

APOLLO HOSPITALS ENTERPRISE LIMITED

CIN: L85110TN1979PLC008035

Regd. Office : No. 19 Bishop Gardens, Raja Annamalaipuram, Chennai – 600 028

Secretarial Dept : Ali Towers, III Floor, No. 55 Greaves Road, Chennai – 600 006

Tel. No. 044-28290956, 28293896, Email : investor.relations@apollohospitals.com, Website : www.apollohospitals.com



NOTICE is hereby given that the 39th Annual General Meeting (AGM) of the members of Apollo Hospitals Enterprise Limited will be held at 10.15 a.m., (IST) on Friday, 25th September 2020 through Video Conferencing (VC) / Other Audio Visual Means (OVAM), in compliance with all the provisions of the Companies Act, 2013 and Rules made thereunder and SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 read with General Circular No. 14/2020, 17/2020 and 20/2020 dated 8th April 2020, 13th April 2020 and 5th May 2020 respectively issued by the Ministry of Corporate Affairs (MCA Circulars) and Circular No. SEBI/HO/CFD/CMD1/ CIR/P/2020/79 dated 12th May 2020 issued by the Securities and Exchange Board of India (SEBI) to transact the business as set out in the AGM Notice dated 25th June 2020. The information and instructions for members attending the AGM through VC/OVAM are explained in the Notes to the Notice of the AGM. Members participating through VC/OVAM shall be reckoned for the purpose of quorum under Section 103 of the Companies Act, 2013.

In compliance with the relevant circulars, the Notice of the AGM and the Annual Report for the FY 2019-2020 have been sent electronically to all the members of the Company whose email addresses are registered with the Company/Depository Participants. The aforesaid documents will also be available on the Company's website, www.apollohospitals.com and on the website of the stock exchanges where the shares of the Company are listed i.e., BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively. Members can attend and participate in the AGM through VC/OVAM facility only.

Book Closure and Payment of Dividend:- Notice is also hereby given that pursuant to Section 91 of the Companies Act 2013, Rule 10 of the Companies (Management and Administration) Rules 2014 and Regulation 42 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 "(LODR)" the Register of Members and Share Transfer Books of the Company will remain closed from **Saturday, 19th September 2020 to Friday, 25th September 2020 (both days inclusive)** to determine eligibility of the members for payment of final dividend for the financial year 2019-2020. Final Dividend at Rs. 2.75 per share, after declaration at the AGM would be paid to those members whose names appear in the Register of Members / Benpos as at the close of working hours on 18th September 2020.

E-Voting:- Pursuant to Regulation 44 of LODR and Section 108 of the Companies Act 2013, read with Rule 20 of the Companies (Management and Administration) Rules 2014 as amended, the Company has engaged the services of National Securities Depository Limited (NSDL) to provide e-voting facility to the members. The details are as under :

1. The Company has fixed **18th September 2020** as the "Cut Off" date to ascertain the eligibility of members for e-voting.
2. The members, whose names appear in the Register of Members / List of Beneficial Owners as on the cut-off date i.e. 18th September 2020 are entitled to avail the facility of remote e-voting / voting in the AGM. Any person, who acquires shares and becomes a member of the Company after dispatch of the notice and holds shares as on the cut-off date may obtain the User ID and password by sending a request at evoting@nsdl.co.in by mentioning Folio No./DP ID and Client ID No. If the members are already registered with NSDL for remote e-voting, then the existing User ID and password can be used for casting the vote.
3. The remote e-voting process would commence on **22nd September 2020 at 9.00 A.M. (IST)** and end on **24th September 2020 at 5.00 P.M. (IST)** during which period the members may cast their vote electronically. Thereafter, the e-voting module shall be disabled by NSDL.
4. Voting during the AGM shall also be made available to those members who attend the AGM and have not already cast their vote through remote e-voting. Members who cast their votes through remote e-voting should not vote again at the AGM. Detailed procedure for remote e-voting/e-voting is provided in the Notice of AGM.

