

## Syngene International Limited

Regd. Office: Biocon Park, Plot No. 2 & 3, Bommasandra Industrial Area,  
IV Phase, Jigani Link Road, Bengaluru – 560 099  
CIN: L85110KA1993PLC014937 Email- [mayank.verma@syngeneintl.com](mailto:mayank.verma@syngeneintl.com)  
Website: [www.syngeneintl.com](http://www.syngeneintl.com) Phone: 080-2808 2023 Fax: 080-28083189

Serial No. :

Name and Registered Address of the Sole/First  
named Member :

Name(s) of the Joint Member(s), if any :

Registered Folio No. / DP & Client ID No. :

Number 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, substituted by Companies (Management and Administration) Rules, 2015 and as per Regulation 44 of the 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 convening the 23rd Annual General Meeting of the Company.

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:

EVSN (E-voting sequence number)	USER ID	PASSWORD/PIN

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

Commencement of e-voting	End of e-voting
Monday, June 27, 2016 (9:00 a.m.)	Wednesday, June 29, 2016(5:00 p.m.)

**The Company has considered the cut-off date as Thursday, June 23, 2016 for the purpose of e-voting.**

Please read the instructions before exercising the vote electronically. This Communication forms an integral part of the Annual General Meeting Notice, which has been already mailed to you.

Thanking You.

For Syngene International Limited

Sd/-  
**Mayank Verma**  
Company Secretary

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

- 1) Use the following URL for e-voting: Karvy website: <http://evoting.karvy.com>
- 2) If you are already registered with Karvy for e-voting, then you can use your existing User ID and Password for Login.
- 3) If you are logging in first time, please enter the User ID and password mentioned above.
- 4) During the e-voting period, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date i.e. June 23, 2016, may cast their votes electronically.
- 5) Enter the login credentials i.e. User ID and password mentioned above and follow the instructions given in the e-voting portal.
- 6) After entering the details appropriately, click on LOGIN.
- 7) You will reach the Password change menu wherein you are required to mandatorily change your password.
- 8) 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. The system will prompt you to change your password and update any contact details like mobile, email etc. on first login. You may also enter the secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- 9) You need to login again with the new credentials.
- 10) On successful login, the system will prompt you to select the EVENT, i.e. Syngene International Limited.
- 11) On the voting page, enter the number of shares as on the cut-off date under FOR/AGAINST or alternately you may enter partially any number in FOR and partially in AGAINST but the total number in FOR/AGAINST taken together should not exceed the total shareholding. You may also choose the option ABSTAIN.
- 12) Shareholders holding multiple folios/demat account shall choose the voting process separately for each folios/demat account.
- 13) Cast your vote by selecting an appropriate option and click on SUBMIT. 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, shareholders can login any number of times till they have voted on the resolution.
- 14) Institutional members (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., to the scrutinizer through email at [sree@sreedharancs.com](mailto:sree@sreedharancs.com) with a copy marked to [mayank.verma@syngeneintl.com](mailto:mayank.verma@syngeneintl.com) File naming convention should be 'Corporate Name EVSN'. The documents should reach the Scrutinizer on or before 5:00 pm on June 29, 2016.
- 15) Any person, who acquires shares of the Company and become member of the Company after dispatch of the Notice of Annual General Meeting and holding shares as of the cut-off date i.e. June 23, 2016, may obtain the login ID and password by sending a request to Karvy at [evoting@karvy.com](mailto:evoting@karvy.com) However, if you are already registered with Karvy for remote e-voting then you can use your existing user ID and password for casting your vote.
- 16) The e-voting period commences on Monday, June 27, 2016 (9:00 a.m.) and ends on Wednesday, June 29, 2016 (5:00 p.m.). Thereafter, the portal will be blocked.
- 17) Once the vote on the resolution is cast by a member, the member shall not be allowed to change it subsequently.
- 18) A member may participate in the Annual General Meeting (AGM) even after exercising his vote through remote e voting, but shall not be allowed to vote again at the AGM.
- 19) At the AGM, at the end of the discussion of the resolutions on which voting is to be held, the Chairman shall with the assistance of the Scrutinizer order voting for all those members who are present but have not cast their vote electronically using the remote e-voting facility or Ballot Form.
- 20) The voting rights of the shareholders shall be in proportion to your share in the paid-up capital equity share capital of the company.
- 21) Since the Company is providing the facility of e-voting to members holding share in physical mode or in demat mode, as on the cut-off date i.e. June 23, 2016 and members who has not decided to cast their vote electronically, may cast their vote at the Annual General Meeting.
- 22) The Company has appointed Mr. V Sreedharan, Partner of M/s. V. Sreedharan & Associates, Company Secretaries, Bengaluru (FCS 2347; C.P.No. 833) as Scrutinizer to scrutinize the e-voting process in fair and transparent manner.
- 23) The scrutinizer shall immediately after the conclusion of voting at the AGM, count the votes cast at the AGM and thereafter unblock the votes in the presence of at least two witnesses not in employment of the Company. The Scrutinizer's shall submit a consolidated Scrutinizer's Report of the votes cast in favour or against, if any, within a period of not exceeding three working days from the conclusion of the voting to the Chairman of the Company or a person authorised by him in writing who shall countersign the same.
- 24) The Chairman or a person authorised by him in writing shall declare the result of voting forthwith.
- 25) The results of the e-voting along with the scrutinizer's report shall be communicated immediately to the BSE Limited and National Stock Exchange of India Limited, where the shares of the company are listed and shall be placed on the Company's website [www.syngeneintl.com](http://www.syngeneintl.com) and on the website of Karvy [www.karvy.com](http://www.karvy.com) immediately after the result declared by the Chairman or any other person authorised by the Chairman.
- 26) In case of any queries, you may refer the Frequently Asked Questions (FAQs) for shareholders and e-voting User Manual for shareholders available at the download section of <http://evoting.karvy.com> or contact Karvy Computershare Pvt Ltd at Tel No. 1800 345 4001 (toll free).