



INDOCO REMEDIES LTD

## indoco remedies limited

INDOCO HOUSE, 166 C. S. T. ROAD, SANTACRUZ (EAST), MUMBAI - 400 098 (INDIA) • Website : [www.indoco.com](http://www.indoco.com)  
PHONES : (91-22) 3386 1000 / 3386 1250 • FAX : (91-22) 2652 3167 / 2652 3976 • CIN : L85190MH1947PLC005913

July 13, 2017

To  
The Listing Department  
**National Stock Exchange of India Limited**  
Exchange Plaza,  
Bandra - Kurla Complex  
Bandra (East)  
Mumbai - 400 051

To  
The Listing Department  
**Bombay Stock Exchange Limited**  
Floor 25, P. J. Towers,  
Dalal Street,  
Mumbai - 400 001

**Re : Notice of Annual General Meeting**

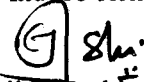
Dear Sirs,

We enclose herewith Notice of the Annual General Meeting (AGM) of our Company to be held on Wednesday 9<sup>th</sup> August, 2017.

The Annual Report of the Company will be forwarded to you after the same is approved and adopted in AGM, in terms of Regulation 34 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Kindly take the same on record.

For Indoco Remedies Limited

  
Sunil D. Joshi  
Company Secretary

Encl : a/a

## INDOCO REMEDIES LIMITED

[CIN: L85190MH1947PLC005913]

Registered Office: Indoco House, 166 CST Road, Kalina, Santacruz (E), Mumbai 400 098.

Tel: 26541851-55 / Fax: 26520787 / email: compliance.officer@indoco.com / Website: www.indoco.com

### Notice

Notice is hereby given that the Seventieth Annual General Meeting of the members of **INDOCO REMEDIES LIMITED** will be held on Wednesday, August 9, 2017, at 10.30 a.m., at MIG Cricket Club, MIG Colony, Bandra (East), Mumbai 400 051 to transact the following business:

#### **ORDINARY BUSINESS:**

1. To receive, consider and adopt;
  - (a) The audited standalone financial statements of the Company for the Financial Year ended March 31, 2017 and the Reports of the Board of Directors and the Auditors thereon;
  - (b) The audited consolidated financial statements of the Company for the Financial Year ended March 31, 2017 and the Report of the Auditors thereon.
2. To declare a dividend on Equity Shares for the year ended March 31, 2017.
3. To appoint a Director in place of Dr. Anand M Nadkarni (DIN 06881461), who retires by rotation and being eligible, offers himself for re-appointment.
4. To appoint Statutory Auditors and to fix their remuneration.

To appoint M/s Gokhale & Sathe, a Firm of Chartered Accountants, (Firm Registration No. 103264W), as Statutory Auditors of the Company under Section 139 & 142 of the Companies Act, 2013 & Companies (Audit & Auditors) Rules, 2014 to hold office from the conclusion of the forthcoming Annual General Meeting till the conclusion of the Seventy Fifth Annual General Meeting and to fix their remuneration.

#### **SPECIAL BUSINESS:**

5. To consider and if thought fit, to pass the following resolution as an **Ordinary Resolution:**

**“RESOLVED THAT** pursuant to the provisions of Section 148 and all other applicable provisions of the Companies Act, 2013 and the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force), the Cost Auditors appointed by the Board of Directors of the Company to conduct the audit of the cost records of the Company for the financial year ending March 31, 2018, be paid the remuneration as set out in the Statement annexed to the Notice convening this Meeting.”

**“RESOLVED FURTHER THAT** the Board of Directors of the Company be and is hereby authorised to undertake all such acts, deeds, things and take steps as may be necessary proper or expedient to give effect to this resolution”

Place : Mumbai

Date : May 26, 2017

By order of the Board

**SUNIL D JOSHI**

*President (Finance) & Company Secretary*

**Notes:**

1. The Statement setting out the material facts relating to Special Business at the meeting pursuant to Section 102 of the Companies Act, 2013 is annexed hereto.
2. As required by Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 a brief profile of Director seeking re-appointment at ensuing Annual General Meeting is given.
3. A member entitled to attend and vote at the Annual General Meeting (AGM) is entitled to appoint a proxy to attend and vote on a poll instead of himself / herself and the proxy need not be a member of the Company.

