

NOVARTIS INDIA LIMITED
Corporate Identification No. (CIN) – L24200MH1947PLC006104
Registered & Corporate Office: Sandoz House, Shivsagar Estate, Dr Annie Besant Road,
Worli, Mumbai – 400018, Maharashtra

Website: www.novartis.in; **E mail:** india.investors@novartis.com

POSTAL BALLOT FORM

Serial No.:

1	Name and Registered address of the Sole/first named Shareholder	
2	Name(s) of Joint holder(s), if any (in block letters)	
3	Registered Folio No./DP ID No./Client ID No.* (*Applicable to Shareholders holding Shares in dematerialized form)	
4	Number of Share(s) held	

I / we hereby exercise my / our vote in respect of the Special Resolution to be passed through postal ballot for the business stated in the Notice of the Company by sending my / our assent or dissent to the said resolution by placing tick (√) mark in the appropriate box below:

DESCRIPTION	NO. OF SHARES	I/WE ASSENT TO THE RESOLUTION (FOR)	I/WE DISSENT TO THE RESOLUTION (AGAINST)
Special Resolution under Section 68 of the Companies Act, 2013 for buyback of a maximum of 34,50,000 equity shares of the Company (representing 12.26% of the total number of equity shares) from all the equity shareholders on a proportionate basis through the “Tender Offer” route as prescribed under the Securities and Exchange Board of India (Buyback of Securities) Regulations, 1998 at a price of Rs. 670 per equity share aggregating Rs. 231.15 Crores.			

Place:
Date:

Signature(s) of Shareholder(s)
E-VOTING PARTICULARS

EVEN (E-voting Event Number)	User ID	Password/PIN
107962		

Last date for receipt of Postal Ballot Form : Monday, November 20, 2017.

NOTE : PLEASE READ THE INSTRUCTIONS PRINTED OVERLEAF

INSTRUCTIONS

1. This Postal Ballot Form is provided for the benefit of Members who do not have access to e-voting facility.
2. A Member can opt for only one mode of voting, i.e. either through e-voting or by Postal Ballot Form. If a Member casts vote by both modes, then voting done through e-voting shall prevail and Postal Ballot Form shall be treated as invalid.
3. For detailed instructions on e-voting, please refer to the notes and instructions appended to the Notice.

Process and manner for Members opting to vote by using the Postal Ballot Form:

1. A Member(s) desirous to exercise vote by Postal Ballot may complete this Postal Ballot Form and send it so as to reach the Scrutinizer appointed by the Board of Directors of the Company, Mr. S. N. Ananthasubramanian, (FCA 4206 and COP 1774) Practicing Company Secretary, in the enclosed self-addressed postage prepaid envelope. Postage will be borne by the Company. Envelope containing Postal Ballot Form, if deposited in person or sent by courier at the expense of the Member(s) will also be accepted.
2. Please convey your assent / dissent in this Postal Ballot Form. The assent or dissent received in any other form shall not be considered valid.
3. The self-addressed envelope bears the name and postal address of the Scrutinizer appointed by the Board of Directors of the Company.
4. The Postal Ballot Form should be completed and signed by the Member [as per the specimen signature registered with the Company or furnished by National Securities Depository Limited (NSDL) / Central Depository Services (India) Limited (CDSL), in respect of shares held in the physical form or dematerialized form respectively]. In case of joint holding, this Form must be completed and signed by the first named Member and in his / her absence, by the next named Member.
5. Unsigned, incomplete or incorrectly ticked Postal Ballot Forms shall be rejected.
6. Duly completed Postal Ballot Forms should reach the Scrutinizer not later than Monday, November 20, 2017(5.00 pm IST). Postal Ballot Form received after this date will be strictly treated as if the same has not been received from the Member.
7. In the case of shares held by Institutions, Companies, Trusts, Societies, etc., the duly completed Postal Ballot Form should be accompanied by a certified copy of the Board Resolution / Authority Letter together with the specimen signature(s) of the duly authorised signatories.
8. A Member may request for a duplicate Postal Ballot Form, if so required. However, the duly filled in duplicate Postal Ballot Form should reach the Scrutinizer not later than Monday, November 20, 2017(5.00 pm IST).
9. The exercise of vote through Postal Ballot is not permitted through a proxy.
10. Members are requested to fill the Postal Ballot Form in indelible ink (and avoid filling it by erasable writing medium(s) like pencil).
11. Voting rights shall be reckoned on the paid-up value of the equity shares registered in the name(s) of the Member(s) / list of beneficial owners as received from NSDL / CDSL on the cut-off date i.e. Friday, October 6, 2017.
12. Members are requested not to send any other paper along with the Postal Ballot Form in the enclosed self-addressed postage prepaid envelope. If any extraneous papers are found, the same will be destroyed by the Scrutinizer.
13. There will be one Postal Ballot Form for every Folio / Client ID, irrespective of the number of joint holders.