



Abbott India Limited

CIN: L24299MH1997PLC007320
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NOTICE OF SEVENTY-SIXTH ANNUAL GENERAL MEETING TO BE HELD THROUGH VIDEO-CONFERRING ("VC")/OTHER AUDIO-VISUAL MEANS ("OAVM"), REMOTE E-VOTING AND BOOK CLOSURE AND DIVIDEND INFORMATION

Notice is hereby given that Seventy-sixth Annual General Meeting ("AGM") of Abbott India Limited ("the Company") will be held on **Monday, September 7, 2020 at 9.00 a.m.** through Video-Conferencing ("VC")/Other Audio-Visual Means ("OAVM") pursuant to the Circular Nos. 14/2020 and 17/2020 dated April 8, 2020 and April 13, 2020, respectively, followed by Circular No. 20/2020 dated May 5, 2020, issued by the Ministry of Corporate Affairs ("MCA Circulars") and all other applicable provisions of the Companies Act, 2013 and Rules made thereunder and to transact the business as set forth in the Notice of the 76th AGM.

In compliance with the MCA Circulars and the SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020, Annual Report for the financial year 2019-20 along with the Notice of 76th AGM is being sent today i.e., Saturday, August 15, 2020 through electronic mode to the Members whose email addresses are available with the Company/Depositories/Depository Participants.

The Members whose email addresses are not registered with the Company are requested to do so by following the process given below:

- In case shares are held in physical mode, please provide Folio No., Name of the shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy), AADHAR (self-attested scanned copy) by email to investorrelations.india@abbott.com
- In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy), AADHAR (self-attested scanned copy) to investorrelations.india@abbott.com

Post successful registration of the email address, the Member 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 Meeting. In case of any queries, Member may write to investorrelations.india@abbott.com

As per Section 108 of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2015 and Regulation 44 of the Regulations, the Company offers the remote e-voting facility to the Members to cast their votes by electronic means on all the resolutions set out in the Notice convening 76th AGM.

The facility for voting shall be provided at the Meeting. Members attending the Meeting who have not cast their vote earlier by remote e-voting shall be entitled to vote at this Meeting. A Member can participate in the Meeting even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at this Meeting.

The details required under the Companies Act, 2013 and Rules framed thereunder, are given below:

- The Notice of the AGM and Annual Report for the financial year ended March 31, 2020 are also available on the Company's website at www.abbott.co.in and on the website of the BSE Limited at www.bseindia.com and on the website of National Securities Depository Limited ("NSDL") at www.evoting.nsdl.com
- The Company has engaged the services of National Securities Depository Limited ("NSDL") to provide electronic voting facility to the Members of the Company.
- The remote e-voting facility will be available during the following voting period:

Commencement of Remote E-voting:	From 9 a.m. (IST) on Friday, September 4, 2020
End of Remote E-voting:	Upto 5 p.m. (IST) on Sunday, September 6, 2020