A person can act as proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than ten percent of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.

The Instrument appointing the Proxy must be filled stamped and duly signed and deposited at the Registered Office of the Company not less than Forty Eight Hours before the commencement of the Meeting i.e. by 10.30 A.M. on Monday, August 7, 2017.

In case of joint holders attending the Meeting, joint holder ranked higher in the order of names will be entitled to vote at the meeting.

4. Bodies Corporate who are members of the Company are requested to send duly certified copy of the Board resolution authorizing their representatives to attend and vote at the Meeting.
5. Members are requested to bring their Attendance Slip while attending the Annual General Meeting.  
Members holding shares in demat form are requested to write their DP ID and Client ID and those holding shares in physical form are requested to write their Folio Numbers on the attendance slip for attending the meeting.
6. The Register of Members and Share Transfer Books of the Company shall remain closed from Wednesday, August 2, 2017 to Wednesday, August 9, 2017 (both days inclusive) for the purpose of determining the names of members eligible for final dividend on Equity Shares if declared, at the meeting.
7. The dividend for the year ended March 31, 2017 as recommended by the Board, if sanctioned at the Annual General Meeting, will be paid to those members whose names appear on the Company's Register of Members on August 9, 2017. In respect of shares held in demat form, the dividend will be paid to the beneficial owners of shares as per details furnished by the Depositories for the purpose. The dividend will be paid on and from August 14, 2017.
8. Pursuant to Section 124 of the Companies Act, 2013, the Company has transferred on due dates the unpaid or unclaimed dividends for the financial Year 2008-2009 (Final dividend) to Investor Education and Protection Fund (IEPF) established by the Central Government.

Pursuant to provisions of Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules 2016, the Company has uploaded the details of unpaid and unclaimed dividend amounts lying with the Company as on July 29, 2016 (date of the last Annual General Meeting) on the website of the Company ([www.indoco.com](http://www.indoco.com)) as also on the website of the Ministry of Corporate Affairs ([www.mca.gov.in](http://www.mca.gov.in))

Dividends for the financial years 2009-2010 and thereafter which remain unpaid or unclaimed for a period of 7 years from the date they became due for payment will be transferred by the Company to IEPF. Members who have not yet encashed their dividend warrants for financial year 2009-10 onwards and seek revalidation of their warrants are requested to write to Company / Company's Registrars without any delay.

9. Government of India in Ministry of Corporate Affairs has announced "Green initiative in the Corporate Governance" by permitting the Companies to send the Balance Sheet, Profit & Loss Account, Directors' Report, Auditor's Report etc. to their members through email instead of mailing physical copies.

Members are requested to support the Green Initiative by the Government and get their email addresses registered with their Depository Participants in case of shares held in demat form or with Company / Link Intime India Pvt. Ltd. (Registrars) in case of shares held in physical form.

10. Annual Report copies will not be distributed at the Annual General Meeting. Members are therefore requested to bring their copies of the Annual Report.

11. Members holding shares in demat (electronic) account are requested to notify changes, if any, in their address, e-mail address, bank mandate etc. to their respective Depository Participants (DPs). Members holding shares in physical form are requested to intimate the changes to the Company / Company's Registrars.

12. (a) In order to provide protection against fraudulent encashment of dividend warrants, members who hold shares in physical form are requested to intimate to the Company / Company's Registrars the following information to be incorporated on the dividend warrants duly signed by the sole or first joint holder:

- (i) Name of the Sole/First joint holder and the Folio Number

- (ii) Particulars of Bank Account, viz:

- Name of the Bank

- Name of the Branch

- Complete address of the Bank with Pin Code number

- Account type whether Saving or Current

- Bank Account Number

- MICR Code

- IFSC Code

- (b) Members holding shares in demat form may please note that their Bank account details, as furnished by their Depositories to the Company, shall be printed on their Dividend Warrants as per the applicable regulation of the Depositories and the Company shall not entertain any direct request from the members for deletion of or change in Bank account details. Further, instructions, if any, already given by them in respect of shares held in physical form shall not be automatically applicable to shares held in demat form. Members who wish to change their bank details or particulars are requested to contact their Depository Participants.

