Cipla

6th August 2018

(1) BSE Ltd
Listing Department
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai 400 001

Scrip Code: 500087

(2) National Stock Exchange of India Ltd
Listing Department
Exchange Plaza, 5th floor,
Plot no. C/1, G Block,
Bandra Kurla Complex,
Bandra (East), Mumbai - 400 051

Scrip Code: CIPLA EQ

(3) SOCIETE DE LA BOURSE DE LUXEMBOURG
Societe Anonyme
35A Boulevard Joseph II,
L-1840 Luxembourg

Dear Sirs,

We enclose herewith copy of letters dated 25th July, 2018, sent to the shareholders holding shares in physical form, through registered / speed post with regard to:

I. Mandatory updation of PAN / bank details in compliance with SEBI circular no. SEBI/HO/MIRSD/DOPI/CIR/P/2018/73 dated 20th April, 2018.

II. Restriction on transfer of shares held in physical form w.e.f. 5th December, 2018.

Kindly acknowledge receipt.

Thank you,

Yours faithfully,
For Cipla Limited

Rajendra Chopra
Company Secretary
Encl.: as above

Prepared by: Gaurav Sainani

Cipla House, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai - 400 013
Phone +91 22 24826000 Fax +91 22 24826120 E-mail cosecretary@cipla.com Website www.cipla.com
Corporate Identity Number L24239MH1935PLC002380

IMPORTANT & URGENT
FOR YOUR IMMEDIATE ACTION

Ref: CIP/PAN/1

Date : 25th July, 2018

Dear Shareholder(s),

Sub: Mandatory updation of Permanent Account Number(PAN) / Bank details against your holding

We refer to SEBI circular no. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, which has mandated the issuer companies and RTAs to collect and update the PAN / bank account details of all their securities holders holding securities in physical form. **While reviewing our records, we found that your PAN / bank account details are missing against your folio number.**

Updating your PAN/ bank account details will not only help you protect your investments with proper KYC details but will also help us serve you better in terms of validating your records and wire transferring the dividend directly to your bank account instead of sending across a Dividend Warrant/ Demand Draft.

In order to update our record, we also request you to please update your KYC details such as email id, mobile number and Aadhaar-card.

ACTION REQUIRED FROM YOU

To comply with the above requirement, we request you to submit the following documents within 21 days of receiving this letter.

- Enclosed format duly filled in and signed by all the shareholders
- Self-attested copy of PAN Card of all the shareholders (For residents of Sikkim, identity proof issued by Government)
- Cancelled cheque leaf with name of the first holder (if name is not printed on cheque, then a bank attested copy of the pass book/statement first page)
- Address proof of the first holder (self-attested Aadhaar-card)

In case of any query or assistance, please feel free to contact us at:

Cipla Limited Cipla House, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai - 400 013 Phone +91 22 24826000 Fax +91 22 24826120 E-mail **cosecretary@cipla.com** Contact Person: Mr.KaranTanna / Gaurav Sainani	M/s Karvy Computershare Pvt. Ltd. Unit: **Cipla Limited** Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032 Toll Free No.: 1800-3454-001 Email : **einward.ris@karvy.com** Contact Person: Mr.Premkumar Nair

Thanking you,

Yours faithfully,
For Cipla Limited

Sd/-
Rajendra Chopra
Company Secretary & Compliance Officer

FORM FOR FURNISHING PAN & BANK DETAILS

Reference No: CIP/PAN/1

EX485274335IN

To
Karvy Computershare Private Limited
Karvy Selenium Tower B, Plot 31-32,
Gachibowli, Financial District, Nanakramguda,
Hyderabad - 500 032

Dear Sir,

Unit: Cipla Limited

I/We furnish below our folio details along with PAN and Bank mandate details for updation and confirmation of doing the needful. **I/we are enclosing the self-attested copies of PAN cards of all the holders (For residents of Sikkim, identity proof issued by Government), original cancelled cheque leaf/ Bank attested pass book/statement and address proof viz., Aadhaar card as required for updation of the details:**

Folio No.	
Address of the first named shareholder	
Mobile No.	
E-Mail id	

Bank Account Details (for electronic credit of unpaid dividends and all future dividends):											
Name of the Bank											
Name of the Branch											
Account Number (as appearing in your cheque book / bank attested Pass book/statement)											
Account Type (Saving / Current / Cash Credit)	**Saving**			**Current**			**Cash Credit**				
9 Digit MICR Number (as appearing on the cheque issued by the bank / bank attested Pass book/statement). Please enclose a self attested copy of cancelled cheque/bank attested copy of Pass book / statement for verification.											
11 Digit IFSC Code											

	PAN No	**Name**	**Signature**
First Holder :			
Joint Holder 1 :			
Joint Holder 2 :			

Date:
Place:

NB: The above details will not be updated if the supporting documents are not attached and not duly signed by all the shareholders.

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Corporate Identity Number L24239MH1935PLC002380

IMPORTANT & URGENT
FOR YOUR IMMEDIATE ACTION

Ref: CIP/PAN/12345 /1 **25th July, 2018**

Dear Shareholder(s),

Sub: Restriction on transfer of shares held in physical form

We draw your attention to SEBI notification no. SEBI/LAD-NRO/GN/2018/24, dated 08th June, 2018, amending Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements), 2015. As per the said notification, companies have been prohibited from accepting transfer requests of shares held in physical form, with effect from 5th December, 2018. The only exception to this will be transmission or transposition of shares.

From our records, we note that you are holding shares in physical form. Dematerialization of shares will not only eliminate the risks associated with physical share certificates but will also help you enjoy seamless trading of shares electronically without involving any share certificate or transfer forms.

Therefore, we request you to dematerialize your shares on or before 5th December, 2018. Please refer to the investor FAQs under Investor Information section at https://www.cipla.com for understanding the dematerialization process.

In case of any query or assistance, please feel free to contact us at:

Cipla Limited Cipla House, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai – 400 013 Phone +91 22 24826000 Fax +91 22 24826120 E-mail cosecretary@cipla.com Contact Person: Mr.KaranTanna/ Gaurav Sainani	M/s Karvy Computershare Pvt. Ltd. Unit : Cipla Limited Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032 Toll Free No.: 1800-3454-001 Email :einward.ris@karvy.com Contact Person: Mr. Premkumar Nair

Thanking you,

Yours faithfully,
For Cipla Limited

Sd/
Rajendra Chopra
Company Secretary & Compliance Officer