



## Abbott India Limited

Corporate Identification Number (CIN) : L24239MH1944PLC007330  
Registered Office : 3-4 Corporate Park, Sion-Trombay Road, Mumbai – 400 071  
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### REMOTE E-VOTING FORM

Pursuant to Section 108 of the Companies Act, 2013 read with Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Serial No. :

Name of the sole / first named Member :  
Address :

Registered folio No./ DP ID\* & Client ID\* :  
(\*applicable to investors holding shares in dematerialised form)

No. of Shares held :

Dear Member,

#### Sub : Voting through electronic means

Pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Management and Administration) Amendment Rules, 2015, and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, Abbott India Limited (“the Company”) is pleased to provide to its Members, the facility to exercise their vote by electronic means i.e ‘remote e-voting’ on resolutions proposed to be passed at the Seventy-second Annual General Meeting scheduled to be held on Monday, July 18, 2016 at 3.30 p.m.

The Company has engaged the services of National Securities Depository Limited (NSDL) as agency to provide remote e-voting facilities. The remote e-voting facility is available at the link <https://www.evoting.nsdl.com>

The remote e-voting particulars are set out below :

#### REMOTE ELECTRONIC VOTING PARTICULARS

| EVEN<br>(Electronic Voting Event Number) | User ID | Password |
|--|---------|----------|
|  |         |          |

**If you have already registered for e-voting, no password has been provided here. Kindly refer specific Instruction 'C' overleaf.**

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

| Commencement of e-voting            | End of e-voting                    |
|-------------------------------------|------------------------------------|
| From 10 a.m. (IST) on July 15, 2016 | Upto 5 p.m. (IST) on July 17, 2016 |

The remote e-voting will not be allowed beyond the aforesaid date and time and 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 Annual General Meeting is July 11, 2016.**

This Communication forms an integral part of the Notice dated May 25, 2016 convening the Seventy-second Annual General Meeting scheduled to be held on Monday, July 18, 2016 at 3.30 p.m.

Please read the instructions printed overleaf before exercising the vote.

The Notice of the Annual General Meeting and this Communication are also available on the website of the Company at [www.abbott.co.in](http://www.abbott.co.in)

By Order of the Board

Mumbai  
May 25, 2016

**Krupa Anandpara**  
Company Secretary  
Membership No.: ACS16536

## PROCESS AND MANNER FOR REMOTE E-VOTING

### Specific Instructions and process to be followed for remote e-voting :

- A. In case a Member receives an email from NSDL [for members whose email ids are registered with the Company / Depository Participants(s)] :
- Open email and open PDF file viz; "Abbott India Limited-remote e-voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password for remote e-voting. Please note that the password is an initial password.
  - Launch internet browser by typing the following URL : <https://www.evoting.nsd.com>
  - Click on Shareholder - Login.
  - Put user ID and password as initial password noted in step (i) above. Click Login.
  - Password change menu appears. Change the password with new password of your choice with minimum 8 digits / characters or combination thereof. Note your new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
  - Home page of remote e-voting opens. Click on remote e-voting : Active Voting Cycles.
  - Select "EVEN" of "Abbott India Limited".
  - Now you are ready for remote e-voting as Cast Vote page opens.
  - Cast your vote by selecting appropriate option and click on "Submit" and then "Confirm" when prompted.
  - Upon confirmation, the message "Vote cast successfully" will be displayed.
  - Once you have voted on the resolution, you will not be allowed to modify your vote or cast the vote again.
  - Institutional Shareholders (i.e. other than individuals, HUF, NRI, etc.) are required to send scanned copy (PDF / JPG Format) of the relevant Certified True Copy of the Board Resolution / Authority letter etc. for authorising the representatives to vote on their behalf, to the Scrutinizer through e-mail to [cstaizoonkhumri@gmail.com](mailto:cstaizoonkhumri@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)
- B. In case a Member receives physical copy of the Notice of Annual General Meeting [for Members whose email ids are not registered with the Company / Depository Participants(s) or requested for a physical copy] :
- Initial password is provided as mentioned overleaf of the remote e-voting form for the Annual General Meeting :

| <b>EVEN (Remote E-voting Event Number)</b>  | <b>USER ID</b> | <b>PASSWORD</b> |
|---|----------------|-----------------|
| ii) Please follow all steps from Sl. No. (ii) to Sl. No. (xii) above, to cast vote. |                |                 |
- C. If you are already registered with NSDL for remote e-voting then you must use your existing user ID and password for casting your vote.  
If you have forgotten your password, you can reset your password by using "Forgot User Details / Password" option available on [www.evoting.nsd.com](http://www.evoting.nsd.com) or contact NSDL at the following toll free no.: 1800-222-990.
- D. Any person, who acquires shares of the Company and becomes a Member of the Company after the date of dispatch of the Notice and holding shares as of the cut-off date i.e. July 11, 2016, may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

### General Instructions :

- In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and remote e-voting user manual for Shareholders, available at the downloads section of [www.evoting.nsd.com](http://www.evoting.nsd.com) or call on toll free no.: 1800-222-990.
- You can also update your mobile number and e-mail id in the User Profile details on the website of NSDL which may be used for sending future communication(s).
- 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 i.e. July 11, 2016 only shall be entitled to avail the facility of remote e-voting as well as voting at the Annual General Meeting through ballot paper.
- 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 i.e. July 11, 2016.
- The facility of voting through ballot paper will be provided at the Annual General Meeting. Members attending the meeting and who have not cast their vote earlier by remote e-voting shall be able to vote at the meeting.
- A Member can participate in the Annual General Meeting even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the Meeting.
- Once you have voted on the resolution, you will not be allowed to modify your vote or cast the vote again.
- Mr Taizoon M. Khumri, Practicing Company Secretary (CP No. 88) (Membership No. FCS 993) has been appointed as the Scrutinizer to scrutinize the voting process in a fair and transparent manner.
- The Scrutinizer shall after the conclusion of voting at the Meeting, will count the votes cast at the Meeting and 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 Annual General Meeting, a consolidated Scrutinizer's Report of the total votes cast in favour 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 Annual General Meeting. The results declared shall be alongwith 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 immediately after the declaration of results. The results shall simultaneously be forwarded to the BSE Limited, Mumbai.
- Subject to receipt of the requisite number of votes, the Resolutions shall be deemed to be passed on the date of the Annual General Meeting i.e. July 18, 2016.**