- (c) To avoid loss of dividend warrants in transit and undue delay in receipt of dividend warrants, the Company has provided facility to the members for remittance through NEFT/RTGS. Members holding shares in physical form and desirous of availing the facility are requested to contact the Company / Company's Registrars

13. Facility of nomination is now available and members are requested to make use of the same by contacting the Company / Company's Registrars in case of physical holding and DPs in case of demat holdings.
14. For any assistance or information about shares, dividend etc., members may contact the Company / Company's Registrars.
15. Members are requested to quote their Folio Number / Demat Account Number and contact details such as email address, contact number and complete address in all correspondence with the Company or its Registrars.
16. Members who hold shares in multiple folios and in identical names are requested to contact the Company / Company's Registrars for consolidating their holdings into a single folio.
17. Member desirous of getting any information, on the accounts and operations of the Company, may please forward their queries to the Company at least seven days prior to the Meeting so as to enable the Company to provide appropriate response thereto at the Meeting.
18. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit the PAN to their Depository Participant with whom they are having demat accounts. Members holding shares in physical form are requested to submit PAN details to the Company / Registrar.
19. All the documents referred to in the accompanying Notice and the explanatory statement shall be open for inspection at the registered office of the Company during business hours except on holidays, up to and including the date of the Annual General Meeting.
20. Details of Director seeking appointment in the Annual General Meeting scheduled on Wednesday, August 9, 2017, pursuant to Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.

Name of Director	<b>Dr. Anand M Nadkarni</b>
Date of Birth	December 22, 1958
Date of Appointment	May 28, 2014
Expertise in Specific Functional area	Consultant Psychiatrist / Corporate Trainer and Human Resource Consultant
Qualification	M.D. and Diploma in Psychological Medicine.
Board Membership of other Public Companies as on March 31, 2017	Nil
Chairman / Member of the Committee of the Board of Directors of the Company as on March 31, 2017	Nil
Chairman / Member of the Committee of Directors of the other companies in which he is a Director as on March 31, 2017	Nil
a. Audit Committee	Nil
b. Stakeholders Relationship Committee	Nil
c. Other Committees	Nil
Number of Shares held on March 31, 2017	Nil
Disclosure of relationship between director inter-se	NA

## 21. E-Voting:

In compliance with Section 108 of the Companies Act, 2013 read with Rule 20 of the Company (Management and Administration) Rules, 2014, the Company has provided 'remote e-voting' (e-voting from a place other than venue of the AGM) facility through Central Depository Services (India) Limited (CDSL) as an alternative, for all members of the Company to enable them to cast their votes electronically, on all the resolutions mentioned in the notice of the 70<sup>th</sup> Annual General Meeting of the Company, dated May 26, 2017 (the AGM Notice).

The facility for voting through ballot/ polling paper shall also be made available at the venue of the 70<sup>th</sup> AGM. The members attending the meeting, who have not already cast their vote through remote e-voting shall be able to exercise their voting rights at the meeting. The members who have already cast their vote through remote e-voting may attend the meeting but shall not be entitled to cast their vote again at the AGM.

The Company has appointed CS Ajit Sathe proprietor of M/s A Y Sathe & Co., Practicing Company Secretary, as the Scrutinizer for conducting the remote e-voting and the voting process at the AGM in a fair and transparent manner. E-voting is optional. In terms of requirements of the Companies Act, 2013 and the relevant Rules, the Company has fixed July 28, 2017 as the 'Cut-off Date'. The remote e-voting rights of the shareholders/ beneficial owners shall be reckoned on the equity shares held by them as on the Cut-off Date i.e. July 28, 2017.