Scrutinizer :- The Company has appointed Mrs. Lakshmmi Subramanian, Senior Partner, M/s. Lakshmmi Subramanian Associates, Practicing Company Secretaries as the Scrutinizer to scrutinize the process of remote e-voting and voting during the AGM in a fair and transparent manner.

Results :- The Results on the resolutions voted shall be declared within 48 hours of the conclusion of the AGM of the Company. The results declared along with the scrutinizer's report shall be posted on the Company's website : www.apollohospitals.com. and on the website of NSDL (<https://www.evoting.nsdl.com>) and would also be communicated to the Stock Exchanges.

Manner of registering/updating email addresses :

(a) Members holding shares in physical mode, who have not registered/updated their email addresses with the Company, are requested to send the scanned copy of the following documents by email to the RTA at srirams@integratedindia.in

- (i) A signed request letter mentioning their name, folio no. and address.
- (ii) Self-attested copy of the PAN Card and
- (iii) Self-attested copy of any document (eg. Aadhar Card, Driving License, Election Identity Card, Passport) in support of the address of the Member.

(b) Members holding shares in dematerialised mode, who have not registered/ updated their email addresses with the Depository Participant(s), are requested to register/update their email addresses with their Depository Participants.

After due verification, the RTA will forward the procedure for obtaining their login credentials to their registered email addresses.

Manner of registering mandate for receiving Dividend:

Members are requested to register/update their complete bank details :

- (a) With their Depository Participant(s) with whom they maintain their demat accounts, if shares are held in dematerialised mode by submitting the requisite documents.
- (b) With the RTA by emailing at srirams@integratedindia.in, if shares are in physical form by submitting the following documents
 - (i) Scan copy of the signed request letter which shall contain members name, folio number, bank details (bank account number), Bank and Branch Name and address, IFSC, MICR Details
 - (ii) Self attested copy of the PAN Card and
 - (iii) Cancelled cheque leaf.

Pursuant to the Finance Act, 2020 dividend income will be taxable in the hands of the shareholders w.e.f April 1, 2020 and the Company is required to deduct tax at source from dividend paid to shareholders at the prescribed rates. For the prescribed rates for various categories, the shareholders are requested to refer to the Finance Act, 2020 and amendments thereof. The shareholders are requested to update their PAN with the Company/RTA (in case of shares held in physical mode) and depositories (in case of shares held in demat mode).

A Resident individual shareholder with PAN and who is not liable to pay income tax can submit a yearly declaration in Form No. 15G/15H, to avail the benefit of non-deduction of tax at source by using the link <https://www.integratedindia.in/ExemptionFormSubmission.aspx> by September 18, 2020 within 5.00 p.m IST. Shareholders are requested to note that in case their PAN is not registered, the tax will be deducted at a higher rate of 20%.

Non-resident shareholders can avail beneficial rates under the tax treaty between India and their country of residence, subject to providing necessary documents i.e. No Permanent Establishment and Beneficial Ownership Declaration, Tax Residency Certificate, Form 10F, any other document which may be required to avail the tax treaty benefits by using the link <https://www.integratedindia.in/ExemptionFormSubmission.aspx>. The aforesaid declarations and documents need to be submitted by the shareholders by September 18, 2020 within 5.00 p.m. IST.

In the event the Company is unable to pay the dividend to any shareholder by electronic mode, due to non-registration of the bank account, the Company shall dispatch the dividend warrant to such shareholder.

Contact Details :- In case of any queries / grievances relating to e-voting, members may refer the instructions on e-voting contained in the Notice or refer the Frequently Asked Questions (FAQs) and User Manual on the e-voting website of NSDL or call on toll free no.1800-222-990/91 to get further clarifications.

This public notice is also available on the Company's website: www.apollohospitals.com.

For **APOLLO HOSPITALS ENTERPRISE LIMITED**

Date : 2nd September 2020
Place : Chennai.

S.M. KRISHNAN
VICE PRESIDENT – FINANCE AND
COMPANY SECRETARY

Business Line- 04/09/2020

