



LUPIN LIMITED

Registered Office

Kalpataru Inspire, 3rd Floor, Off Western Express Highway,
Santacruz (East), Mumbai - 400 055.

Tel.: 022 6640 2402 / 2403

CIN: L24100MH1983PLC029442

Website: www.lupin.com E-mail: investorservices@lupin.com

Dear Members,

Subject: Process and manner for availing remote e-voting facility

In terms of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended and Regulation 44 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, the Company is pleased to provide members facility to exercise their right to vote on Resolution proposed to be considered at the Extraordinary General Meeting (EGM) by electronic means.

The facility of casting the votes by the members using an electronic voting system from a place other than venue of the EGM ("remote e- voting") is being provided through Link Intime India Pvt. Ltd. (LIPL) e-voting platform. You can accord your assent/dissent by accessing the website <https://instavote.linkintime.co.in> and logging in by using your User ID and Password.

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

Commencement of remote e-voting	Thursday, December 5, 2019 at 9.00 a.m.
End of remote e-voting	Sunday, December 8, 2019 at 5.00 p.m.
EVEN (E-voting Event Number)	190300

During the above remote e-voting period, members of the Company holding shares either in physical form or in dematerialized form, as on the cut-off date of **Tuesday, December 3, 2019**, may cast their vote electronically. The remote e-voting module shall be disabled for voting after the remote e-voting period ends.

These details and instructions form an integral part of the Notice dated November 11, 2019 convening the EGM to be held at Kalpataru Inspire, 4th Floor, Off Western Express Highway, Santacruz (East), Mumbai – 400 055, on **Monday, December 9, 2019, at 3.30 p.m.**

Please read the following instructions before exercising the remote e-voting.

INSTRUCTION FOR E-VOTING

1. Open the internet browser and launch the URL: <https://instavote.linkintime.co.in>

Those who are first time users of LIPL e-voting platform or holding shares in physical mode have to mandatorily generate their own Password, as under:-

► Click on "**Sign Up**" under '**SHARE HOLDER**' tab and register with your following details:-

A. User ID : Enter your User ID

B. PAN : Enter your 10 digit Permanent Account Number (PAN) (Members who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.

C. DOB/DOI : Enter the Date of Birth (DOB)/ Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)

D. Bank Account Number: Enter last four digits of your bank account number, as recorded with your DP/Company.

- Members holding shares in **CDSL demat account shall provide either 'C' or 'D', above**
- Members holding shares in **NSDL demat account shall provide 'D', above**
- Members holding shares in **physical form** but have not recorded '**C**' and '**D**', shall provide their Folio number in '**D**' above

► Set the password of your choice (The password should contain minimum 8 characters, at least one special character, at least one numeral, at least one alphabet and at least one capital letter).

► Click "confirm" (Your password is now generated).

2. Click on '**Login**' under '**SHARE HOLDER**' tab.
3. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on '**Submit**'.
4. After successful login, you will be able to see the notification for e-voting. Select '**View**' icon for '**Lupin Limited / Event number 190300**'.
5. E-voting page will appear.
6. Refer the Resolution description and cast your vote by selecting your desired option '**Favour / Against**' (If you wish to view the entire Resolution details, click on the '**View Resolution**' file link).
7. After selecting the desired option i.e. Favour / Against, click on '**Submit**'. A confirmation box will be displayed. If you wish to confirm your vote, click on '**Yes**', else to change your vote, click on '**No**' and accordingly modify your vote.
8. Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on the e-voting system of LIPL at <https://instavote.linkintime.co.in>, and register themselves as '**Custodian/ Mutual Fund /Corporate Body**'. They are also required to upload a scanned certified true copy of the board resolution /authority letter/power of attorney etc. together with attested specimen signature of the duly authorised representative(s) in PDF format in the '**Custodian/Mutual Fund/Corporate Body**' login for the Scrutinizer to verify the same.

If you have forgotten the password:

- Click on '**Login**' under '**SHARE HOLDER**' tab and further Click '**forgot password?**'
 - Enter **User ID**, select **Mode** and Enter Image Verification (CAPTCHA) Code and Click on '**Submit**'.
- In case member is having valid email address, Password will be sent to his / her registered e-mail address.
 - Member can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, last four digits of bank account number etc. as mentioned above.
 - The password should contain minimum 8 characters, at least one special character, at least one numeral, at least one alphabet and at least one capital letter.
 - It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

In case Members have any queries regarding e-voting, they may refer the **Frequently Asked Questions ('FAQs')** and **InstaVote e-voting manual** available at <https://instavote.linkintime.co.in>, under **Help** Section or communicate to the Registrar and Transfer Agent of the Company, Link Intime India Pvt. Ltd. Unit: Lupin Limited at C-101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai – 400 083 or at rnt.helpdesk@linkintime.co.in / enotices@linkintime.co.in or on tel: 022-4918 2505 / 4918 6000.

GENERAL INSTRUCTIONS

1. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of **Tuesday, December 3, 2019**.
2. You are advised to cast your vote only through one mode (i.e. remote e-voting or voting at the EGM). In case you cast your votes through both the modes, votes cast through remote e-voting shall only be considered.
3. The facility for voting through ballot paper shall also be made available at the EGM venue. Members who have already cast their vote by remote e-voting prior to the EGM may also attend the EGM but shall not be entitled to cast their vote at the EGM.
4. Ms. Neena Bhatia, Practicing Company Secretary (FCS 9492) has been appointed as the Scrutinizer to scrutinize the remote e-voting and ensure that the voting process at the EGM conducted in a fair and transparent manner.
5. The Scrutinizer shall after the conclusion of voting at the EGM, first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than forty eight hours of the conclusion of the EGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairperson or a person authorized in writing, who shall countersign the same and declare the result of the voting forthwith.
6. The Results declared along with the Report of the Scrutinizer shall be placed on the website of the Company www.lupin.com and on the LIPL website <https://instavote.linkintime.co.in>, and shall also be forwarded to the BSE Limited (BSE) and National Stock Exchange of India Limited (NSE).
