

**SUN PHARMA ADVANCED RESEARCH COMPANY LTD.**

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Tel: 22 6645 5645

CIN: L73100GJ2006PLC047837; Website: www.sparc.life

**NOTICE**

**NOTICE** is hereby given that the 15th Annual General Meeting (“AGM”) of the Members of the Company will be held on **Wednesday, 30th September, 2020** at **04.00 P.M.** through Video Conference (“VC”)/ Other Audio Visual Means (“OAVM”) (Collectively referred to as “Electronic Mode”) facility in compliance with the applicable provisions of the Companies Act, 2013 and Rules framed thereunder, and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with General Circular Nos. 14/2020, 17/2020 and 20/2020, 13th April 2020 and 5th May 2020, respectively, issued by Ministry of Corporate Affairs (“MCA Circulars”) and SEBI circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 (“SEBI Circular”), allowing companies to conduct Annual General Meeting through Electronic Mode without the physical presence of the Members at a Common venue in view of restrictions on the movement of persons at several places in the country. Members participating through the VC/ OAVM facility shall be counted for the purpose of reckoning the quorum under section 103 of the Companies Act, 2013.

The electronic copy of the notice of the 15th AGM and the Annual Report for the year 2020 including the financial statements for the year ended 31st March 2020 (“Annual Report”) will be sent only by email to all those Members, whose email addresses are registered with the Company's Registrar and Share Transfer Agent, Link Intime India Private Limited (“RTA”) or with their respective Depository Participant (“Depository”), in accordance with the MCA Circulars and SEBI Circular. The Notice of 15th AGM and the Annual Report will also be available on the website of the Company i.e. www.sparc.life and website of BSE Limited i.e. www.bseindia.com and NSE Website i.e. www.nseindia.com.

Detailed procedure for attending the AGM and voting through remote e-voting and e-voting at the AGM is being provided in the Notice of AGM. Further, members who have not registered their e-mail addresses can also attend the AGM and vote by following the procedure being provided in the Notice of AGM.

**Members who have not registered their email addresses or Bank Account with the Company can get the same registered with the Company as follows:**

**I For registration of email id of Members holding shares certificates in physical form and for 'temporary' registration of email id of Members holding shares in dematerialized mode:**

The members of the Company holding physical share certificates of the Company who have not registered their e-mail addresses may get the same registered with the Company by making an application to the Company by email to [secretarial@sparcmail.com](mailto:secretarial@sparcmail.com) and/ or [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in) along with their details such as Full Name (including name of the joint holder(s), if any), Folio Number, Certificate number(s), mobile number and also attach an image of self- attested copy of share certificate (both sides) and PAN Card (of all joint holders) in PDF or JPEG format.

Similarly, the members holding shares in Dematerialised Form, who have not registered their e-mail addresses with their Depositories, may temporarily get their e-mail addresses registered, only for the purpose of the 15th AGM of the Company, by making an application to the Company by email to [secretarial@sparcmail.com](mailto:secretarial@sparcmail.com) and/ or [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in) along with their details such as Full Name (including name of the joint holder(s), if any), DPID & Client ID, mobile number and also attach an image of self- attested copy of Demat Account Statement and PAN Card (of all joint holders) in PDF or JPEG format. In case of any query, a member may send an e-mail to RTA at [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)

**ii. Registration of Bank Details for physical Members:**

The members of the Company holding equity shares of the Company in physical Form and who have not registered their bank details can get the same registered with Link Intime India Pvt Ltd , by making an application to the Company by email to [secretarial@sparcmail.com](mailto:secretarial@sparcmail.com) and/ or [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in). The members will also be required to provide details such as Name, Folio Number, Certificate number , PAN, e – mail id along with a copy of the cheque leaf with the first named members name imprinted in the face of the cheque leaf and containing bank name and branch, type of account, bank account number, MICR details and IFSC code in PDF or JPEG format. In case of any query, a member may send an e-mail to RTA at [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)

**iii. For 'permanent' Registration of email address and Bank Account details of Members holding shares in Demat mode:**

It is clarified that for permanent registration/ update of e-mail address and/or Bank Account details of Members holding shares in Dematerialised form, the Members are requested to register their e-mail address and Bank Account, in respect of demat holdings with the respective Depository Participant (DP) by following the procedure prescribed by the Depository Participant.

By order of the Board of Directors  
For Sun Pharma Advanced Research Company Ltd.,

sd/-  
**Debashis Dey**  
Company Secretary

Place: Mumbai  
Date: 28th August, 2020