The instructions for shareholders voting electronically are as under:

- (a) The remote e-voting period begins on August 3, 2017 at 10.00 a.m. (IST) and ends on August 08, 2017 at 5.00 p. m (IST). During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date i.e. July 28, 2017 may cast their votes electronically.

The remote e-voting module shall be disabled by CDSL for voting after 5.00 p.m (IST) on August 8, 2017.

- (b) The shareholders should log on to the e-voting website: [www.evotingindia.com](http://www.evotingindia.com).
- (c) Now Enter your User ID
  - i. For CDSL: 16 digits beneficiary ID,
  - ii. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - iii. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (d) Next enter the Image Verification as displayed and Click on Login.
- (e) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any Company, then your existing password is to be used.

- (f) If you are a first time user, follow the steps given below:

<b>For Members holding shares in Demat Form/ Physical Form</b>	
PAN	Enter your 10 digit alpha-numeric PAN* issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)  * Members who have not updated their PAN with the Company/ Depository Participant are requested to use the Sequence Number printed on Address Sticker, in the PAN Field
DOB	Enter the Date of Birth as recorded in your demat account or in the Company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details #	Enter the Dividend Bank Details as recorded in your demat account or in the Company records for the said demat account or folio.
There are 2 fields provided viz. DOB and Dividend Bank Details. Any one detail may be entered	
# Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or Company, please enter the member id / folio number in the 'Dividend Bank Details' field as mentioned in instruction (c). Dividend Bank Details means Bank account number which is recorded in the demat account.	

- (g) After entering these details appropriately, click on "SUBMIT" tab.
- (h) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other Company on which they are eligible to vote, provided that Company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (i) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (j) Click on the EVSN for the relevant <Company Name> on which you choose to vote. In this case, it would be Indoco Remedies Limited.
- (k) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (l) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (m) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (n) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.

- (o) You can also take out print of the voting done by you by clicking on “Click here to print” option on the Voting page.
- (p) If you as a Demat account holder have forgotten the existing password, then enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (q) Note for Non – Individual Shareholders and Custodians
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to **[www.evotingindia.com](http://www.evotingindia.com)** and register themselves as Corporate.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to: **[helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)**.
- (r) Kindly note that the Shareholders can opt for only one mode of voting, i.e., either by e-voting or by Poll. If you are opting for e-voting, then please do not vote in the Poll and vice versa. However, in case Shareholders cast their vote by Poll and e-voting both, then voting done through Poll will be treated as invalid and the voting through e-voting shall prevail.
- (s) Name, email id and phone number of the person responsible to address the grievances connected with facility for voting by electronic means:  
Mr. Jayshankar Menon- AGM (Legal & Secretarial)  
Tel: 022-33861400 Extn: 477  
email: **[jmenon@indoco.com](mailto:jmenon@indoco.com)**
- (t) Website address of the Company where notice of the meeting is displayed: **[www.indoco.com](http://www.indoco.com)**

Place : Mumbai  
Date : May 26, 2017

By order of the Board  
**SUNIL D JOSHI**  
*President (Finance) & Company Secretary*



## ANNEXURE TO NOTICE

### Explanatory Statement pursuant to Section 102 of the Companies Act, 2013

#### **Item No. 5**

The Board on the recommendation of the Audit Committee has approved the appointment and remuneration of ₹ 1,80,000/- to M/s. Sevekari, Khare & Associates, Cost Auditors to conduct the audit of the cost records of the Company for the financial year ending March 31, 2018.

In accordance with the provisions of Section 148 of the Act, read with the Companies (Audit and Auditors) Rules, 2014 the remuneration payable to the Cost Auditors has to be ratified by the shareholder of the Company.

Accordingly consent of the members is sought for passing an Ordinary Resolution as set out in Item No. 5 of the Notice for ratification of their remuneration payable to the Cost Auditors for the financial year ending March 31, 2018.

None of the Directors/Key Managerial Personnel of the Company/their relatives are in any way concerned or interested in the Resolution.

The Board recommends the Ordinary Resolution set out at Item No. 5 of the Notice for the approval of the shareholders.