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

- The cut-off date for the purpose of remote e-voting and voting at the Annual General Meeting is August 31, 2020 ("cut-off date").** A person, whose name is recorded in the Register of Members or in the Register of Beneficial Owners maintained by the 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 Annual General Meeting.
- 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.
- In case of Members whose email ids are registered with the Company, user ID and password will be sent through email by NSDL. In case Member is already registered with NSDL for remote e-voting, they can use their existing user ID and password for casting their vote.
- Any person, who acquires shares of the Company and becomes a Member of the Company after the date of dispatch of the Notice and holding shares as of the cut-off date, may obtain the user ID and password by sending a request at evoting@nsdl.co.in
- The facility of voting will be provided at the Annual General Meeting. Members attending the Meeting and who have not cast their vote earlier by remote e-voting shall be able to vote at the Meeting.
- Member can participate in the Annual General Meeting even after exercising the right to vote through remote e-voting but shall not be allowed to vote again at the Meeting.
- Once the vote on a resolution is cast by the Member by remote e-voting, he shall not be allowed to modify the same or cast vote again.
- Mr. Taizoon M. Khumri, Practicing Company Secretary (Certificate of Practice No: 88) (Membership No: FCS 993) has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
- The Scrutinizer shall, after the conclusion of voting at the Meeting, count the votes cast at the Meeting and unblock the votes cast through Remote e-voting in the presence of atleast two witnesses, not in the employment of the Company and shall make, not later than forty-eight hours from the conclusion of the Annual General Meeting, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
- The Results shall be declared by the Chairman or any other person authorized by him in writing on or within forty-eight hours from the conclusion of the Annual General Meeting. The results declared shall be along with the consolidated Report of the Scrutinizer be placed on the website of the Company i.e. www.abbott.co.in and on the website of NSDL i.e. www.evoting.nsdl.com immediately after the declaration of results. The results shall simultaneously be forwarded to the BSE Limited, Mumbai.
- Detailed process and manner of casting of votes are provided in the Notice of AGM sent to the Members via email along with Annual Report for the year 2019-20.
- Subject to receipt of the requisite number of votes, the Resolutions shall be deemed to be passed on the date of the Annual General Meeting i.e. September 7, 2020.**
- Members having any queries may refer the (i) remote e-voting user manual or (ii) Help & Frequently Asked Questions (FAQs), available at the downloads section of www.evoting.nsdl.com or call on Toll Free No: 1800-222-990.
- Members may address their queries/grievances connected with remote e-voting to:

Particulars	National Securities Depository Limited	Abbott India Limited
Name and Designation	Ms. Sarita Mote Assistant Manager	Ms. Krupa Anandpara Company Secretary
Address	Trade World, 'A' Wing, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013	16th Floor, Godrej BKC, Plot C - 68, "G" Block, Bandra Kurla Complex, Near MCA Club, Bandra (East), Mumbai - 400051
Tel	+91-22-2499 4890	+91-22-5046 1000/2000
E-mail ID	evoting@nsdl.co.in / saritam@nsdl.co.in	investorrelations.india@abbott.com

Notice is further given that pursuant to the provisions of Section 91 of the Companies Act, 2013 ("the Act") and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, ("the Regulations"), the Register of Beneficial Owners, Register of Members and Share Transfer Books of the Company will remain closed from Tuesday, September 1, 2020 to Monday, September 7, 2020 (both days inclusive).

Final dividend of ₹ 107/- and special dividend of ₹ 143/- per equity share for the year ended March 31, 2020, recommended by the Board of Directors, if approved by the Members at the ensuing AGM, will be paid on and from September 14, 2020 electronically through various online transfer modes to those Members who have updated their bank account details and to the Members whose names appear on the Register of Members as on September 7, 2020 and to the Beneficial Owners of the shares as on August 31, 2020, as per the details furnished by the Depositories for this purpose. For Members who have not updated their bank account details, demand drafts will be sent out to their registered addresses once the postal facility is available. To avoid delay in receiving the final dividend, Members are requested to update their KYC details with their depositories (where shares are held in dematerialized mode) and with the Company's Registrar and Share Transfer Agent (where shares are held in physical mode) by sending duly signed request letter along with a canceled copy of cheque and self-attested copy of PAN and Aadhaar at pinward.ris@kfintech.com to receive the dividend directly into their bank account on the payout date.

Members may further note that pursuant to amendments introduced by the Finance Act, 2020, the Company is required to withhold taxes at the prescribed rates on the dividend paid to its Members w.e.f. April 1, 2020. No tax will be deducted on payment of dividend to the resident individual Members if the total aggregate dividend paid during the year ending March 31, 2021 does not exceed ₹ 5,000/-.

The withholding tax rate would vary depending on the residential status of the Member and documents registered with the Company. In order to enable us to determine the appropriate TDS rate as applicable, Members are requested to submit the necessary documents in accordance with the provisions of the Income-tax Act, 1961 through the link <https://ris.kfintech.com/form15/>. A detailed Communication for uploading the documents as per the applicable provisions is sent out separately.

Place: Mumbai
 Date: August 15, 2020

By Order of the Board
 Krupa Anandpara
 Company Secretary
 Membership No.: ACS 16536