

# Notice of Annual General Meeting

NOTICE is hereby given that the Fourth Annual General Meeting of the Members of SUVEN PHARMACEUTICALS LIMITED will be held on Thursday, the 18th day of August, 2022 at 11:30 a.m. IST through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM"), to transact the following businesses:

## ORDINARY BUSINESS

### ITEM NO. 1 – Adoption of financial statements

To receive, consider and adopt the audited standalone and consolidated Balance Sheet as at 31<sup>st</sup> March, 2022, Statement of Profit & Loss for the year ended 31<sup>st</sup> March, 2022, Statement of Cash flows for the year ended 31<sup>st</sup> March 2022 and together with the Reports of the Board of Directors and the Auditor's Report thereon.

**"RESOLVED THAT** the audited standalone and consolidated financial statements of the Company for the financial year ended March 31, 2022 and the reports of the Board of Directors and Auditors thereon, as circulated to the members, be and are hereby considered and adopted."

### ITEM NO. 2 – To approve and ratify the already paid 1st Interim Dividend on Equity Shares @ ₹3.00 per equity share for the financial year 2021-22

### ITEM NO. 3 – To approve and ratify the 2nd Interim Dividend on Equity Shares @ ₹2.00 per equity share for the financial year 2021-22

### ITEM NO. 4 – To Appoint Dr. Jerry Jeyasingh as a director liable to retire by rotation

To appoint a director in place of Dr. Jerry Jeyasingh, (DIN: 08589727) who retires by rotation, and being eligible, offers himself for re-appointment.

**"RESOLVED THAT** pursuant to the provisions of Section 152 of the Companies Act, 2013, Dr. Jerry Jeyasingh, (DIN: 08589727), who retires by rotation at this meeting and being eligible has offered himself for re-appointment, be and is hereby appointed as a Director of the Company, liable to retire by rotation."

Hyderabad, May 9, 2022

by order of the Board of Directors

## Registered Office

# 8-2-334, SDE Serene Chambers  
3<sup>rd</sup> Floor, Road No.5, Avenue 7  
Banjara Hills, Hyderabad – 500034  
CIN: L24299TG2018PLC128171

**K. Hanumantha Rao**  
Company Secretary  
Membership No. A11599

## NOTES FOR MEMBERS' ATTENTION:

1. In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs ('MCA') has vide its circular dated January 13, 2021, December 14, 2021 and 5 May 2022 read together with circulars dated 5 May 2020 read with circulars dated 8 April 2020 and 13 April 2020 (collectively referred to as 'MCA Circulars') and SEBI circular dated 12 May 2020 and 13 May 2022 permitted the holding of the Annual General Meeting ('AGM') through VC/OAVM facility, without the physical presence of the members at a common venue. In compliance with the provisions of the Companies Act, 2013 (the 'Act'), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations') and MCA Circulars, the AGM of the Company is being conducted through VC/OAVM, hereinafter called as 'e-AGM'. The deemed venue for the AGM shall be the Registered Office of the Company.
2. The relevant details pursuant to Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and Secretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India, in respect of directors seeking appointment/re-appointment at this AGM are also annexed.
3. Since the AGM will be held through VC/ OAVM, the Route Map of the venue of the Meeting is not annexed hereto.
4. Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. Since this AGM is being held pursuant to the MCA Circulars through VC / OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.
5. In terms of Section 152 of the Companies Act, 2013, Dr. Jerry Jeyasingh, (DIN: 08589727), Director, retire by rotation at the meeting and being eligible, offers himself for re-appointment. The Board of Directors of the Company commends his re-appointment. Brief profile of Director, names of companies in which he holds directorships and memberships/ chairmanships of Board Committees, shareholding and relationships between directors inter-se as stipulated under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, are given at the end of the notes.
6. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote at the AGM.
7. Members attending the AGM through VC/OAVM shall be reckoned for the purpose of quorum under Section 103 of the Act.
8. Pursuant to provisions of the Companies Act, 2013 as amended the ordinary business pertaining to ratification of auditor's appointment from the conclusion of this AGM till the conclusion of next AGM is not placed before the AGM. The remuneration of the auditors during their tenure of office will continue to be fixed by the Board of Directors of your company on mutually agreed terms. The disclosure relating to auditors' remuneration for the year 2021-22 is given in the notes to the accounts.
9. Members are requested to intimate changes, if any, pertaining to their name, postal address, e-mail address, telephone/mobile numbers, Permanent Account Number (PAN), mandates, nominations, power of attorney, bank details such as, name of the bank and branch details, bank account number, MICR code, IFSC code, etc.:
- 9.1. For shares held in electronic form: Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participants with whom they are maintaining their demat accounts.
- 9.2. For shares held in physical form: SEBI vide its Circular dated 3<sup>rd</sup> November, 2021 has mandated registration of PAN, KYC details and Nomination, by holders of physical securities. Members holding shares in physical form can submit their PAN, KYC details (i.e. postal address with pin code, email address, mobile number, bank account details) and Nomination details by holders through duly filled and signed Form ISR-1 to the Company/ KFin Technologies Limited, at Selenium, Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500032 or by email to einward.ris@kfintech.com from their registered email id. It may be noted that any service request or compliant can be processed only after the folio is KYC compliant.
10. The Company has notified that the Register of Members and the Share Transfer Books of the Company will remain closed from August 16, 2022 to August 18, 2022 (both days inclusive) for the purpose of AGM of the Company.
11. Members seeking any information with regard to the accounts or any matter to be placed at the AGM, are requested to write to the Company on or before Tuesday,

