



Divi's Laboratories Limited

(CIN: L24110TG1990PLC011854)

Registered Office: 1-72/23(P)/DIVIS/303, Divi Towers, Cyber Hills, Gachibowli,
Hyderabad - 500 032, Telangana, India.

Ph: 040-23786300, Fax : 040-23786460

E-mail: mail@divislabs.com | URL: www.divislabs.com

August 02, 2021

Ref: Folio / DP Id & Client Id No:

Name of the Shareholder :

No. of shares held :

Dear Member,

Sub: Divi's Laboratories Limited - 31st (Thirty-first) Annual General Meeting ("AGM/e-AGM") of the Members is scheduled to be held on Monday, August 30, 2021 at 10.00 A.M. IST through Video Conferencing ("VC")/Other Audio-Visual Means ("OAVM") to transact the business as set out in the Notice convening the Meeting ("the Notice").

We hope that you and your family are well, safe and healthy.

In view of the ongoing Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has, vide its circular dated January 13, 2021 read together with circulars dated April 08, 2020, April 13, 2020 and May 05, 2020 (collectively referred to as "MCA Circulars"), and Securities Exchange Board of India ("SEBI") vide its circular dated January 15, 2021 read with its circular dated May 12, 2020 (collectively referred to as "SEBI Circulars"), permitted convening the Annual General Meeting ("AGM" / "Meeting") through Video Conferencing ("VC") or Other Audio Visual Means ("OAVM"), without physical presence of the members at a common venue. In compliance with the provisions of the Companies Act, 2013 ("the Act") and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and MCA Circulars, the AGM of the Company is being held through VC / OAVM and Notice of the 31st AGM along with the Annual Report for the FY 2020-21 is being sent only through electronic mode to those members whose email ids are registered with the Depositories / the Company's Registrar and Share Transfer Agent.

We thank you all for your support in this green initiative.

Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. Since this AGM is being held pursuant to the MCA Circulars through VC/OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.

The Annual Report 2020-21 including the Notice of the AGM and the standalone and consolidated financial statements for the financial year 2020-21, along with Board's Report, Auditors' Report and other documents required to be attached thereto can be accessed / downloaded using the below given link:

Divi's Laboratories Limited - Annual Report 2020- 21	Notice of 31st Annual General Meeting containing notes to e-AGM, procedure for Remote E-Voting and E-Voting at the AGM and procedure for joining the AGM through VC/OAVM.
Click Here	Click Here

The aforesaid documents are also available on the website of the Stock Exchanges, i.e., BSE Limited and National Stock Exchange of India Limited at <https://www.bseindia.com> and <https://www.nseindia.com>, respectively, and on the website of the Company at www.divislabs.com and on the website of KFin Technologies Private Limited ("KFinTech") at <https://evoting.kfintech.com>.

Pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Act read with the Companies (Management and Administration) Rules, 2014, as amended, and Regulation 44 of the SEBI Listing Regulations, the Company is providing to its Members facility to exercise their right to vote on resolutions proposed to be passed at the AGM by electronic means ("e-voting"). Members may cast their votes remotely, using an electronic voting system on the dates mentioned in this communication ("remote e-voting").

The Company has engaged the services of KFinTech as the agency to provide e-voting facility, by using the following credentials:

EVEN (E-Voting Event Number)	USER ID	Password / PIN
------------------------------	---------	----------------

The facility for voting through electronic voting system will also be made available at the Meeting ("Insta Poll") and Members attending the Meeting who have not cast their vote(s) by remote e-voting will be able to vote at the Meeting through Insta Poll.

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

Commencement of Remote e-voting	From 9:00 a.m. (IST) on Thursday, August 26, 2021
End of Remote e-voting	Till 5:00 p.m. (IST) on Sunday, August 29, 2021

Weblink to access remote e-voting: : <https://evoting.kfintech.com>.

The remote e-voting will not be allowed beyond the aforesaid date and time and the remote e-voting module shall be forthwith disabled by KFinTech upon expiry of the aforesaid period.

Voting rights of a member / beneficial owner (in case of electronic shareholding) shall be in proportion to his/her share in the paid-up equity share capital of the Company as on the cut-off date, i.e., Monday, August 23, 2021.

The result of e-voting will be declared within 48 (forty-eight) hours of the conclusion of the Meeting and the same, along with the consolidated Scrutiniser's Report, will be placed on the website of the Company: www.divislabs.com and on the website of KFinTech at: : <https://evoting.kfintech.com>. The result will be simultaneously communicated to the stock exchanges.

The Company will provide VC/OAVM facility to its Members for participating at the AGM. The login credentials (as provided above) used for e-voting may also be used for attending the AGM through VC/OAVM. The procedure for attending the AGM through VC/OAVM is well explained in the Notes to the AGM notice under Procedure for joining the AGM through VC/OAVM.

Weblink to attend AGM through VC: <https://emeetings.kfintech.com>.

The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Act, the Register of Contracts or Arrangements in which the directors are interested, maintained under Section 189 of the Act, and the relevant documents referred to in the Notice will be available electronically for inspection by the members during the AGM. All documents referred to in the Notice will also be available electronically for inspection without any fee by the members from the date of circulation of this Notice up to the date of AGM. Members seeking to inspect such documents can send an email to cs@divislabs.com.

Furnishing of Form 15G/15H and other forms related to TDS on dividend and other requisites related to AGM, the detailed provisions are mentioned in the Notes to the e-AGM Notice to facilitate the members.

Members are requested to carefully read all the Notes set out in the Notice of the AGM and in particular, procedure for joining the AGM, manner of casting vote through remote e-voting or through Insta Poll during the AGM.

In order to enable ease of participation of the Members, we are providing below, the important information regarding the meeting for your quick reference:

Particulars	Details
Time and date of AGM	At 10.00 a.m. on Monday, August 30, 2021
Mode	Video Conferencing /Other Audio-Visual Means
Link for participation through VC and webcasting	https://emeetings.kfintech.com
Helpline number for VC participation	emeetings@kfintech.com or call KFin on 1800-345-4001 (toll free)
Webcast and transcripts	https://emeetings.kfintech.com
Cut-off date for e-voting	Monday, August 23, 2021
E-voting start time and date	9:00 a.m. (IST) on Thursday, August 26, 2021
E-voting end time and date	5:00 p.m. (IST) on Sunday, August 29, 2021
E-voting website of KFinTech	https://evoting.kfintech.com
Name and contact details of Registrar and Transfer Agent and e-voting service provider	Mr. P Nageswara Rao, Manager KFin Technologies Private Limited Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad 500 032 Toll-free No.: 1800-309-4001 E-mail: einward.ris@kfintech.com
Contact details for obtaining the Annual Report, e-AGM notice and e-voting instructions by the shareholders whose email addresses are not registered with the depositories or with RTA on physical folios	https://ris.kfintech.com/clientservices/mobilereg/mobileemailreg.aspx email id: einward.ris@kfintech.com
AGM Questions prior to e-AGM and Speaker Registration for e-AGM session start and end time and date	Thursday, August 26, 2021 to Friday, August 27, 2021
Company's contact details	mail@divislabs.com

This communication forms an integral part of the Notice convening the 31st AGM.

Looking forward to your active participation and assuring you of our best services,

Thanking you,

Yours faithfully,

For **Divi's Laboratories Limited**

Sd/-

M. Satish Choudhury

Company Secretary

The Shareholders who are using the **Outlook**, need to click on [Outlook Calendar](#) and save the reminder request. Similarly, those who are using **Gmail** can click on [Google Calendar](#) and set the reminder date/time during the evoting period.

This is a system generated Email. Please do not reply to this Email.