



Abbott

## Abbott India Limited

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 Registered Office: 3, Corporate Park, Sion-Trombay Road, Mumbai - 400 071  
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**NOTICE OF SEVENTY-EIGHTH ANNUAL GENERAL MEETING TO BE HELD THROUGH VIDEO-CONFERENCING("VC")/OTHER AUDIO-VISUAL MEANS ("OAVM"), REMOTE E-VOTING AND BOOK CLOSURE**

Notice is hereby given that Seventy-eighth Annual General Meeting ("78<sup>th</sup> AGM") of Abbott India Limited ("the Company") will be held on Wednesday, August 10, 2022 at 9.30 a.m. through Video-Conferencing ("VC")/Other Audio-Visual Means ("OAVM") pursuant to the Circular Nos. 14/2020 dated April 08, 2020, 17/2020 dated April 13, 2020, 20/2020 dated May 5, 2020, 02/2021 dated January 13, 2021, 21/2021 dated December 14, 2021 and 2/2022 dated May 5, 2022, respectively issued by the Ministry of Corporate Affairs ("MCA Circulars") read with SEBI Circular Nos. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022 ("SEBI Circular") and all other applicable provisions of the Companies Act, 2013 and Rules made thereunder ("the Act") and to transact the business as set forth in the Notice of the 78<sup>th</sup> AGM.

In compliance with the MCA Circulars and the SEBI Circular, Annual Report for the financial year 2021-22 along with the Notice of 78<sup>th</sup> AGM is being sent today i.e., Monday, July 18, 2022 through electronic mode to the Members whose email addresses are available with the Company/Depositories/Depository Participants.

The Members whose email addresses are not registered with the Company are requested to do so by following the process given below:

- In case shares are held in physical mode, please provide Folio No., Name of the Shareholder, scanned copies of the Share Certificate (front and back), PAN (self-attested scanned copy), AADHAR (self-attested scanned copy) by email to [inward.ris@kfintech.com](mailto:inward.ris@kfintech.com)
- In case shares are held in demat mode, please get in touch with your respective Depository Participants for updating your email address.

Post successful registration of the email address, the Member will get soft copy of the Notice and the procedure for e-voting along with the User ID and the Password to enable e-voting for this Meeting. In case of any queries, Member may write to [investorrelations.india@abbott.com](mailto:investorrelations.india@abbott.com).

As per Section 108 of the Companies Act 2013, read with Rule 20 of the Companies (Management and Administration) Rules, 2015 and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, from time to time ("the SEBI Listing Regulations"), the Company offers the remote e-voting facility to the Members to cast their votes by electronic means on all the resolutions set out in the Notice convening 78<sup>th</sup> AGM.

The facility for voting shall be provided at the Meeting. Members attending the Meeting who have not cast their vote earlier by remote e-voting shall be entitled to vote at this Meeting. A Member can participate in the Meeting even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at this Meeting.

The details required under the Act are given below:

- The Notice of the AGM and Annual Report for the financial year ended March 31, 2022 are also available on the website of the Company at [www.abbott.co.in](http://www.abbott.co.in), of BSE Limited at [www.bseindia.com](http://www.bseindia.com) and of National Securities Depository Limited ("NSDL") at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- The Company has engaged the services of National Securities Depository Limited to provide electronic voting facility to the Members of the Company.
- The remote e-voting facility will be available during the following voting period:

Commencement of Remote E-voting:	<b>From 9 a.m. (IST) on Sunday, August 7, 2022</b>
End of Remote E-voting:	<b>Upto 5 p.m. (IST) on Tuesday, August 9, 2022</b>

The remote e-voting will not be allowed beyond the aforesaid date and time. The remote e-voting module shall be disabled by NSDL upon expiry of the aforesaid period.

