THRU ONLINE FILING

November 18, 2021

BSE Ltd.
Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai 400 023
Scrip Code – 524494

National Stock Exchange India Limited,
Exchange Plaza, C-1, Block-G,
Bandra Kurla Complex, Bandra – (East).
Mumbai-400051.
Scrip Code : IPCALAB

**Sub: Extraordinary General Meeting**

Dear Sirs,

We wish to inform you that the Extraordinary General Meeting (EGM) of the Company will be held on **Thursday, 16th December, 2021** at 11.30 a.m. through Video Conferencing / Other Audio Visual Means (VC/OAVM) to transact the business as set out in the notice convening the said Extraordinary General Meeting which is e-mailed to the shareholders of the Company.

The Notice of the EGM has been sent in electronic mode to Members whose e-mail IDs are registered with the Company or the Depository Participant(s). The requirements of sending physical copy of the Notice of the EGM to the Members have been dispensed with vide MCA / SEBI Circular(s).

The Notice of the EGM is also available on the Company's website www.ipca.com. Members who have not received the Notice may download it from the Company's website or may request for an electronic copy of the same by writing to the Company at investors@ipca.com.

We also wish to inform you that pursuant to the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide its members with the facility to exercise their right to vote on the agenda items as stated in the notice of the Extraordinary General Meeting by electronic means and the business will be transacted through the e-voting services provided by the National Securities Depository Limited (NSDL).

Ipca Laboratories Ltd.
www.ipca.com
125, Kandivli Industrial Estate, CTS No. 328, Kandivli (West), Mumbai 400 067 (Maharashtra), India | T: +91 22 6210 5000 F: +91 22 6210 5005
Regd. Office: 48, Kandivli Industrial Estate, Kandivli (West), Mumbai 400 067 (Maharashtra), India | T: +91 22 6647 4444
E: ipca@ipca.com CIN: L24239MH1949PLC007837

The details pursuant to the provisions of Section 108 of the Companies Act, 2013 and the relevant Rules prescribed thereunder are as follows:

1. The business will be transacted through voting by electronic means.

2. Date and time of commencement of remote e-voting: Monday, 13th December, 2021 (9.00 a.m.).

3. Date and time of end of remote e-voting: Wednesday, 15th December, 2021 (5.00 p.m.).

4. Cut-off Date: Friday, 10th December, 2021.

5. Any person, who acquires shares of the Company and becomes member of the Company after despatch of the notice and holding shares as of the cut-off date i.e. 10th December, 2021 m ay obtain the login ID and password by sending an request to evoting@nsdl.co.in by mentioning his Folio No. / DP ID and Client ID No. However, if any shareholder is already registered with NSDL for remote e-voting, then he can use his existing User ID and password for casting his vote. If any shareholder forget s his password, he can reset his password by using "Forgot User Details / Password" or "Physical User / Reset Password" option available on www.evoting.nsdl.com or contact NSDL at Toll Free No: 1800 222 990.

6. E-voting by electronic mode shall not be allowed beyond 5.00 p.m. on Wednesday, 15th December, 2021.

7. The members who have cast their vote by remote e-voting prior to the EGM may also attend the EGM thru VC/OAVM but shall not be entitled to cast their vote again.

8. Members of the Company holding shares either in physical form or in dematerialized form as on the cut-off date of 10th December, 2021 only shall be entitled to avail the facility of remote e-voting as well as voting at the Extraordinary General Meeting. The voting rights of the members shall be in proportion to their shares of the paid-up equity share capital of the Company.

9. The Company is also providing remote e-voting facility to its members in respect of the business to be transacted during the EGM. Members may follow the same procedure for e-Voting during the EGM as mentioned above for remote e-Voting. Only those Members, who will be present in the EGM through VC/OAVM Facility and have not cast their vote on the Resolutions through remote e-Voting shall be eligible to vote through e-Voting system in the EGM.

10. The Notice of the EGM is also available on the Company's website www.ipca.com and on the website of National Securities Depository Ltd. (NSDL) www.evoting.nsdl.com.

Ipca Laboratories Limited

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E: ipca@ipca.com CIN: L24239MH1949PLC007837

11. The shareholders may contact the Company Secretary for any grievances connected with electronic voting:

Mr. Harish P Kamath
Corporate Counsel & Company Secretary
Ipca Laboratories Limited
48, Kandivli Industrial Estate
Kandivli (W), Mumbai 400 067
Tel. No. (022) 6210 6050
E-mail: investors@ipca.com

Kindly take this information on record.

Thanking you

Yours faithfully
For Ipca Laboratories Ltd.

Ipca Laboratories Limited

Harish P. Kamath
Corporate Counsel & Company Secretary
ACS 6792

Encl: Format for the intimation of Book Closure

Cc: 1) National Securities Depository Ltd.
Trade World, Kamal Mills Compound
Senapati Bapat Marg, Lower Parel
Mumbai 400 013.

2) Central Depository Service (I) Ltd.
Marathon Futurex, 25th Floor,
NM Joshi Marg,
Lower Parel (East), Mumbai

3) Link Intime India Pvt. Ltd.
C-101,247 Park
LBS Marg
Vikhroli (West), Mumbai-400 083