August 11, 2022 through email on investorservices@suvenpharm.com. The same will be replied by the Company suitably.

12. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Act, the Register of Contracts or Arrangements in which the directors are interested, maintained under Section 189 of the Act, and the relevant documents referred to in the Notice will be available electronically for inspection by the members during the AGM.

All documents referred to in the Notice will also be available electronically for inspection without any fee by the members from the date of circulation of this Notice up to the date of AGM. Members seeking to inspect such documents can send an email to investorservices@suvenpharm.com

13. Members holding shares in physical mode desirous of making nomination are advised to submit Nomination Form (SH-13) to RTA or to the Company in respect of their shareholding in the Company and those Members holding shares in electronic mode may contact their respective DPs for availing the nomination facility as provided under Section 72 of the Act.
14. Pursuant to Regulation 40 of Listing Regulations, as amended, mandates that transfer, transmission and transposition of securities of listed companies held in physical form shall be effected only in demat mode. Further, SEBI, vide its Circular dated 25<sup>th</sup> January, 2022, has clarified that listed companies, with immediate effect, shall issue the securities only in demat mode while processing investor service requests pertaining to issuance of duplicate shares, exchange of shares, endorsement, sub-division/consolidation of share certificates, etc. In view of this as also to eliminate all risks associated with physical shares and for ease of portfolio management, Members holding shares in physical form are requested to consider converting their holdings to demat mode. Accordingly, Members are requested to make service requests by submitting a duly filled and signed Form ISR – 4, the format of which is available on the Company's website at <https://www.suvenpharm.com/index.php/investors/corporate-info/share-registry-services> and on the website of the Company's Registrar and Transfer Agents, KFin Technologies Limited at [https://ris.kfintech.com/clientservices/isc/default.aspx#isc\\_download\\_hrd](https://ris.kfintech.com/clientservices/isc/default.aspx#isc_download_hrd). It may be noted that any service request can be processed only after the folio is KYC Compliant.

15. **To support the "Green Initiative", Members who have not registered their e-mail addresses so far are requested to register same with their DPs in case the shares are held by them in electronic form and with Kfin Tech in case the shares are held by them in physical form for receiving all communications including Annual Report, Notices, Circular, etc. from the Company in electronic mode.**

16. Unclaimed Dividends/ Transfer to Investor Education and Protection Fund:

Members are requested to note that, dividends if not encashed for a consecutive period of 7 years from the date of transfer to Unpaid Dividend Account of the Company, are liable to be transferred to the Investor Education and Protection Fund ("IEPF"). The shares in respect of such unclaimed dividends are also liable to be transferred to the demat account of the IEPF Authority. In view of this, Members are requested to claim their dividends from the Company, within the stipulated timeline.