- The cut-off date for the purpose of remote e-voting and voting at the AGM is August 3, 2022 ("cut-off date").** A person, whose name is recorded in the Register of Members or in the Register of Beneficial Owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the 78<sup>th</sup> AGM.
- 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.
- In case of Members whose email addresses are registered with the Company, User ID and Password will be sent through email by NSDL. In case Member is already registered with NSDL for remote e-voting, they can use their existing User ID and Password for casting their vote.
- Any person holding shares in physical form and non-individual shareholders, who acquires shares of the Company and becomes a Member of the Company after sending of the Notice and holding shares as of the cut-off date, may obtain the User ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). However, if he/she is already registered with NSDL for remote e-voting then he/she can use his/her existing User ID and Password for casting the vote.  
In case of Individual Shareholders holding securities in demat mode and who acquires shares of the Company and becomes a Member of the Company after sending of the Notice and holding shares as of the cut-off date may follow the steps given in the Notice of the 78<sup>th</sup> AGM.
- The facility of voting at the Meeting will be provided at the AGM. Members attending the Meeting and who have not cast their vote earlier by remote e-voting shall be able to vote at the Meeting.
- Member can participate in the AGM even after exercising the right to vote through remote e-voting but shall not be allowed to vote again at the Meeting.
- Once the vote on a resolution is cast by the Member by remote e-voting, he shall not be allowed to modify the same or cast vote again.
- Mr. Taizoon M. Khumri, Practicing Company Secretary (Certificate of Practice No: 88) (Membership No: FCS 993) has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
- The Scrutinizer shall, after the conclusion of voting at the Meeting, count the votes cast at the Meeting and unblock the votes cast through remote e-voting and voting at the Meeting in the presence of at least two witnesses, not in the employment of the Company and shall make, not later than forty-eight hours from the conclusion of the AGM, a consolidated Scrutinizer's Report of the total votes cast in favor or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
- The Results shall be declared by the Chairman or any other person authorized by him in writing on or within forty-eight hours from the conclusion of the AGM. The results declared shall be along with the consolidated Report of the Scrutinizer be placed on the website of the Company i.e. [www.abbott.co.in](http://www.abbott.co.in) and on the website of NSDL i.e. [www.evoting.nsdl.com](http://www.evoting.nsdl.com) immediately after the declaration of results. The results shall simultaneously be forwarded to the BSE Limited, Mumbai.
- Detailed process and manner of casting of votes are provided in the Notice of 78<sup>th</sup> AGM sent to the Members via email along with Annual Report for the year 2021-22.
- Subject to receipt of the requisite number of votes, the Resolutions shall be deemed to be passed on the date of the AGM i.e. August 10, 2022.**
- In case of any queries, Members can refer to the Frequently Asked Questions (FAQs) and e-voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on Toll Free No.: 1800 1020 990/1800 224 430 or write to Ms Sarita Mote-Assistant Manager at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
- Members may address their queries/grievances connected with remote e-voting to:

Particulars	National Securities Depository Limited	Abbott India Limited
<b>Name and Designation</b>	Ms Sarita Mote Assistant Manager	Ms Krupa Anandpara Company Secretary
<b>Address</b>	Trade World, 'A' Wing, 4 <sup>th</sup> Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013	16 <sup>th</sup> Floor, Godrej BKC, Plot C - 68, "G" Block, Bandra Kurla Complex, Near MCA Club, Bandra (East), Mumbai - 400051
<b>Telephone No.</b>	+91-22-2499 4890	+91-22-5046 1000/2000
<b>E-mail ID</b>	<a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a>	<a href="mailto:investorrelations.india@abbott.com">investorrelations.india@abbott.com</a>

Notice is further given that pursuant to the provisions of Section 91 of the Act and the SEBI Listing Regulations, the Register of Beneficial Owners, Register of Members and Share Transfer Books of the Company will remain closed from Thursday, August 4, 2022 to Wednesday, August 10, 2022 (both days inclusive).

Final dividend of ₹ 145/- and special dividend of ₹ 130/- per equity share for the year ended March 31, 2022, recommended by the Board of Directors, if approved by the Members at the ensuing AGM, will be paid on and from August 17, 2022 electronically through various online transfer modes to those Members who have updated their bank account details and to the Members whose names appear on the Register of Members as on August 10, 2022, and to the Beneficial Owners of the shares as on August 3, 2022 as per the details furnished by the Depositories for this purpose. For Members who have not updated their bank account details, demand drafts will be sent out to their registered addresses. To avoid delay in receiving the final dividend, Members are requested to update their bank details with their Depositories (where shares are held in dematerialized mode) and with the Company's Registrar and Share Transfer Agent (where shares are held in physical mode) by sending duly signed Form ISR-1 alongwith required documents at [inward.ris@kfintech.com](mailto:inward.ris@kfintech.com) to receive the dividend directly into their bank account on the payout date.

Members may further note that in accordance with the provisions of the Income Tax Act, 1961 (IT Act) as amended by and read with the provisions of the Finance Act, 2020, with effect from April 1, 2020, dividend declared and paid by the Company is taxable in the hands of its Shareholders and the Company is required to deduct Tax at Source (TDS) from dividend paid to the Shareholders at the applicable rates. Further effective July 1, 2021, Finance Act, 2021 has inserted Section 206AB of the Income Tax Act, 1961 (IT Act) as a special provision for TDS for non-filers of income-tax return whereby tax has to be deducted at twice the rate specified in the relevant provision of the IT Act.

The withholding tax rate would vary depending on the residential status of the Member and documents registered with the Company. In order to enable us to determine the appropriate TDS rate as applicable, Members are requested to submit the necessary documents in accordance with the provisions of the Income-tax Act, 1961 through the link <https://ris.kfintech.com/form15/>.

A separate communication have been sent through electronic mode to the Members whose email addresses are available with the Company/Depositories/Depository Participants describing the detailed process to submit the documents/declarations along with the formats, in respect of deduction of Tax at Source on the dividend payout. The intimation is also available on the website of the Company at [www.abbott.co.in](http://www.abbott.co.in).

By Order of the Board

Krupa Anandpara  
Company Secretary  
Membership No.: ACS 16536

Place: Mumbai  
Date: July 18, 2022