

**NOTICE**

Notice is hereby given that the 74<sup>th</sup> Annual General Meeting (AGM) of the Company will be held through Video Conferencing / Other Audio Visual Means (VC/OAVM) on Tuesday, 13<sup>th</sup> August, 2024 at 3.30 p.m. to transact the business as mentioned in the Notice convening the said meeting, which is e-mailed to the Members of the Company.

The Annual Report for the financial year 2023-24 of which the Notice of 74<sup>th</sup> AGM is a part has been sent in electronic mode to Members whose e-mail IDs are registered with the Company or with the Depository Participant(s). The requirements of sending physical copy of the Notice of the AGM and Annual Report to the Members have been dispensed with vide MCA / SEBI Circular(s) issued from time to time.

The Annual Report for the financial year 2023-24 of which the notice of the 74<sup>th</sup> AGM is a part is also available on the Company's website [www.ipca.com](http://www.ipca.com). Members who have not received the Annual Report may download it from the Company's website or may request for a electronic copy of the same by writing to the Company at [investors@ipca.com](mailto:investors@ipca.com).

Notice is further given pursuant to Section 91 of the Companies Act, 2013 that the Register of Members and Share Transfer Books of the Company will remain closed from Wednesday, 7<sup>th</sup> August, 2024 to Tuesday, 13<sup>th</sup> August, 2024, both days inclusive, to determine the members entitlement of final dividend, if any, declared at the said Annual General Meeting and dividend will be payable to only those:

- Members, whose names appear in the Register of Members of the Company as on Tuesday, 6<sup>th</sup> August, 2024; and
- Beneficial owners whose names are provided by National Securities Depository Ltd. (NSDL) and Central Depository Services (India) Ltd. (CDSL) as at the close of business hours on Tuesday, 6<sup>th</sup> August, 2024.

Pursuant to the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide its members with the facility to exercise their right to vote on the agenda items as stated in the notice of the Annual General Meeting by electronic means and the business will be transacted through the e-voting services provided by National Securities Depository Limited (NSDL).

The details pursuant to the provisions of Section 108 of the Companies Act, 2013 and the relevant Rules prescribed thereunder are as follows:

- The business will be transacted through voting by electronic means.
- Date and time of commencement of remote e-voting: Friday, 9<sup>th</sup> August, 2024 (9.00 a.m.).
- Date and time of end of remote e-voting: Monday, 12<sup>th</sup> August, 2024 (5.00 p.m.).
- Cut-off Date: Tuesday, 6<sup>th</sup> August, 2024.
- Any person, who acquires shares of the Company and becomes member of the Company after despatch of the notice and holding shares as of the cut-off date i.e. 6<sup>th</sup> August, 2024 may obtain the login ID and password by sending an request to [evoting@nsdl.com](mailto:evoting@nsdl.com) by mentioning his/her Folio No. / DP ID and Client ID No. However, if any shareholder is already registered with NSDL for remote e-voting, then he can use his existing User ID and password for casting his vote. If any shareholder forgets his password, he can reset his password by using "Forgot User Details / Password" or "Physical User / Reset Password" option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or contact NSDL at Toll Free No: 022 - 48867000.
- E-voting by electronic mode shall not be allowed beyond 5.00 p.m. on Monday, 12<sup>th</sup> August, 2024.
- The members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM thru VC/OAVM but shall not be entitled to cast their vote again.
- Members of the Company holding shares either in physical form or in dematerialized form as on the cut-off date of 6<sup>th</sup> August, 2024 only shall be entitled to avail the facility of remote e-voting as well as e-voting at the Annual General Meeting. The voting rights of the members shall be in proportion to their shares of the paid-up equity share capital of the Company.
- The Company is also providing remote e-voting facility to its members in respect of the business to be transacted during the 74<sup>th</sup> AGM. Members may follow the same procedure for e-Voting during the 74<sup>th</sup> AGM as mentioned in the notice for remote e-Voting. Only those Members, who will be present in the 74<sup>th</sup> AGM through VC/OAVM facility and have not cast their vote on the resolutions through remote e-Voting shall be eligible to vote through e-Voting system in the 74<sup>th</sup> AGM.
- The Annual Report for the financial year 2023-24 of which the Notice of the 74<sup>th</sup> AGM is a part is also available on the Company's website [www.ipca.com](http://www.ipca.com) and on the website of National Securities Depository Ltd. (NSDL) [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- The shareholders may contact the Company Secretary for any grievances connected with electronic voting :

Harish P Kamath

Corporate Counsel & Company Secretary

Ipca Laboratories Limited

48, Kandivli Industrial Estate, Kandivli (W), Mumbai 400 067

Tel. No. (022) 6210 6050, E-mail : [investors@ipca.com](mailto:investors@ipca.com)

**By Order of the Board  
For Ipca Laboratories Limited**

**Harish P Kamath**

**Corporate Counsel & Company Secretary**

**ACS 6792**

**Mumbai**

**18<sup>th</sup> July, 2024**