



## Biocon Limited

CIN: L24234KA1978PLC003417

Regd. Office: 20th KM, Hosur Road, Electronic City, Bengaluru – 560100

Email: [co.secretary@biocon.com](mailto:co.secretary@biocon.com); website: [www.biocon.com](http://www.biocon.com)

Phone: 080 - 2808 2808 Fax: 080 - 2852 3423

Name :  
Address :

Registered Folio No. / DP ID No. / Client ID No.	
No. of shares held	

Dear Member,

### Sub: Voting through electronic means

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, and Regulation 44 of Securities and Exchange Board of India (SEBI), (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide e-voting facility to the Members to cast their vote electronically on all resolutions set forth in the Notice dated June 22, 2018 convening the 40th Annual General Meeting of the Company to be held on Friday, July 27, 2018 at 3:30 p.m. at the Tyler Jack's Auditorium, Biocon Research Centre, Plot No. 2, Biocon Special Economic Zone, Bommasandra-Jigani Link Road, Bengaluru 560099. The Members may cast their vote(s) using an electronic voting system from a place other than the venue of the Meeting (remote e-voting).

The Company has engaged the services of M/s Karvy Computershare Private Limited (KARVY) to provide e-voting facility. The e-voting particulars are set out below:

<b>EVSN (E-voting sequence number)</b>	<b>User ID</b>	<b>Password/PIN</b>

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

<b>Commencement of e-voting</b>	Monday, July 23, 2018 (9:00 a.m. IST)
<b>End of e-voting</b>	Thursday, July 26, 2018 (5:00 p.m. IST)

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

Please read the instructions before exercising the vote electronically. This communication forms an integral part of the 40th Annual General Meeting Notice dated June 22, 2018.

The 40th Annual General Meeting Notice, Annual Report, Attendance Slip, Proxy Form, e-voting instructions are also available on the Company's website i.e. [www.biocon.com](http://www.biocon.com) and the same can be downloaded from the link [http://www.biocon.com/biocon\\_invrelation\\_agm.asp](http://www.biocon.com/biocon_invrelation_agm.asp)

Place: Bengaluru  
Date: June 22, 2018

By Order of the Board of Directors  
Arun S. Chandavarkar

CEO & Joint Managing Director  
DIN: 01596180

BIOCON LIMITED  
Regd. Office: 20th KM, Hosur Road,  
Electronic City, Bengaluru – 560100  
CIN: L24234KA1978PLC003417  
Email: [co.secretary@biocon.com](mailto:co.secretary@biocon.com)  
Website: [www.biocon.com](http://www.biocon.com)  
Phone: 080 – 2808 2808 Fax: 080-28523423

## Instructions and other information relating to e-voting are as under:

- A In case a Member receives an email from Karvy (for Members whose email IDs are registered with the Company/Depository Participant(s):
- i) Open email and open PDF file viz. "remote e-voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for remote e-voting. Please note that the password is an initial password.
  - ii) Launch internet browser by typing the following URL: <https://www.evoting.karvy.com>.
  - iii) Click on shareholder - Login
  - iv) Put user ID and password/PIN as initial password/PIN noted in step (i) above. Click Login.
  - v) Password change menu appears, change the password with new password/PIN of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
  - vi) Home page of remote e-voting opens. Click on remote e-voting: Active Voting Cycles.
  - vii) Select "EVEN" i.e., E-Voting Event Number of "Biocon Limited".
  - viii) Now you are ready for remote e-voting as Cast Vote page opens.
  - ix) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
  - x) Upon confirmation, the message "Vote cast successfully" will be displayed.
  - xi) Once you have voted on the resolution, you will not be allowed to modify your vote.
  - xii) Shareholders holding multiple folios/demat account shall choose the voting process separately for each folios/demat account.
  - xiii) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who is/are authorized to vote, to the Scrutinizer through e-mail to [sree@sreedharancs.com](mailto:sree@sreedharancs.com) with a copy marked to [evoting@karvy.com](mailto:evoting@karvy.com).
  - xiv) The e-voting portal will remain open for voting from Monday, July 23, 2018 (9:00 a.m. IST) and will end on Thursday, July 26, 2018 (5:00 p.m. IST) (both days inclusive).
- 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 Participant(s) or requesting physical copy:
- i) EVEN, User IDs & initial passwords are printed and available in the communication with respect to "**Voting by electronic means**" enclosed with the Notice and forms integral part of it.
  - ii) Please follow all steps from Sl. No. A (ii) to Sl. No. A (xiii) above, to cast your vote.
  - iii) In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at downloads section of [www.evoting.karvy.com](http://www.evoting.karvy.com) or call on toll free no. 1-800-3454-001 for any query.
- C. General Instructions:
- i) If you are already registered with KARVY for remote e-voting then you can use your existing user ID and password/PIN for casting your vote. If you forgot your password, you can reset your password by using Biocon Limited "Forgot User Details/Password" option available on [www.evoting.karvy.com](http://www.evoting.karvy.com) or contact KARVY at the following toll free no. 1-800-3454-001.
  - ii) You can also update your mobile number and e-mail ID in the user profile details of the folio which may be used for sending future communication(s).
  - iii) 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 on Friday, 20th day of July 2018.
  - iv) Any person, who acquires shares of the Company and become Member of the Company after dispatch of the Notice and holding shares as of the cut-off date i. e., Friday, 20th day of July 2018 may obtain the login ID and password by sending a request at [evoting@karvy.com](mailto:evoting@karvy.com).
  - v) 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 Annual General Meeting through insta poll.
  - vi) The Company has appointed M/s V. Sreedharan & Associates, Practicing Company Secretaries (FSC 2347 COP No. 833), Bengaluru to act as Scrutinizer for conducting the electronic voting process in a fair and transparent manner.
  - vii) The Chairperson shall, at the Annual General Meeting, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of insta poll facility for all those Members who are present at the Annual General Meeting but have not cast their votes by availing the remote e-voting facility.
  - viii) The Scrutinizer shall, immediately after the conclusion of voting at the Annual General Meeting, first count the votes cast at the meeting and thereafter 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 two days from the conclusion of the meeting i.e., on or before 29th July, 2018, a consolidated Scrutinizer's Report of the total votes cast in favor or against, if any, to the Chairperson or a person authorized by the Chairperson in writing, who shall countersign the same and declare the result of the voting forthwith.
  - ix) The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company [www.biocon.com](http://www.biocon.com) and on the website of KARVY [www.karvy.com](http://www.karvy.com) immediately after the declaration of result by the Chairperson or a person authorized by the Chairperson in writing. The results shall also be immediately forwarded to the BSE Limited and National Stock Exchange of India Limited where the shares of the Company are listed.

\*\*\*\*\*