

INDRAYANI BIOTECH LIMITED

CIN: L24231PN1992PLC065801

Regd. Off.: 1133/5, F C Road, Opp. Police Grounds, Shivajinagar, Pune - 411016.

Maharashtra, India. **Telefax:** 020-25662021,

Email: info@indrayani.com | **Website:** www.indrayani.com

Notice of the Twenty Fourth Annual General Meeting and Book Closure and Remote E-voting

NOTICE is hereby given that the 24th Annual General Meeting (AGM) of the Members of the Company will be held on Friday, September 30, 2016 at 11.30 a.m. at 1133/5, F C Road, Opp. Police Grounds, Shivajinagar, Pune – 411 016. The Notice for convening the AGM has been dispatched to all the Members.

It is further notified that pursuant to Section 91 of the Companies Act, 2013, the Registrar of Members and Share Transfer Books of the Company will remain closed from Wednesday, September 21, 2016 to Friday, September 30, 2016 (both days included).

As per Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 and the Listing Agreement, the Company is pleased to provide its Members the facility to cast their votes by electronic means in respect of the business set forth in the Notice, through electronic Voting ("remote e-Voting") facility extended by National Securities Depository Limited (NSDL). The Board of Directors of the Company has fixed Friday, September 23, 2016 as the cut-off date to record the entitlement of the Members to cast their votes through remote e-Voting or the Ballot Paper at the AGM. 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. Friday, September 23, 2016, shall only be entitled to avail the facility of remote e-Voting or Ballot Paper. The details prescribed by the provisions of the Companies Act, 2013 and the Rules made thereunder are given below:

- a. Date of completion of sending of Notices: Wednesday, September 07, 2016.
- b. Date and time of commencement of remote e-Voting: Monday, September 26, 2016 at 09.00 a.m.
- c. Date and time of end of remote e-Voting: Thursday, September 29, 2016 at 05.00 p.m.
- d. Voting through electronic means shall not be allowed beyond 05.00 p.m. on Thursday, September 29, 2016.
- e. The facility for casting the vote through Ballot Paper will be made available at the AGM and the Members attending the AGM who have not cast their vote by means of remote e-Voting shall be able to cast their vote at the AGM through Ballot Paper.
- f. The Members who have cast their vote by remote e-Voting may also attend the AGM but shall not be entitled to cast vote again.
- g. Electronic Voting Event Number (EVEN): 105294
- h. Any person who acquires shares of the Company and becomes a member of the Company after dispatch of the Notice and holding shares as of the cut-off date i.e. Friday, September 23, 2016 may obtain the User ID and Password by sending a request at evoting@nsdl.co.in or bhagwant.sawant@linkintime.co.in. However, if such person is already registered with NSDL for remote e-Voting then he/she can use his/her existing User ID and Password for casting his/her vote.
- i. For electronic voting instructions, Members may go through the instructions in the Notice of the AGM and in case of any queries/grievances connected with electronic voting, Members may refer the Frequently Asked Questions (FAQ's) and remote e-Voting User Manual for Members available at the downloads section of www.evoting.nsd.com or call on toll free no. 1800-222-990.
- j. For any queries/grievances in relation to remote e-Voting, Members may contact Mr. Santosh Jaiswal, Senior Associates – Tech Group, Link Intime India Private Limited, C-13, Pannalal Silk Mills Compound, LBS Marg, Bhandup (W), Mumbai – 400 078. Tel No. +91-22-2596 3838, Email ID: Santosh.Jaiswal@linkintime.co.in.

For Indrayani Biotech Limited

Sd/-

Prakash Bang

Managing Director

DIN: 00088837

Place: Pune

Date: 07th September, 2016