



## Abbott India Limited

Corporate Identification Number (CIN) : L24239MH1944PLC007330  
Registered Office : 3-4, Corporate Park, Sion-Trombay Road, Mumbai – 400 071  
Tel. : +91-22-6797 8888 / +91-22-3816 2000 Fax. : +91-22-6797 8727 / +91-22-3816 2400  
Email : [investorrelations.india@abbott.com](mailto:investorrelations.india@abbott.com) Website : [www.abbott.co.in](http://www.abbott.co.in)

### REMOTE E-VOTING FORM

Pursuant to Section 108 of the Companies Act, 2013 read with Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Serial No. :

Name of the sole / first named Member :  
Address :

Registered folio No./ DP ID\* & Client ID\* :  
(\*applicable to investors holding shares in dematerialised form)

No. of Shares held :

Dear Member,

#### Sub : Voting through electronic means

Pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, Abbott India Limited (“the Company”) is pleased to provide to its Members, the facility to exercise their vote by electronic means i.e ‘remote e-voting’ on resolutions proposed to be passed at the Seventy-third Annual General Meeting scheduled to be held on Tuesday, July 18, 2017 at 3.30 p.m.

The Company has engaged the services of Karvy Computershare Private Limited (“Karvy”) as agency to provide remote e-voting facilities. The remote e-voting facility is available at the link <https://evoting.karvy.com>.

The remote e-voting particulars are set out below:

#### REMOTE ELECTRONIC VOTING PARTICULARS

EVEN (Electronic Voting Event Number)	User ID	Password

If you have already registered for e-voting with Karvy, no password has been provided here. Kindly refer specific Instruction 'C' overleaf.

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

Commencement of remote e-voting	End of remote e-voting
From 10 a.m. (IST) on July 15, 2017	Upto 5 p.m. (IST) on July 17, 2017

The remote e-voting will not be allowed beyond the aforesaid date and time and the same shall be disabled by Karvy 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 July 11, 2017.**

This Communication forms an integral part of the Notice dated May 19, 2017 convening the Seventy-third Annual General Meeting scheduled to be held on Tuesday, July 18, 2017 at 3.30 p.m.

Please read the instructions printed overleaf before exercising the vote.

The Notice of the Annual General Meeting and this communication are also available on the website of the Company at [www.abbott.co.in](http://www.abbott.co.in).

By Order of the Board

Mumbai  
May 19, 2017

**Krupa Anandpara**  
Company Secretary  
Membership No.: ACS16536

## PROCESS AND MANNER FOR REMOTE E-VOTING

### Specific Instructions and process to be followed for remote e-voting :

- A. Those Members whose email addresses are registered with the Company/Depository Participant, shall receive an email containing remote e-voting details. In case, the email address is not registered, a copy of this form in physical shall be forwarded to the Members at the address as per records of the Company.
- Launch internet browser by typing the following URL: <https://evoting.karvy.com>
  - Enter the login credentials, given as under :

<b>First time Users</b>	User ID and Password as given overleaf/in email, as the case maybe
<b>Existing Users</b>	
User ID:	<b>For Members holding shares in Demat form:</b>
	a. For NSDL: 8 character DP ID followed by 8 digit Client ID
	b. For CDSL: 16 digit Beneficiary ID / Client ID
	<b>For Members holding shares in Physical form:</b>
	Event No. (EVEN) followed by Folio No. registered with the Company
Password:	Your existing password

- After entering the details appropriately, click on "LOGIN".
  - Password change menu appears wherein you are required to mandatorily change your password. 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 (@, #, \$, etc.). The system will prompt you to change your password and update your contact details like mobile number, email ID etc. on first login. You may also enter a 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.
  - Login again with the new credentials.
  - On successful login, the system will prompt you to select the "EVENT" i.e., "Abbott India Limited"
  - On the voting page, enter the number of shares (which represents the number of votes) as on the Cut-off date under "FOR/AGAINST" or alternatively, you may partially enter any number in "FOR" and partially "AGAINST" but the total number in "FOR/AGAINST" taken together shall not exceed your total shareholding as mentioned overleaf. If the Member does not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the shares held will not be counted under either head.
  - Members holding multiple folios/demat accounts can choose the voting process separately for each folio/demat accounts.
  - Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
  - You may then cast your vote by selecting an appropriate option and click on "Submit".
  - A confirmation box will be displayed. Click "OK" to confirm or "CANCEL" to modify. Once you confirm your voting on the resolution(s), you will not be allowed to modify your vote again. During the voting period, Members can login any number of times and vote till they have confirmed their voting on the Resolution(s).
  - Corporate/Institutional Members (i.e. other than individuals, HUF, NRI, etc.) are required to send scanned copy (PDF Format) of the relevant Certified True Copy of the Board Resolution / Authority letter as the case maybe, together with attested specimen signature(s) for authorising the representatives to vote on their behalf, to the Scrutinizer through e-mail to [cstaizoonkhumri@gmail.com](mailto:cstaizoonkhumri@gmail.com) with a copy marked to [evoting@karvy.com](mailto:evoting@karvy.com).
- B. If you are already registered with Karvy for remote e-voting then you must use your existing user ID and password for casting your vote. If you have forgotten your password, you can generate the new password by clicking on "Forgot Password" on the home page of <https://evoting.karvy.com> and entering your Folio No. or DP ID and Client ID or contact Karvy at the following toll free no.: 1800-3454-001.
- C. 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 i.e. July 11, 2017, may obtain the User ID and password by sending a request at [einward.ris@karvy.com](mailto:einward.ris@karvy.com).

### General Instructions :

- In case of any queries, you may refer to the (i) remote e-voting user manual or (ii) Help & Frequently Asked Questions (FAQs), available at the downloads section of <https://evoting.karvy.com> or call on toll free no.: 1800-3454-001.
- 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 i.e. July 11, 2017 only shall be entitled to avail the facility of remote e-voting -or voting at the Annual General Meeting through ballot paper, as the case maybe, in proportion to the shares held as on the cut-off date.
- The facility of voting through ballot paper will be provided at the Annual General Meeting for the Members attending the Meeting and who have not cast their vote earlier by remote e-voting.
- A Member can participate in the Annual General Meeting even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the Meeting.
- Once you have confirmed your voting on the resolution, you will not be allowed to modify your vote or cast the vote again.
- Mr Taizoon M. Khumri, Practicing Company Secretary (CP No. 88) (Membership No. FCS 993) has been appointed as the Scrutinizer to Scrutinize the voting process in a fair and transparent manner.
- The Scrutinizer shall after the conclusion of voting at the Meeting, will count the votes cast at the Meeting and unblock the votes cast through remote e-voting in the presence of at least two witnesses, not in the employment of the Company and shall make, not later than forty-eight hours of 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](http://www.abbott.co.in) and on the website of Karvy i.e. <https://evoting.karvy.com> immediately after the declaration of results. The results shall simultaneously be forwarded to the BSE Limited, Mumbai.
- 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. July 18, 2017.**