



## SANOFI INDIA LIMITED

Corporate Identity Number: L24239MH1956PLC009794  
Registered Office: Sanofi House, CTS No.117-B, L&T Business Park, Saki Vihar Road,  
Powai, Mumbai 400 072  
Tel.: +91(22) 2803 2000 Fax: +91(22) 2803 2831  
Website : [www.sanofiindia.com](http://www.sanofiindia.com) Email : [igrc.sil@sanofi.com](mailto:igrc.sil@sanofi.com)

Serial No. :

Registered Folio No. / DP ID / Client ID No.	
Name and Address of the Member(s)  Joint Holder 1  Joint Holder 2	
No. of Shares held	

Please find enclosed the Annual Report 2016 along with the Notice convening the 61<sup>st</sup> Annual General Meeting (AGM) of the Company scheduled on Friday, 5<sup>th</sup> May 2017 at 3.00 pm at Y. B. Chavan Centre – Auditorium, Gen J. Bhosale Marg, near Sachivalaya Gymkhana, Nariman Point, Mumbai – 400021.

Pursuant to provisions of Section 108 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014 and amendments thereof and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements), Regulations 2015, the Company is providing facility for voting by electronic means (e-voting) and all resolutions set forth in the Notice convening the 61<sup>st</sup> AGM of the Company may be transacted through such e-voting. The Company will also be providing voting facility at the AGM and members attending the AGM who have not already exercised their vote by e-voting will be able to exercise their voting right at the AGM. The members who have exercised their vote by e-voting prior to the AGM may also attend the AGM but shall not be entitled to exercise their vote again. The Company has engaged the services of Central Depository Services (India) Limited (CDSL) to provide e-voting facility. Please find below the electronic voting particulars:

EVSN (Electronic Voting Sequence Number)	*Default PAN
170316003	

\*Only members who have not updated their PAN with the Company / Depository Participants shall use default PAN in the PAN field.

## General Instructions

1. The e-voting period commences on Tuesday, 2<sup>nd</sup> May 2017 (9.00 a.m.) and will end on Thursday, 4<sup>th</sup> May 2017 (5.00 p.m.). During this period members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date, i.e. Friday, 28<sup>th</sup> April 2017 may exercise their vote electronically in the manner and process as set out in the Notice of the AGM. The e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is exercised, the member shall not be allowed to change it subsequently.
2. Any person who becomes a member of the Company after dispatch of the Notice of the AGM, holding shares as on the cut-off date i.e. Friday, 28<sup>th</sup> April 2017 and wishing to participate in the e-voting may obtain User ID and password by sending a letter or email to the Company's Registrars and Transfer Agents, Link Intime India Private Limited to C 101, 247 Park, L B S Marg, Vikhroli West, Mumbai 400083 (email id: [evoting.investors@linkintime.co.in](mailto:evoting.investors@linkintime.co.in)) providing details such as name of the member, DP ID / Client ID no. and name of the Company. User ID and password will be provided through email or SMS or letter as per details of the Member provided by the Depositories or available with the Registrars. Members can also contact Ms. Bhavika Somaiya of Link Intime India Pvt. Ltd., contact no.9833295971.
3. A person whose name is recorded in the register of members or the beneficial owners maintained by depositories as on the cut-off date shall be entitled to avail the facility of e-voting or voting at the AGM.
4. Voting rights shall be reckoned on the paid-up value of shares registered in the name of the member / beneficial owner (in case of shares held in dematerialised form) as on the cut-off date i.e. Friday, 28<sup>th</sup> April 2017.
5. Mr. S.N. Ananthasubramanian, Practising Company Secretary, (FCS 4206, CP 1774) or failing him Ms. Malati Kumar, Practising Company Secretary (ACS 15508, CP 10980) has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
6. The Scrutinizer shall after the conclusion of voting at the AGM, first count the votes at the meeting and thereafter unblock the votes exercised through e-voting in the presence of at least two (2) witnesses not in the employment of the Company and shall make, not later than forty eight (48) hours of the conclusion of the AGM, a consolidated Scrutinizer's Report of the votes exercised in favour or against, if any, forthwith to the Chairman of the Company or a person authorized by him in writing who shall countersign the same.
7. The results declared along with the Scrutinizer's Report shall be placed on the Company's website [www.sanofiindia ltd.com](http://www.sanofiindia ltd.com) and on the website of CDSL immediately after the declaration of results by the Chairman or a person authorized by him in writing. The results will also be communicated to the Stock Exchanges.
8. A person who is not a member as on the cut-off date should treat these instructions for information purpose only.