



UNICHEM
LABORATORIES LTD.

UNICHEM LABORATORIES LIMITED

CIN:L99999MH1962PLC012451

Unichem Bhavan, Prabhat Estate, Off S. V. Road, Jogeshwari (West), Mumbai - 400 102

Tel.: (022) 6688 8333 • Fax.: (022) 2678 4391

Website: www.unichemlabs.com • E-mail Id.: shares@unichemlabs.com

POSTAL BALLOT FORM

(Please read the instructions given overleaf before filling the Form)

Postal Ballot Form No.

1. Name(s) of the first shareholder (s)
2. Registered Address of sole / first named Shareholder
3. Registered Folio No. / DP ID No. / Client ID No.*
(*Applicable to investors holding shares in dematerialized form)
4. Number of shares held
5. PAN/Sequence No.
6. I/We hereby exercise my /our vote in respect of the following Special Resolutions to be passed through Postal Ballot for the business stated in the Notice of the Company by sending my/our assent or dissent of the said Resolutions by placing the tick (✓) mark at the appropriate box below (tick in both boxes will render the ballot invalid)

Resolution No.	Description	No. of Shares held	I/We assent to the Resolution	I/We dissent to the Resolution
1.	Approval of Unichem Employee Stock Option Scheme 2018.			
2.	Approval of setting up Unichem Employee Welfare Trust(s) to implement the Unichem Employee Stock Option Scheme 2018.			
3.	Grant of stock options to the employees of the subsidiary company(ies) of the Company under Unichem Employee Stock Option Scheme 2018.			

Place :

Date :

(Signature of Shareholder/Beneficial Owner)

GENERAL INFORMATION

1. There will be one e-voting/Ballot Form for every Client ID No./Folio No., irrespective of the number of joint holders.
2. Members can opt for only one mode of voting i.e. either by e-voting or through Postal Ballot. In case you are opting for voting by e-voting, then please do not cast your vote by Postal Ballot and *vice versa*. In case Members cast their votes both by e-voting and Postal Ballot, the votes cast through e-voting shall prevail and the votes cast through Postal Ballot form shall be considered invalid.
3. Voting rights in e-voting /Postal Ballot cannot be exercised by a proxy. However, corporate, trusts, societies and institutional shareholders shall be entitled to vote through their authorised representatives with proof of their authorization.
4. Mrs. Ragini Chokshi, Partner of Ragini Chokshi & Co, Practicing Company Secretaries has been appointed as Scrutinizer for conducting the Postal Ballot and e-voting process in a fair and transparent manner.
5. Members desiring to cast their vote by Postal Ballot should complete and sign this Postal Ballot Form and send it to the Scrutinizer, in the enclosed postage prepaid self-addressed envelope. Postal Ballot Forms deposited in person or sent by post or courier at the expense of the Member will also be accepted.
6. In case of joint holdings, this Postal Ballot Form should be completed and signed by the first named Member and in his/her absence by the next named Member. A shareholder may sign the Postal Ballot Form through an attorney, in which case the copy of the Power of Attorney should be enclosed with the Postal Ballot Form.
7. In respect of shares held by corporate and institutional shareholders (companies, trusts, societies, etc.), the completed Postal Ballot Form should be accompanied by certified copy of the relevant Board Resolution/ appropriate authorization, with the specimen signature(s) of the authorised signatory (ies) duly attested.
8. The signature of the Member on this Postal Ballot Form should be as per the specimen signature furnished by National Securities Depository Limited (NSDL) /Central Depository Services (India) Limited (CDSL) or registered with the Company, in respect of shares held in dematerialized form or in physical form, respectively.
9. Duly completed Postal Ballot Forms should reach the Scrutinizer no later than 5.00 p.m. (IST) on Tuesday, May 15, 2018. Postal Ballot Forms received after this time and date will be considered invalid.
10. Postal Ballot Forms which are incomplete or unsigned or defective in any manner are liable to be rejected. The Scrutinizer's decision in this regard shall be final and binding.
11. The votes should be cast either in favour or against by putting tick mark in the column provided for assent or dissent. Postal Ballot bearing tick mark in both the columns will render the form invalid.
12. A Member seeking duplicate Postal Ballot Form or having any grievance pertaining to the Ballot process can write to the Company at e-mail ID shares@unichemlabs.com. Duly completed and signed duplicate Postal Ballot Forms should, however, reach the Scrutinizer not later than 5.00 p.m. (IST) on Tuesday, May 15, 2018.
13. Members are requested not to send any paper (other than the Resolution/authority as specified in instruction no. 7) alongwith the Ballot Form in the enclosed self-addressed postage pre-paid envelope, as all envelopes will be sent to the Scrutinizer and if any extraneous paper is found in such envelope the same would not be considered and would be destroyed by the Scrutinizer.
14. Voting rights shall be reckoned on the paid up value of shares registered in the name of the shareholders(s)/beneficial owners on Friday, April 6, 2018.
15. The Scrutinizer will submit her report to the Chairman or any other Director or any other person authorised by the Chairman, after completion of the scrutiny and the result of the voting of the Postal Ballot/ e voting will be announced on or before Thursday, May 17, 2018 at the Registered Office of the Company. The results will thereafter also be informed to the Stock Exchanges and will be hosted on the Company's website www.unichemlabs.com and that of the exchanges namely www.bseindia.com, www.nseindia.com and on the website of remote e-voting agency i.e. www.evotingindia.com.
16. The date of declaration of the results of the Postal Ballot/e- voting shall be taken to be the date of passing of the Resolution.
17. The Scrutinizer's decision on the validity of the Postal Ballot shall be final and binding.