17. **Dispatch of Notice and Annual Report through electronic mode**

- 17.1. In compliance with the General Circular No. 14/2020 dated 8<sup>th</sup> April 2020; General Circular No.17/2020 dated 13<sup>th</sup> April 2020; General Circular No. 20/2020 5<sup>th</sup> May 2020; General Circular No. 02/2021 dated 13<sup>th</sup> January, 2021; General Circular No. 21/2021 dated 14<sup>th</sup> December, 2021 and General Circular No. 2/2022 dated 05<sup>th</sup> May, 2022 issued by the MCA and Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12<sup>th</sup> May 2020; Circular No. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated 15<sup>th</sup> January 2021 and Circular No. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated 13<sup>th</sup> May 2022 issued by SEBI ("MCA and SEBI Circulars"), the Notice of AGM along with the Annual Report 2021-22 is being sent by electronic mode to those Members whose e-mail address is registered with the Company /Depositories, unless any Member has requested for a physical copy of the same. The Company shall send a physical copy of the Annual Report 2021-22 to those Members who request the same at investorservices@suvenpharm.com mentioning their Folio No. / DP ID and Client ID. Members may note that Notice and Annual Report 2021-22 will also be available on the Company's website [www.suvenpharm.com](http://www.suvenpharm.com), websites of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) respectively, and on the website of the Company's Registrar and Transfer Agent KFinTech at <https://evoting.kfintech.com>

**17.2. Members who have still not registered their email ID are requested to update the same at the earliest. For receiving all communication (including Annual Report) from Company electronically:**

- a) Members holding shares in physical mode and who have not registered/updated their email ID with the Company are requested to register/update their email ID with KFinTech by sending requests at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com), with details of folio number and attaching a self-attested copy of PAN card or by logging onto <https://ris.kfintech.com/clientservices/mobileereg/mobileemailreg.aspx>
- b) Members holding shares in dematerialised mode are requested to register/update their email ID with their respective Depository Participant.

**18. Information and Instructions for joining the AGM through VC/OAVM and e-voting are as follows:**

**PROCEDURE FOR JOINING THE AGM THROUGH VC/OAVM:**

- (l). The Company will provide VC/OAVM facility to its Members for participating at the AGM.
  - a) Members will be able to attend the AGM through VC/OAVM or view the live webcast at <https://emeetings.kfintech.com> by using their e-voting login credentials.

Members are requested to follow the procedure given below:

    - (i). Launch internet browser (chrome/firefox/safari) by typing the URL: <https://emeetings.kfintech.com>
    - (ii). Enter the login credentials (i.e., User ID and password for e-voting).
    - (iii). After logging in, click on "Video Conference" option
    - (iv). Then click on camera icon appearing against AGM event of Suven Pharmaceuticals Limited, to attend the Meeting.
  - b) Members who do not have User ID and Password for e-voting or have forgotten the User ID and Password may retrieve the same by following the procedure given in the E-voting instructions.
  - c) Members may join the AGM through Laptops, Smartphones, Tablets or iPads for better

experience. Further, Members will be required to use internet with a good speed to avoid any disturbance during the AGM. Members will need the latest version of Chrome, Safari, Internet Explorer 11, MS Edge or Mozilla Firefox.

Please note that participants connecting from Mobile Devices or Tablets or through Laptops connecting via mobile hotspot may experience Audio/Video loss due to fluctuation in their respective network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any glitches. Members will be required to grant access to the web-cam to enable two-way video conferencing.

