



## Abbott India Limited

CIN: L24239MH1944PLC007330  
 Regd Off: 3, Corporate Park, Sion-Trombay Road, Mumbai - 400 071  
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### NOTICE OF POSTAL BALLOT

Members are hereby informed that pursuant to the provisions of Section 110 and other applicable provisions of the Companies Act, 2013 ("the Act") read with the Companies (Management and Administration) Rules, 2014 ("the Rules"), as amended, Abbott India Limited ("the Company") is seeking approval from its Members for passing of a special resolution as set out in the Postal Ballot Notice dated April 27, 2020 ("Postal Ballot Notice") by way of electronic voting.

In terms of the relevant provisions of the Act read with the Rules and in accordance with the guidelines prescribed by the Ministry of Corporate Affairs ("MCA") for holding general meetings/ conducting postal ballot process through e-voting vide General Circular Nos. 14/2020 dated April 8, 2020 and 17/2020 dated April 13, 2020 ("MCA Circulars"), the Postal Ballot Notice along with the instructions regarding e-voting has been sent only by email on **Tuesday, May 5, 2020** to all those Members, whose email address is registered with the Company or with the Depositories/Depository Participants or KFin Technologies Private Limited ("KFin") and whose names appear in the Register of Members/list of Beneficial Owners as on **Friday, May 1, 2020** ("Cut-off Date"). Members are required to communicate their assent or dissent through the remote e-voting system only.

The Postal Ballot Notice is available on the website of the Company at [www.abbott.co.in](http://www.abbott.co.in) and on the e-voting website of KFin at <https://evoting.karvy.com>. As per the MCA Circulars and in view of non-availability of postal and courier services, physical copy of Postal Ballot Notice, Postal Ballot Form and pre-paid business reply envelope have not been sent to the Members for this Postal Ballot.

Members who have not registered their email address and in consequence could not receive the Postal Ballot Notice may temporarily get their email address registered with the Company's Registrar and Share Transfer Agent, KFin Technologies Private Limited, by accessing the link <https://karisma.kfintech.com/emailreg> and following the registration process as given below. Alternatively, the process may be completed by accessing the link under the Investor Section of the Company's website on [www.abbott.co.in](http://www.abbott.co.in).

#### Electronic folios:

- Visit the link <https://karisma.kfintech.com/emailreg>.
- Select the Company name i.e. Abbott India Limited.
- Member to enter DPID, Client ID/Beneficiary ID and PAN.
- Member to enter the email address and mobile No.
- System checks the authenticity of the Client ID and PAN and sends the different OTPs to mobile No. and email address to validate.
- Member to enter the OTPs received by SMS and email to complete the validation process. (OTPs will be valid for 5 minutes only).
- System confirms the registration of email address.

#### Physical folios:

- Visit the link <https://karisma.kfintech.com/emailreg>.
- Select the Company name i.e. Abbott India Limited.
- Member to enter physical Folio No. and PAN.
- If PAN is not available in the records, Member to enter one of the Share Certificate No.
- Member to enter the email address and mobile No.
- System checks the authenticity of the Folio No. and PAN/Certificate No. and sends the different OTPs to mobile No. and email address to validate.
- Member to enter the OTPs received by SMS and email to complete the validation process. (OTPs will be valid for 5 minutes only).
- If PAN is not available, system will prompt to upload the duly signed scan copy of the PAN.
- System confirms the registration of email address.

Post successful registration of the email address, the Member would 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 Postal Ballot. In case of any queries, Member may write to [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com).

It is clarified that for permanent registration of email address, the Members are requested to register their email address, in respect of electronic holdings with the Depository through the concerned Depository Participants and in respect of physical holdings with the Company's Registrar and Share Transfer Agent, KFin Technologies Private Limited, Selenium, Tower B, Plot 31 & 32, Gachibowli, Financial District, Nanakramguda, Hyderabad 500 032, India by following due procedure.

Mr Taizoon M. Khumri, Practicing Company Secretary (CP No. 88 and Membership No. FCS 993) has been appointed as "Scrutinizer" for conducting the Postal Ballot process in a fair and transparent manner.

In compliance with the provisions of Sections 108 and 110 of the Act read with the Rules made thereunder, Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, ("the Listing Regulations") and in accordance with the MCA Circulars, the Company has engaged KFin as the agency for facilitating remote e-voting to enable the Members to cast their votes electronically ("remote e-voting"). Voting rights of the Members shall be reckoned as on the Cut-off Date. Person who is not a Member as on the Cut-off Date should treat this Notice for information purposes only.

The period of e-voting shall commence on **Friday, May 8, 2020 at 9.00 A.M. (IST) and end on Saturday, June 6, 2020 at 5.00 P.M. (IST)**. The e-voting module shall be disabled by KFin for voting after the abovementioned time. No voting shall be allowed thereafter. Once the vote is confirmed by the Member, he/she shall not be allowed to change it subsequently.

The result of the Postal Ballot shall be announced **not later than 3.30 P.M. (IST) on Monday, June 8, 2020** at the Corporate Office of the Company. The resolution, if passed by the requisite majority, shall be deemed to have been passed on the last date specified by the Company for e-voting, i.e. **Saturday, June 6, 2020**.

The result of the Postal Ballot along with the Scrutinizer's Report will be placed on the Company's website, i.e. [www.abbott.co.in](http://www.abbott.co.in) and on the e-voting website of KFin i.e. <https://evoting.karvy.com>. The same shall simultaneously be communicated to the BSE Limited, on which the shares of the Company are listed and displayed at the Registered Office and Corporate Office of the Company once the lockdown is lifted.

In case of any query/concern/grievance, Members may refer the (i) remote e-voting user manual or (ii) Help & Frequently Asked Questions (FAQs), available at the downloads section of <https://evoting.karvy.com> or may contact Mr Premkumar Nair, downloads Corporate Registry, KFin Technologies Private Limited at Selenium, Tower B, Plot 31 & 32, Gachibowli, Financial District, Nanakramguda, Hyderabad 500 032, India, at email: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com); 1800-3454-001 (toll free) or may write to the Company Secretary at [investorrelations.india@abbott.com](mailto:investorrelations.india@abbott.com).

Mumbai  
 May 6, 2020

Abbott India Limited

Krupa Anandpara  
 Company Secretary  
 Membership No.: ACS 16536