Place : Mumbai

Date : May 26, 2017

By order of the Board

**SUNIL D JOSHI**

*President (Finance) & Company Secretary*



[Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies  
(Management and Administration) Rules, 2014]

**CIN: L85190MH1947PLC005913**Name of the Company: **Indoco Remedies Limited**

Registered Office: Indoco House, 166 CST Road, Kalina, Santacruz East, Mumbai 400098

e-mail : compliance.officer@indoco.com • website : www.indoco.com

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

I/ We being the member of Indoco Remedies Limited, holding \_\_\_\_\_ shares of the Company hereby appoint

- Name: .....  
Address: .....  
..... E-mail ID: .....  
Signature: ....., or failing him/her
- Name: .....  
Address: .....  
..... E-mail ID: .....  
Signature: ....., or failing him/her
- Name: .....  
Address: .....  
..... E-mail ID: .....  
Signature: .....

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 70th Annual General Meeting of members of the Company, to be held on Wednesday, August 9, 2017 at 10.30 a.m. at MIG Cricket Club, MIG Colony, Bandra East, Mumbai 400051, Maharashtra and at any adjournment thereof in respect of such resolutions as are indicated below:

**ORDINARY BUSINESS**

- To receive, consider and adopt;
  - The audited financial statements of the Company for the financial year ended March 31, 2017 and the Reports of the Board of Directors and the Auditors thereon;
  - The audited consolidated financial statements of the Company for the financial year ended March 31, 2017 and the Report of the Auditors thereon.
- To declare a dividend on Equity Shares for the year ended March 31, 2017.
- To appoint a director in place of Dr. Anand M. Nadkarni (DIN 06881461), who retires by rotation and being eligible, offers himself for re-appointment.
- To appoint M/s Gokhale & Sathe, a Firm of Chartered Accountants as Statutory Auditors and to fix their remuneration.

**SPECIAL BUSINESS**

- To approve the remuneration of the Cost Auditors- M/s Sevekari, Khare & Associates, Cost Accountants for the Financial Year ended March 31, 2017

