot

- a. Members desiring to cast their vote by Ballot should complete and sign this Ballot Form and send it to the Scrutinizer, in the enclosed postage prepaid self-addressed envelope. Ballot Forms deposited in person or sent by post or courier at the expense of the Member will also be accepted.
- b. In case of joint holding, this Ballot Form should be completed and signed by the First named Member and in his/her absence by the next named Member.
- c. In respect of shares held by corporate and institutional shareholders (companies, trusts, societies, etc.), the completed Ballot Form should be accompanied by a certified copy of the relevant board resolution/ appropriate authorization, with the specimen signature(s) of the authorised signatory (ies) duly attested.
- d. The signature of the Member on this Ballot Form should be as per the specimen signature furnished by National Securities Depository Limited (NSDL) /Central Depository Services (India) Limited (CDSL) or registered with the Company, in respect of shares held in dematerialised form or in physical form, respectively.
- e. Completed Ballot Forms should reach the Scrutinizer no later than 05.00 P.M. IST on Tuesday, September 25, 2018. Ballot Forms received after this time and date will be considered invalid.
- f. Ballot Forms which are incomplete or unsigned or defective in any manner are liable to be rejected. The Scrutinizer's decision in this regard shall be final and binding.
- g. A Member seeking duplicate Ballot Form or having any grievance pertaining to the Ballot process can write to the Company's Registrars- Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot No. 31-32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad - 500 032 or to the e-mail ID [einward.ris@karvy.com](mailto:einward.ris@karvy.com). Duly completed and signed duplicate Ballot Forms should, however, reach the Scrutinizer not later than 05.00 P.M. on Tuesday, September 25, 2018.
- h. Members are requested not to send any paper {other than the resolution/authority as mentioned under "Process for Members opting for voting by Ballot" point (c) above} along with the Ballot Form in the enclosed self-addressed postage pre-paid envelope as all such envelopes will be sent to the Scrutinizer and if any extraneous paper is found in such envelope the same would not be considered and would be destroyed by the Scrutinizer.

### Process for members opting for e-voting

In terms of the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, to the extent applicable to the passing of Resolutions by way of postal ballot (hereinafter called "**the Rules**" for the purpose of this Section of the Postal Ballot Notice) and Regulation 44 of the Listing Obligations Regulations, the Company is providing facility to exercise votes on the item of business given in the Postal Ballot Notice through electronic voting system, to members holding equity shares in physical form or in dematerialized form as on **Friday, August 17, 2018 (EOD)** being the Cut-off date fixed for determining voting rights of members, entitled to participate in the remote e-voting process, through the e-voting platform provided by Karvy Computershare Pvt. Ltd. ("**Karvy**").

### The instructions for e-voting are as under

- a. Use the following URL for e-voting: <https://evoting.karvy.com>
- b. Enter the login credentials i.e., User ID and Password mentioned in your email/ Postal Ballot Form. Your Folio No./DP ID-Client ID will be your User ID. In case you do not have the password or have forgotten the Password, you can click on "FORGOT PASSWORD" to generate a new Password or get in touch with Karvy at the details mentioned under point (m) hereunder. However, if you are already registered with Karvy for e-voting, you can use your existing User ID and Password for casting your votes.
- c. After entering the details appropriately, click on "LOGIN".
- d. You will reach the Password change menu wherein you are required to mandatorily change your Password. The new Password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (@,#,\$,etc.). The system will prompt you to change your Password. It is strongly recommended not to share your Password with any other person and take utmost care to keep your Password confidential.
- e. You need to login again with the new credentials.
- f. On successful login, the system will prompt you to select the EVENT i.e. Glenmark Pharmaceuticals Ltd.
- g. On the voting page, the number of shares (which represents the number of votes) as held by the member as on the Cut-off Date will appear.
- h. If you desire to cast all the votes assenting/dissenting to the Resolutions, then enter all shares and click "FOR"/"AGAINST" as the case may be or partially in "FOR" and partially in "AGAINST", but the total number in "FOR/AGAINST" taken together should not exceed your total shareholding as on the cut-off date. You may also choose the option "ABSTAIN" and the shares held will not be counted under either head.
- i. Members holding multiple folios/demat accounts shall choose the voting process separately for each folio/demat account.
- j. Cast your votes by selecting an appropriate option and click on "SUBMIT". A confirmation box will be displayed. Click "OK" to confirm else "CANCEL" to modify. Once you confirm, you will not be allowed to modify your vote subsequently. During the voting period, you can login multiple times till you have confirmed that you have voted on the resolution.
- k. Corporate/Institutional Members (i.e. other than individuals, HUF, NRI, etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority letter, etc. together with attested specimen signature of the duly authorised signatory(ies) who are authorised to vote, to the Scrutinizer through e-mail [glenmark.evoting@karvy.com](mailto:glenmark.evoting@karvy.com). They may also upload the same in the e-voting module in their login. The scanned image of the above documents should be in the naming format "Corporate Name\_EVENT No."
- l. The Portal will remain open for remote e-voting from 9.00 a.m. on Monday, August 27, 2018 to 5.00 p.m. on Tuesday, September 25, 2018. The remote e-voting shall not be allowed beyond 5.00 p.m. on Tuesday, September 25, 2018.
- m. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for shareholders and e-voting User Manual available at the "download" section of <https://evoting.karvy.com> or contact Karvy Computershare Pvt. Ltd. on 1800 345 4001 (toll free) or contact Mr. V Rajendra Prasad - Manager, Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda Hyderabad - 500 032 Phone :+91 - 40 - 67161500, 33211000 or at toll free to Karvy at Tel. No. 1800 345 4001, who will address any grievances/queries connected with the e-voting.
- n. Members may alternatively cast their votes using the Ballot Form which is sent alongwith the Postal Ballot Notice and also available on the website of the Company.