

# Syngene

Ref: Syn/CS/SE/Reg 30/2021-22/Jan/11

Biocon SEZ, Biocon Park, Plot No. 2  
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CIN: L85110KA1993PLC014937  
[www.syngeneintl.com](http://www.syngeneintl.com)

January 29, 2022

To, The Manager, BSE Limited Corporate Relationship Department Dalal Street, Mumbai – 400 001	To, The Manager, National Stock Exchange of India Limited Corporate Communication Department Bandra (EAST), Mumbai – 400 051
<b>Scrip Code: 539268</b>	<b>Scrip Symbol: SYNGENE</b>

Dear Sir/Madam,

In continuation to our letter dated January 28, 2022, regarding Notice of Postal Ballot, we hereby enclose the copies of newspaper advertisements published in the Financial Express (English language- All India Edition) and Vijayavani (Kannada- Bengaluru Edition) on January 29, 2022.

The above information will also be available on the website of the Company at <https://www.syngeneintl.com/investor-relations>

Kindly take the above information on record.

Thanking You,

Yours faithfully,  
For **SYNGENE INTERNATIONAL LIMITED**

\_\_\_\_\_  
Priyadarshini Mahapatra  
**Company Secretary and Compliance Officer**

**Enclosures:**

**Financial Express:** Dated January 29, 2022 (All India Edition)  
**Vijayavani Newspaper:** Dated January 29, 2022 (Bengaluru Edition)