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2017

Signature of shareholder \_\_\_\_\_

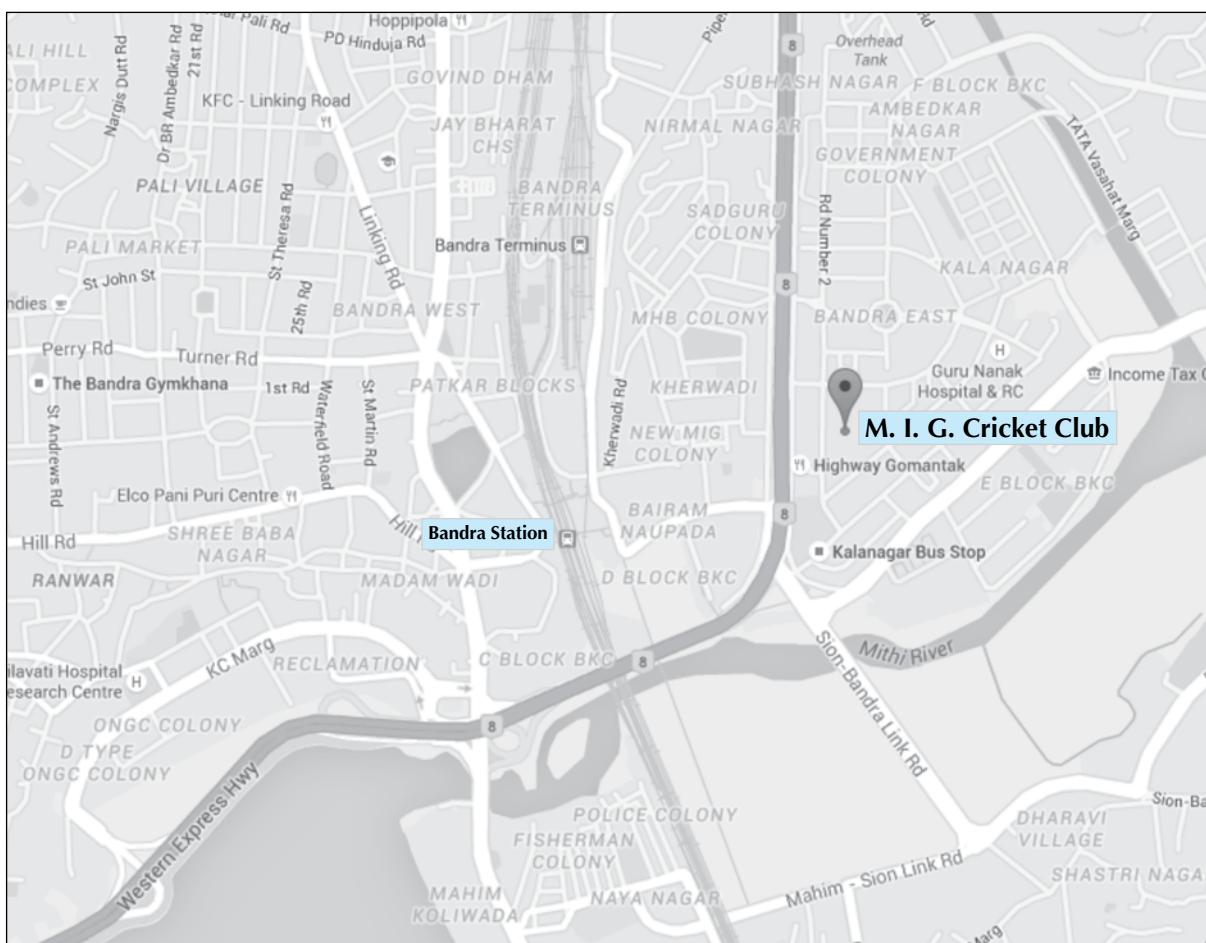
Signature of Proxy holder(s) \_\_\_\_\_

Affix 1 Re. Revenue Stamp
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Note: This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company not less than 48 hours before the commencement of the Annual General Meeting.

## Route Map to the AGM venue

Venue: MIG Cricket Club, MIG Colony, Bandra (East), Mumbai 400 051



**INDOCO REMEDIES LIMITED**

**CIN: L85190MH1947PLC005913**

**Registered Office:** Indoco House, 166 CST Road, Kalina, Santacruz East, Mumbai 400098

**e-mail :** [compliance.officer@indoco.com](mailto:compliance.officer@indoco.com) • **website :** [www.indoco.com](http://www.indoco.com)

**Attendance Slip**

Regd. Folio/DP ID & Client ID	
Name and Address of the Members(s)	
Joint holder 1	
Joint holder 2	

- 1) I/We hereby record my/our presence at the 70th Annual General Meeting of the Company being held on Wednesday, August 9, 2017 at 10.30 a.m. at M.I.G. Cricket Club, Bandra East, Mumbai 400051.

\_\_\_\_\_  
Member's/Proxy's name in Block Letters

\_\_\_\_\_  
Member's/Proxy's Signature

- 2) Please hand it over at the Attendance Verification Counter at the ENTRANCE OF THE MEETING HALL.
- 3) Shareholder/Proxy holder desiring to attend the meeting may bring his/her copy of the annual report for reference at the meeting.

.....PLEASE CUT HERE AND BRING THE ABOVE ATTENDANCE SLIP TO THE MEETING HALL.....

**ELECTRONIC VOTING PARTICULARS**

<b>EVSN (Electronic Voting Sequence Number)</b>	<b>Password</b>
<b>170425004</b>	Please refer to the <b>Sequence Number</b> printed on the address sticker

Note:

1. Please read the instructions printed under the Note No.21 to the Notice of 70th Annual General Meeting.
2. The Voting period starts from 10.00 a.m. on Thursday, August 3, 2017 and ends at 5.00 p.m. on Tuesday August 8, 2017. The voting module shall be disabled by CDSL for voting thereafter.

