



Abbott India Limited

CIN: L24239MH1944PLC007330

Regd Off: 3, Corporate Park, Sion-Trombay Road, Mumbai – 400 071

Tel No.: 022-5046 1000/2000/6797 8888 Fax No.: 022-5016 9400

Email Id: investorrelations.india@abbott.com Website: www.abbott.co.in

NOTICE OF POSTAL BALLOT

Members are hereby informed that pursuant to the provisions of Sections 108, 110 and other applicable provisions, if any, of the Companies Act, 2013 ("the Act") read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) ("the Rules"), and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended ("the Listing Regulations"), Abbott India Limited ("the Company") is seeking approval from its Members for re-appointment of Mr Sudarshan Jain (DIN: 00927487) as an Independent Director for a term of 5 (five) years effective April 1, 2022 upto March 31, 2027 through Special Resolution and appointment of Mr Vivek V Kamath (DIN: 06606777) as a Director and Managing Director of the Company for a term of 5 (five) years effective February 15, 2022 upto February 14, 2027 through Ordinary Resolutions, by way of an electronic voting ("remote e-voting"), as set out in the Postal Ballot Notice dated February 9, 2022 ("Postal Ballot Notice").

In terms of the relevant provisions of the Act, the Rules and in accordance with the guidelines prescribed by the Ministry of Corporate Affairs ("MCA") for holding General Meetings/conducting Postal Ballot process vide General Circulars Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 22/2020 dated June 15, 2020, 33/2020 dated September 28, 2020, 39/2020 dated December 31, 2020, 10/2021 dated June 23, 2021 and 20/2021 dated December 8, 2021 (hereinafter collectively referred to as "the MCA Circulars"), the Postal Ballot Notice along with the instructions regarding remote e-voting has been sent only by e-mail on Tuesday, February 22, 2022 to all those Members, whose e-mail address is registered with the Company or with the Depositories/Depository Participants and whose names appear in the Register of Members/Beneficial Owners as on February 18, 2022 ("Cut-off Date"). Members are required to communicate their assent or dissent through the remote e-voting system only. Person who is not a Member as on the Cut-off date should treat this Notice for information purposes only. Voting rights of the Members shall be reckoned as on the Cut-off date.

The Company has engaged KFin as the agency for facilitating remote e-voting to enable the Members to cast their votes electronically.

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.

The Postal Ballot Notice is available on the website of the Company at www.abbott.co.in and on the e-voting website of KFin Technologies Private Limited ("KFin") at <https://evoting.kfintech.com>. As per the MCA Circulars, physical copy of Postal Ballot Notice, Postal Ballot Form and pre-paid business reply envelope are not being 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 by following the below procedure:

(A) Members holding shares in Demat Mode

- Visit the link: <https://ris.kfintech.com/clientservices/postalballot/registration.aspx>.
- Select the Company name "Abbott India Limited".
- Enter DP ID/Client ID, PAN No., E-mail id and Mobile No. so as to generate the One-time Passwords (OTPs).
- Enter OTPs generated on the E-mail id and Mobile No. to validate the details (The OTPs shall be valid for 5 minutes only).
- Post successful validation, the system will confirm the e-mail id for the limited purpose for service of Postal Ballot Notice.

(B) Members holding shares in Physical Mode

- Visit the link: <https://ris.kfintech.com/clientservices/postalballot/registration.aspx>.
- Select the Company name "Abbott India Limited".
- Enter Folio No/PAN No (If PAN is not registered with the Company, then the Member is required to mentioned Certificate No), E-mail id and Mobile No. so as to generate the One-time Passwords (OTPs).
- Enter the OTPs generated on the E-mail id and Mobile No. to validate the details (The OTPs shall be valid for 5 minutes only).
- If PAN is not available, the system will prompt to upload the self-attested scan copy of the PAN card.
- Post successful validation, the system will confirm the e-mail id for the limited purpose for service of Postal Ballot Notice.

Post successful registration of the email address, the Member will get soft copy of the Notice and the procedure for remote e-voting along with the User ID and Password to enable remote e-voting for this Postal Ballot. In case of any queries, Members may write to 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 Participant(s) and in respect of physical holdings with the Company's Registrar and Share Transfer Agent, KFin Technologies Private Limited, Selenium Tower B, Plot Nos. 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad - 500 032, India by following due procedure for the same.

The period of remote e-voting shall commence on **Friday, February 25, 2022, at 9.00 A.M. (IST) and end on Saturday, March 26, 2022 at 5.00 P.M. (IST)**. No voting shall be allowed thereafter and the remote e-voting module shall be disabled by KFin for voting after the abovementioned time. Once the vote is confirmed by the Member, he/she shall not be allowed to change it subsequently. The detailed instructions for obtaining login ID and password and remote e-voting are contained in Note No. 11 of the Postal Ballot Notice.

The result of the Postal Ballot shall be announced **not later than 3.30 P.M. (IST) on Monday, March 28, 2022** at the Corporate Office of the Company. The resolutions, if passed by the requisite majority, shall be deemed to have been passed on the last date specified by the Company for remote e-voting, i.e., **Saturday, March 26, 2022**.

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 and on the remote e-voting website of KFin i.e., <https://evoting.kfintech.com>. The same shall simultaneously be communicated to the BSE Limited, on which the shares of the Company are listed and also be displayed at the Registered and Corporate Offices of the Company.

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.kfintech.com> or contact Mr Premkumar Nair, Manager - Corporate Registry, KFin Technologies Private Limited at Selenium Tower B, Plot Nos. 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad - 500 032, India, at email: einward.ris@kfintech.com; phone: 1800-3454-001 (Toll Free) or may write to the Company Secretary at investorrelations.india@abbott.com.

Abbott India Limited

Mumbai
February 23, 2022

Krupa Anandpara
Company Secretary
Membership No.: ACS 16536