



Biocon Limited

CIN: L24234KA1978PLC003417

Regd. Office: 20th KM, Hosur Road, Electronics City, Bangalore – 560100

Email: co.secretary@biocon.com ; website: www.biocon.com

Phone: 080 – 2808 2808 Fax: 080-28523423

POSTAL BALLOT FORM

Serial No. :

1. Name and registered address of the sole / first named member :

2. Name(s) of the joint holder(s) if any :

3. Registered Folio No. / DP ID No./ Client ID No.* :
(*Applicable to members holding shares in dematerialized form)

4. Number of shares held :

I/ We hereby exercise my/ our votes in respect of the following Resolutions to be passed through Postal Ballot for the business stated in the Postal Ballot Notice dated April 27, 2017 of Biocon Limited (“the Company”) by conveying/ recording my/ our assent or dissent to the said Resolutions by placing the tick (✓) mark in the appropriate box below:

Resolution No.	Description	Number of shares for which Vote cast	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Special Resolution for increase in the Authorized Share Capital of the Company from Rs. 110 crores to Rs. 300 crores and consequent alteration in the Memorandum of Association of the Company			
2.	Ordinary Resolution for capitalisation of free reserves and issue of Bonus Shares in the ratio of 2:1.			

Place :

Date :

Signature of the Member

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Electronic Voting Particulars

EVEN (e-Voting Event Number)	USER ID	PASSWORD/PIN

Note: Please read the instructions printed overleaf before exercising your vote.

PROCEDURE AND INSTRUCTIONS FOR e-VOTING

1. Remote e-voting: In compliance with the provisions of Section 108 of the Companies Act, 2013, read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended and the provisions of Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the members are provided with the facility to cast their vote electronically, through the e-voting services provided by Karvy Computershare Private Limited (Karvy)
 - (A) In case a member receives an email from Karvy [for members whose email IDs are registered with the Company/Depository Participants (s)]:
 - i. Launch internet browser by typing the URL: <https://evoting.karvy.com>.
 - ii. Enter the login credentials (i.e. User ID and password). In case of physical folio, User ID will be EVEN (E-Voting Event Number) xxxx followed by folio number. In case of Demat account, User ID will be your DP ID and Client 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.
 - iii. After entering these details appropriately, click on “LOGIN”.
 - iv. You will now reach password change Menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A- Z), one lower case (a-z), one numeric value (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 your 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.
 - v. You need to login again with the new credentials.
 - vi. On successful login, the system will prompt you to select the “EVENT” i.e., ‘Name of the Company’
 - vii. On the voting page, enter the number of shares (which represents the number of votes) as on the Cut-off Date under “FOR/AGAINST” or alternatively, you may partially enter any number in “FOR” and partially “AGAINST” but the total number in “FOR/AGAINST” taken together shall not exceed your total shareholding as mentioned herein above. If the member does not indicate either “FOR” or “AGAINST” it will be treated as the member has abstained from voting on the Resolutions and the shares held will not be counted under either head.
 - viii. Members holding multiple folios/demat accounts shall choose the voting process separately for each folio/demat accounts.
 - ix. A confirmation box will be displayed. Click “OK” to confirm else “CANCEL” to modify. Once you have voted on the resolution (s), 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).
 - x. 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 authorised representative(s), to the Scrutinizer at email kjr@mdassociates.com with a copy marked to evoting@karvy.com. The scanned image of the above mentioned documents should be in the naming format “Corporate Name Event No.”
 - (B) In case of members receiving physical copy of Notice [for members whose email IDs are not registered with the Company/Depository Participants (s)]:
 - i. E-Voting Event Number (EVEN), User ID and Password is provided at the bottom of the Postal Ballot Form.
 - ii. Please follow all steps from Sl. No. (i) to (x) above as mentioned in (A) above to cast your vote.
2. In case of any query and/or grievance, in respect of voting by electronic means, members may refer to the Help & Frequently Asked Questions (FAQs) and E-voting user manual available at the download section of <https://evoting.karvy.com> (Karvy Website) or contact Mr. Suresh, (Unit: Biocon Limited) of Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032 or at evoting@karvy.com or phone no. 040 – 6716 1500 or call Karvy’s toll free No. 1-800-34-54-001 for any further clarifications.
3. The e-voting period commences on May 06, 2017 (9:00 Hours IST) and ends on June 04, 2017 (18:00 Hours IST). During this period, members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of April 28, 2017, may cast their votes electronically. The remote e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently. Members cannot exercise votes by proxy.
4. The voting rights of members shall be in proportion to their share of the paid up equity share capital of the Company as on the cut-off date i.e. April 28, 2017. A person who is not a member as on the cut-off date should treat this Notice for information purposes only.