<b>NOTICE</b>	<b>Syngene</b>
<b>Syngene International Limited</b> Regd. Office: Biocon Park SEZ, Plot No. 2 & 3, Bommasandra Industrial Area, IV Phase, Jigani Link Road, Bengaluru – 560 099 CIN: L85110KA1993PLC014937, Email- investor@syngeneintl.com Website: www.syngeneintl.com, Phone: 080 – 6891 8782 / 83	
<b>NOTICE FOR POSTAL BALLOT</b>	
<p>Notice is hereby given that pursuant to the provisions of Sections 108 and 110 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014, Regulation 47 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, (including any statutory modification or re-enactment(s) thereof for the time being in force) and in compliance with Circular No. 14/2020 dated April 8, 2020, Circular No. 17/2020 dated April 13, 2020, Circular No. 22/2020 dated June 15, 2020, Circular No. 33/2020 dated September 28, 2020, Circular No. 39/2020 dated December 31, 2020, Circular No. 10/2021 dated June 23, 2021 and Circular No. 20/2021 dated December 08, 2021 issued by the Ministry of Corporate Affairs ('MCA Circulars') and pursuant to other applicable rules and regulations, if any, the Company is seeking approval from its members by way of Postal Ballot (through e-voting) on the resolution as set out below and mentioned in the Postal Ballot Notice dated January 19, 2022, together with the explanatory statement relating thereto:</p> <p><b>To approve increase in the limit of managerial remuneration payable to Mr. Jonathan Hunt (DIN: 07774619) from 5% to 14% of the net profits of the Company and consequent increase in the overall managerial remuneration payable to all directors from 11% to 15%.</b></p> <p>The Company has completed the dispatch of Postal Ballot Notice in electronic mode on January 28, 2022. Considering the Covid-19 situation and in compliance with the MCA circulars, the hard copy of the Postal Ballot notice along with the Postal Ballot forms is not being sent to the shareholders. The Company has considered Friday, January 21, 2022, as the cut-off date for determining eligible members to participate in postal ballot process. The Postal Ballot Notice has been sent to all the members by email whose names appear in the Register of Members/ Record of Depositories as on the cut-off date. Any person who becomes a member after the cut-off date shall not be eligible to participate in the postal ballot process and should treat this Notice for information purposes only.</p> <p>The e-voting period will commence from Saturday, January 29, 2022 (9:00 hours IST) and end on Sunday, February 27, 2022 (17:00 hours IST). The Company has engaged the services of M/s. KFin Technologies Private Limited ("KFinTech") to provide the electronic voting facility to the members of the Company. The e-voting module will be disabled for voting after the business hours i.e. on Sunday, February 27, 2022 (17:00 hours IST).</p> <p>Shareholders who have not registered their e-mail address and in consequence the Postal Ballot Notice could not be serviced, may temporarily get their email address and mobile number registered with the Company's Registrar and Share Transfer Agent, KFin Technologies Private Limited, by clicking the link: <a href="https://ris.kfintech.com/client-services/mobilereg/mobileemailreg.aspx">https://ris.kfintech.com/client-services/mobilereg/mobileemailreg.aspx</a>. Post successful registration of the email, the members would get soft copy of the notice and the procedure for e-voting along with the User ID and the password to enable e-voting for this postal ballot. In case of any queries, members may please write to <a href="mailto:einward.ris@kfintech.com">einward.ris@kfintech.com</a> or <a href="mailto:evoting@kfintech.com">evoting@kfintech.com</a>.</p> <p>Shareholders may note that the Postal Ballot Notice along with the instructions for e-voting are also available on the website of the Company at <a href="http://www.syngeneintl.com">www.syngeneintl.com</a> and website of the stock exchanges i.e. <a href="http://www.bseindia.com">www.bseindia.com</a> and <a href="http://www.nseindia.com">www.nseindia.com</a> and on the website of KFin Technologies Private Limited i.e. <a href="https://evoting.kfintech.com/">https://evoting.kfintech.com/</a>.</p> <p>The Board has appointed Mr. V. Sreedharan, Practicing Company Secretary, Senior Partner of M/s V Sreedharan &amp; Associates, Company Secretaries, Bengaluru and in his absence Mr. Pradeep B. Kulkarni, Practicing Company Secretary or Ms. Devika Satyanarayana, Practicing Company Secretary, as the Scrutinizer to scrutinize the e-voting process for the Postal Ballot in a fair and transparent manner.</p> <p>The result of the postal ballot shall be declared on or before Tuesday, March 1, 2022 and communicated to the Stock Exchanges, Registrar and Share Transfer Agents and shall also be displayed on the website of the Company at <a href="https://www.syngeneintl.com/investors/share-holder-services/">https://www.syngeneintl.com/investors/share-holder-services/</a>.</p> <p>The last date specified by the Company for remote e-voting shall be the date on which the resolution shall be deemed to have been passed, if approved by the requisite majority.</p> <p>In case of queries relating to remote e-voting, members may refer the Frequently Asked Questions (FAQs) and E-voting user manual available at the "Download" section of <a href="https://evoting.kfintech.com/">https://evoting.kfintech.com/</a> (KFin Tech Website) or may contact Suresh Babu, KFin Technologies Private Limited (Unit: Syngene International Limited), Selenium, Tower B, Plot number 31 &amp; 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad – 500032 or Email at <a href="mailto:evoting@kfintech.com">evoting@kfintech.com</a> or call KFin Tech's toll free No. 1-800-30-94-001 for any further clarifications.</p> <p>Sebi vide its Circulars dated November 3, 2021 and December 14, 2021, has mandated the furnishing of PAN, Address with PIN code, Email address, Mobile number, Bank Account details, Specimen signature and Nomination by holders of physical securities.</p> <p>Effective January 1, 2022, Grievance Redressal/ Service request can be availed with the RTA only after the required documents/complete data as mandated are furnished for physical folios.</p> <p>Further, if any one of the cited documents/ details as enunciated in the said circular are not registered with the Company/ RTA within March 31, 2023, such folios shall be frozen by the Company/ Registrar and Share Transfer Agents of the Company (RTA).</p> <p>It is also mandatory to link PAN with Aadhar number as per the Central Board of Direct Taxes (CBDT) by March 31, 2022. Security holders who are yet to link the PAN with Aadhar number are requested to get the same done before March 31, 2022. The securities held in folios which have no PAN registered against the same/ have invalid PAN registered on our records, as on the cut off date of March 31, 2022 or any other date as may be specified by CBDT, shall also be frozen.</p> <p>The formats for Nomination and Updation of KYC details in accordance with the SEBI circular are available on the Company's website at <a href="https://www.syngeneintl.com/investors/share-holder-services/">https://www.syngeneintl.com/investors/share-holder-services/</a>.</p> <p>Place: Bengaluru Date: January 29, 2022</p> <p style="text-align: right;">By order of the Board of Directors <b>For Syngene International Limited</b> <b>Priyadarshini Mahapatra</b> Company Secretary</p>	



