

NOVARTIS INDIA LIMITED

CIN: L24200MH1947PLC006104

Registered Office: Sandoz House, Shivsagar Estate, Dr Annie Besant Road, Worli, Mumbai 400 018

Tel : +91 22 2495 8400/2495 8888, Fax : +91 22 2495 0221, Website : www.novartis.in

	Serial No. :
Name of the Member(s) :	
Registered Address :	
Folio No./Client ID :	
DP ID :	

No. of shares held :

Please find enclosed the Annual Report along with the Notice convening the 68th Annual General Meeting (“AGM”) of the Company scheduled on Friday, July 29, 2016 at 11.30 am at Hall of Culture, Nehru Centre, Dr. Annie Besant Road, Worli, Mumbai 400 018.

Pursuant to provisions of Section 108 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014 and amendments thereof and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements), Regulations 2015, the Company is providing facility for voting by electronic means and all resolutions set forth in the Notice convening the 68th AGM of the Company may be transacted through such voting. The Company also will be providing voting facility through polling paper at the AGM and members attending the AGM who have not already cast their vote by remote e-voting may be able to exercise their voting right at the AGM. The members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again. The Company has engaged the services of National Securities Depository Limited (NSDL) to provide e-voting facility.

In this regard, please find below User ID and Password for e-voting:

EVEN (E-Voting Event Number)	User ID	Password

Please read the instructions printed below before exercising your vote.

Steps for e-voting:

1. Obtaining User ID and Password:

- a) For the members whose email IDs are registered with the Company’s Registrar & Transfer Agent/Depository Participant: You will receive an email from NSDL. Open the attached PDF file viz; “remote e-voting.pdf” with your Client ID or Folio No. as password. The said PDF file contains your User ID and Password/PIN for remote e-voting. Please note that the password is an initial password and you will be asked to change this password when you log-in for the first time. You will not receive this PDF file if you are already registered with NSDL for e-voting.
- b) The members whose email IDs are not registered with the Company’s Registrar & Transfer Agent/Depository Participant: You may use User ID and Password provided above. Please note that the password is an initial password and you will be asked to change the password when you log-in for the first time.
- c) If you are already registered with NSDL for e-voting: You may use your existing User ID and Password for Login. If you forgot your password, you can reset the password by using “Forgot User Details/Password” option available on <https://www.evoting.nsdl.com/> or contact NSDL at the toll free no. 1800 222 990.

2. Open the internet browser and type URL: <https://www.evoting.nsdl.com/>
3. Click on Shareholder – Login.
4. Please enter User ID and Password provided above.
5. If you are logging in for the first time, password change menu will appear. Change the password/PIN with a new password of your choice with minimum 8 digits/characters or combination thereof. Please note your new password. Please do not share your password with any other person and take utmost care to keep your password confidential.
6. E-voting home page will open. Click on e-voting: Active Voting Cycles.
7. Select “EVEN” of Novartis India Limited.
8. Once the Cast Vote page opens, you are ready for e-voting.
9. Cast your vote by selecting appropriate option and click on “Submit” and also “Confirm” when prompted.
10. Upon confirmation, the message “Vote cast successfully” will be displayed.
11. Once you have voted on the resolution, you will not be allowed to modify your vote.
12. Institutional shareholders (i.e. members other than individuals, HUF, NRI etc.) are required to send a scanned copy (PDF/ JPEG Format) of the relevant Board resolution/authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail at contact@csakta.com with a copy marked to evoting@nsdl.co.in. The relevant Board resolution/authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) should be mailed before the voting period ends.
13. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
14. In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for shareholders and e-voting user manual for shareholders available from the “Downloads” section of <https://www.evoting.nsdl.com/> or call on toll free no.: 1800 222 990.
15. For any grievances connected with facility for e-voting members may contact:
Mr Girish Tekchandani, Company Secretary and Compliance Officer
Address: Novartis India Limited, Sandoz House, Shivsagar Estate, Dr Annie Besant Road, Worli, Mumbai 400 018, India
Tel: +91 22 2495 8400
Email: india.investors@novartis.com

General Instructions

1. The e-voting period commences on Tuesday, July 26, 2016 (9.00 am) and will end on Thursday, July 28, 2016 (5.00 pm). During this period members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date, being of July 22, 2016, may cast their vote electronically in the manner and process as set out above. The e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on the resolution is cast by the member, the member shall not be allowed to change it subsequently.
2. Any person who acquires shares of the Company and becomes member of the Company after dispatch of notice of AGM and holding shares as on the cut-off date i.e. July 22, 2016 may obtain User ID and password by sending a request at evoting@nsdl.co.in or evelin.subalatha@linkintime.co.in.
3. A person whose name is recorded in the register of members or in the beneficial owners maintained by depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through polling paper.
4. A person who is not a member as on the cut-off date should treat this Notice for information purposes only.
5. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date being July 22, 2016.
6. Mr Amit Trivedi, practicing Company Secretary, (Membership No. A19738), has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
7. The Scrutinizer shall after the conclusion of voting at the AGM, first count the votes at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two (2) witnesses not in the employment of the Company and shall make not later than three (3) days of the conclusion of the AGM a consolidated Scrutinizer’s Report of the votes cast in favour or against, if any, forthwith to the Chairman of the Company or a person authorized by him in writing who shall countersign the same.
8. The results declared along with the Scrutinizer’s Report shall be placed on the Company’s website www.novartis.in and on the website of NSDL immediately after the declaration of results by the Chairman or a person authorized by him in writing. The results will also be communicated to the Bombay Stock Exchange Limited, Mumbai.