



## GLENMARK PHARMACEUTICALS LIMITED

Registered Office: B/2, Mahalaxmi Chambers, 22, Bhulabhai Desai Road, Mumbai - 400 026  
Corporate Office: Glenmark House, HDO Corporate Building, Wing A, B. D. Sawant Marg, Chakala,  
Off Western Express Highway, Andheri (E), Mumbai - 400 099.  
Tel No.:+9122 40189999, Fax No. +9122 40189986  
CIN: L24299MH1977PLC019982

Website: [www.glenmarkpharma.com](http://www.glenmarkpharma.com); Email: [complianceofficer@glenmarkpharma.com](mailto:complianceofficer@glenmarkpharma.com)

Serial No. : BALNO

Name and Registered Address of the Sole/First  
named Member : HOLDER  
HOLDER\_ADD  
HOLDER\_AD1  
HOLDER\_AD2  
HOLDER\_AD3  
PIN : HOLDER\_PIN

Name(s) of the joint Member(s), if any : SECOND  
THIRD

Registered Folio No. / DP & Client ID No. : DPID / HOLDER\_FOL  
Number of Shares held : TOTAL\_SHAR

Dear Member,

### Sub.: Voting through electronic means

Pursuant to the provisions of Section 108 of the Companies Act, 2013 (“**the Act**”) and other applicable provisions of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended from time to time (“**Companies Management Rules**”) and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to offer remote e-voting facility as an option to all the Members of the Company. Glenmark Pharmaceuticals Limited (“**the Company**”) has engaged the services of Karvy Computershare Private Limited (“**Karvy**”) as the Authorised Agency for facilitating remote e-voting in respect of items of business to be transacted at the Thirty Eighth Annual General Meeting (“**AGM**”) scheduled to be held on Friday, 12th August, 2016 at 11:30 a.m., to enable the Members to cast their votes. Remote e-voting is optional. The facility for voting, either through electronic voting system or polling paper shall also be made available at the AGM and the Members who have not cast their vote by remote e-voting shall be able to exercise their vote at the meeting. The Members who have already cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.

The remote e-voting particulars are set out below:

<b>EVSN (e-voting sequence number)</b>	<b>USER ID</b>	<b>PASSWORD/PIN</b>
EVENT_NO	USER_ID	PWD

The remote e-voting facility will be available during the following voting period:

<b>Commencement of remote e-voting</b>	<b>End of remote e-voting</b>
From 9:00 a.m. on 09th August, 2016	Up to 5:00 p.m. on 11th August, 2016

### The remote e-voting shall not be allowed beyond 5:00 p.m. on 11th August, 2016.

The Members whose names are recorded in the register of Members or in the register of beneficial owners maintained by the depositories as on 05th August, 2016 being the Cut-off date (cut-off date for the purpose of Rule 20(2)(ii) of the Companies Management Rules) fixed for determining the voting rights of the Members who are entitled to participate in the remote e-voting process, through the remote e-voting platform provided by Karvy.

Please read the instructions printed overleaf before exercising the vote. This communication forms an integral part of the Notice dated 12th May, 2016 convening the Thirty Eighth Annual General Meeting scheduled to be held on Friday, 12th August, 2016. Attention is invited to the statement on the accompanying Notice that the business of the meeting may be transacted through remote e-voting system and that the Company is providing facility for voting by electronic means.

The notice of the Annual General Meeting and this communication are also available on the website of the Company [www.glenmarkpharma.com](http://www.glenmarkpharma.com)

By Order of the Board  
For Glenmark Pharmaceuticals Limited

Sd/-  
Sanjay Kumar Chowdhary  
Company Secretary & Compliance Officer

## **INSTRUCTIONS FOR REMOTE E-VOTING**

1. Open your web browser during the voting period and navigate to <https://evoting.karvy.com>
2. Enter the login credentials [i.e., User ID and password mentioned overleaf]. **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 or you have become member after the dispatch of the AGM notice i.e post 19th July, 2016, you can click on “FORGOT PASSWORD” to generate a new Password or get in touch with Karvy at the details mentioned under point (13) hereunder. However, if you are already registered with Karvy for e-voting, you can use your existing User ID and Password for casting your vote.
3. After entering the details appropriately, click on “LOGIN”.
4. 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 one special character (@, #,\$,etc.). The system will prompt you to change your Password and update any contact details like mobile, email etc. on first login. You may also enter the secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended not to share your password with any other person and take utmost care to keep your Password confidential for casting your vote in a secure manner.
5. You need to login again with the new credentials.
6. On successful login, the system will prompt you to select the EVENT i.e., Glenmark Pharmaceuticals Limited.
7. 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.
8. If you desire to cast all the votes assenting/dissenting to the resolution, 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.
9. Members holding multiple folios / demat account shall choose the voting process separately for each folio/demat account.
10. Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
11. 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 resolutions.

### **Other Instructions:**

12. Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently. Further, the Member who has cast his/her vote electronically through remote e-voting shall not be able to vote at the AGM again, and his/her earlier vote (cast through remote e-voting) shall be treated as final.
13. The Notice of the AGM alongwith the Annual Report 2015-2016 are also available on the Company’s website [www.glenmarkpharma.com](http://www.glenmarkpharma.com) and on website of Karvy, <http://evoting.karvy.com>. In case of any queries, you may refer the Frequently Asked Questions (FAQs) and e-voting User Manual for Members available at the download section of <http://evoting.karvy.com> 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 remote e-voting.
14. Mr. Surjan Singh Rauthan, Partner of M/s. MARK & Associates Company Secretaries LLP, Practicing Company Secretary [Membership No. F4807 & C.P. No. 3233] has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
15. The Scrutinizer shall, immediately after the conclusion of voting at the AGM, first count the votes cast at the AGM, thereafter unblock the votes cast through remote e-voting in the presence of at least two (2) witnesses not in the employment of the Company and make a consolidated Scrutinizer’s Report of the total votes cast in favour or against, if any, within a period not exceeding 48 hours from the conclusion of the AGM, forthwith to the Chairman/or a person authorised by the Chairman in writing, of the Company.
16. The Results shall be declared on or after the AGM of the Company. The Results declared alongwith the Scrutinizer’s Report shall be placed on the Company’s website [www.glenmarkpharma.com](http://www.glenmarkpharma.com) and on the website of Karvy <http://evoting.karvy.com> within 48 hours of passing of the resolutions at the AGM of the Company and communicated to the BSE Limited and National Stock Exchange of India Limited.
17. The resolutions shall be deemed to be passed on the date of the Annual General Meeting, subject to receipt of sufficient votes.
18. **Corporate / Institutional Members** (i.e. other than Individuals, HUF, NRI, etc.) are also required to send scanned certified true copy (PDF/JPG Format) of the relevant Board Resolution/Authority Letter, etc., together with attested specimen signature(s) of the duly authorised signatory(ies) who are authorised to vote, to the Scrutinizer through e-mail on [glenmark.evoting@karvy.com](mailto:glenmark.evoting@karvy.com) with a copy marked to [evoting@karvy.com](mailto:evoting@karvy.com). They may also upload the same in the e-voting module in their login. The scanned image of the above mentioned documents should be in the naming format “Corporate Name\_EVENT No.”

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