



## Biocon Limited

CIN: L24234KA1978PLC003417

Regd. Office: 20th KM, Hosur Road, Electronics City, Bangalore – 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

SI.No.: BALNO

Name : HOLDER  
Address : HOLDER\_ADD  
HOLDER\_AD1  
HOLDER\_AD2  
HOLDER\_AD3  
PIN : HOLDER\_PIN

Registered Folio No. / DP ID No. / Client ID No.	DPID / HOLDER_FOL
No. of shares held	TOTAL_SHAR

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 21, 2017 convening the 39th Annual General Meeting (AGM) of the Company to be held on Friday, July 28, 2017 at 4:00 p.m. at the Tyler Jack's Auditorium, Biocon Research Centre, Plot No. 2, Biocon Special Economic Zone, Bommasandra-Jigani Link Road, Bangalore 560 099. 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>
EVENT_NO	USER_ID	PWD

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

<b>Commencement of e-voting</b>	Monday, July 24, 2017 (9:00 a.m. IST)
<b>End of e-voting</b>	Thursday, July 27, 2017 (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 39th AGM Notice dated June 21, 2017, which is sent to you along with the Company's Annual Report for the financial year 2016-17.

The 39th AGM Notice, Annual Report, Attendance Slip, Proxy Form and 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)

By Order of the Board of Directors

Place: Bangalore  
Date: June 21, 2017

Rajiv Balakrishnan  
Company Secretary

BIOCON LIMITED  
Regd. Office: 20th KM, Hosur Road,  
Electronics City, P O, Bangalore – 560100  
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Email: [Co.secretary@biocon.com](mailto:Co.secretary@biocon.com)  
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Phone: 080 – 2808 2808 Fax: 080-28523423

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

1. A In case a member receives an email from Karvy (for Members whose email Ids are registered with the Company/Depository Participant(s):
  - i) Launch internet browser by typing the URL: <https://evoting.karvy>.
  - ii) Enter the login credentials (i.e. User ID and password) which are printed and available in the communication with respect to voting by electronic means enclosed with the Notice and forms integral part of it.
  - iii) The E-Voting Event Number + Folio No. or DP ID Client ID will be your User ID. However, if you are already registered with Karvy for e-voting, you can use your existing User ID and password for casting your vote. If required, please visit <https://evoting.karvy.com> or contact toll free number 1800-3454-001 for your existing password.
  - iv) After entering these details appropriately, click on "LOGIN".
  - v) You will now reach password change menu wherein you are required to mandatory change your password. The new password shall comprise minimum characters with at least one upper case (A-Z), one lower case (a-z), one numeric (0-9) and a special character (@#& etc). The system will prompt you to change your password and update your contact details like mobile number, email ID. etc. on first login. You may also enter a secret question and answer of your choice to retrieve password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.
  - vi) You need to login again with the new credentials.
  - vii) On successful login, the system will prompt you to select the e-voting sequence number i.e. 3101 for BIOCON LIMITED.
  - viii) On the voting page enter the number of shares (which represents the number of votes) as on the cut-off date under each of the heading of the resolution and cast your vote by choosing the "FOR/ AGAINST" option or alternatively, you may partially enter any number in "FOR" and partially in "AGAINST" but the total number in "FOR/AGAINST" taken together should not exceed your total shareholding as mentioned overleaf. You may also choose the option "ABSTAIN" and the shares held will not be counted under either head. Option "FOR" implies assent to the resolution and "AGAINST" implies dissent to the resolution.
  - ix) Members holding shares under multiple folios/demat accounts shall choose the voting process separately for each of the folios / demat accounts.
  - x) Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
  - xi) You may cast your vote by selecting an appropriate option and click on "Submit".
  - xii) A confirmation box will be displayed Click "OK" to confirm else "CANCEL" to modify. Once you confirm, you will not be allowed to modify your vote. During the voting period, members can login any number of times till they have voted on the resolution(s).
  - xiii) Corporate/ Institutional members (i.e other than Individuals, HUF,NRI, etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution / Authority Letter, etc., together with attested specimen signature(S) of the duly authorized representative(S), to the Scrutinizer, Mr. V.Sreedharan at e-mail ID: [sree@sreedharancs.com](mailto:sree@sreedharancs.com) with a copy marked to [evoting@karvy.com](mailto:evoting@karvy.com). They may also upload the same in the e-voting module in their login. The scanned image of the above mentioned documents should be in the naming format "Corporate Name\_EVENT NO".
- B In case a member receives physical copy of the AGM Notice by post (for members whose email Ids are not registered with the Company/Depository Participant(s).
  - i) User ID and initial password are provided overleaf.
  - ii) Please follow all steps from Sr. No.(i) to (xii) as mentioned in (A) above, to cast your vote.
2. Once the vote on a resolution is cast by a member, the member shall not be allowed to change it subsequently, Further, the members who have cast their vote electronically shall not be allowed to vote again at the meeting.
3. The facility for voting through electronic means (Insta Poll) shall be made available at the AGM and the members attending AGM who have not cast their vote by remote e-voting shall be able to vote at the AGM through "Insta Poll".
4. The members who have cast their vote by remote e-voting may also attend AGM, but shall not be entitled to cast their vote again.
5. Voting rights shall be reckoned on the paid up value of shares registered in the name of the member / beneficial owner (in case of electronic shareholding) as on the cut-off date, i.e., Friday, July 21, 2017. In other words, 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, July 21, 2017 only shall be entitled to avail the facility of remote e-voting/Insta Poll.
6. Any person who becomes member of the Company after dispatch of the notice of the meeting and holding shares as on the cut-off date i.e. July 21, 2017 may obtain the User Id and password by in the manner as mentioned below :
  - a. If the mobile number of the member is registered against Folio No./ DPID Client ID, the member may send SMS:  
MYEPWD<space> E-Voting Event Number +Folio no. or DPID Client ID to +91-9212993399  
Example for NSDL: MYEPWD<SPACE>IN12345612345678  
Example for CDSL: MYEPWD<SPACE>1402345612345678  
Example for Physical: MYEPWD<SPACE> XXXX1234567890
  - b. If e-mail address or mobile number of the member is registered against Folio No. / DPID Client ID, then on the home page of <https://evoting.karvy.com>, the member may click "Forgot Password" and enter Folio No. or DPID Client ID and PAN to generate a password.
  - c. If both email and mobile number of a member is not registered, such members may Call Karvy's Toll free number 1-800-3454-001 or send an e-mail request to [evoting@karvy.com](mailto:evoting@karvy.com).
  - d. If the member is already registered with Karvy e-voting platform, then he/she can use his/her existing User ID and password for casting the vote through remote e-voting.
7. The Scrutinizer shall after the conclusion of voting at the meeting, count the votes cast at the meeting (Insta Poll), 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 make a consolidated Scrutinizer's report and submit the same to the Chairman. The results shall be declared not later than forty eight hours from the conclusion of the meeting. The result declared along with the consolidated Scrutinizer's report will be placed on the website of the Company: [www.biocon.com](http://www.biocon.com) and on the website of Karvy at: <https://evoting.karvy.com>. The result shall simultaneously be communicated to the Stock Exchanges.
8. Subject to receipt of requisite number of votes, the resolutions proposed in the notice shall be deemed to be passed on the date of the meeting, i.e., Friday, July 28, 2017.
9. In case of any queries pertaining to e-voting, please visit Help & FAQ's section available at Karvy's website <https://evoting.karvy.com>.

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