- d) Facility to join the Meeting will be opened fifteen minutes before the scheduled time of the AGM and will be kept open throughout the proceedings of the AGM.
- e) Members will be allowed to participate in the AGM through VC/OAVM on first come, first served basis. Large Members (i.e. Members holding 2% or more shareholding), promoters, institutional investors, directors, key managerial personnel, etc. will not be subject to the aforesaid restriction of first-come-first-serve basis.
- f) Members who would like to express their views or ask questions during the AGM may register themselves as speakers by logging on to <https://emeetings.kfintech.com> and clicking on the 'Speaker Registration' option available on the screen after login. The Speaker Registration will be open during Saturday, August 13, 2022 to Monday, August 15, 2022. Only those members who are registered as speakers will be allowed to express their views or ask questions. The Company reserves the right to restrict the number of questions and number of speakers, depending upon availability of time as appropriate for smooth conduct of the AGM.
- g) Alternatively, members may also visit <https://emeetings.kfintech.com> and click on the tab 'Post Your Queries' and post their queries/views/questions in the window provided, by mentioning their name, demat account number/folio number, email ID and mobile number. The window will be closed on Monday, August 15, 2022 (5.00 p.m. IST).

- h) Facility to join the meeting shall be opened fifteen minutes before the scheduled time of the AGM and shall be kept open throughout the proceedings of the AGM.
- i) Members who need assistance before or during the AGM, can contact KFinTech on [emeetings@kfintech.com](mailto:emeetings@kfintech.com) or call on toll free numbers 1800-309-4001. Kindly quote your name, DP ID-Client ID / Folio no. and E-voting Event Number in all your communications.

**PROCEDURE FOR REMOTE E-VOTING AND E-VOTING AT THE AGM:**

- (II). Pursuant to the provisions of Section 108 of Companies Act, 2013 read with Rule 20 of Companies (Management and Administration) Rules, 2014, as amended from time to time, and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is providing to its members the facility to exercise their right to vote on the resolutions proposed to be passed in the Fourth Annual General Meeting (AGM) by electronic means (“e-voting”) and the business may be transacted through e-voting facility. The members may cast their votes remotely, using an electronic voting system from a place other than the venue of the Meeting (“remote e-voting”)
 

Further, the facility for voting through electronic voting system will also be made available at the Meeting (“Insta Poll”) and members attending the Meeting who have not cast their vote(s) by remote e-voting will be able to vote at the Meeting through Insta Poll.
- (III). The Company has engaged the services of KFin Tech as the agency to provide e-voting facility. The manner of voting remotely by members holding shares in dematerialized mode, physical mode and for members who have not registered their email addresses is provided in the instructions given below.
- (IV). The remote e-voting facility will be available during the following voting period:
 

**Commencement of remote e-voting: at 9:00 a.m. on Sunday, August 14, 2022**

**End of remote e-voting: at 5:00 p.m. on Wednesday, August 17, 2022**
- (V). The remote e-voting will not be allowed beyond the aforesaid date and time and the remote e-voting module shall be forthwith disabled by

KFinTech upon expiry of the aforesaid period. During the e-voting period, shareholders of the company, holding shares either in physical form or in dematerialised form, as on the cut-off date being **Thursday, August 11, 2022** only shall be entitled to avail the facility of remote e-voting/Insta Poll.

- (VI). The members who have cast their vote by remote e-voting prior to the AGM may also attend/participate in the AGM through VC/OAVM but shall not be entitled to cast their vote again.

**Information and instructions relating to e-voting are as under:**

- i. The members who have cast their vote(s) by remote e-voting may also attend the Meeting but shall not be entitled to cast their vote(s) again at the Meeting. Once the vote on a resolution is cast by a member, whether partially or otherwise, the member shall not be allowed to change it subsequently or cast the vote again.
- ii. A member can opt for only single mode of voting per EVEN, i.e., through remote e-voting or voting at the Meeting (Insta Poll). If a member casts vote(s) by both modes, then voting done through remote e-voting shall prevail and vote(s) cast at the Meeting shall be treated as “INVALID”.
- iii. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date, i.e., **Thursday, August 11, 2022** only shall be entitled to avail the facility of remote e-voting or for participation at the AGM and voting through Insta Poll. A person who is not a member as on the cutoff date, should treat the Notice for information purpose only.
- iv. Any person who becomes a member of the Company after dispatch of the Notice of the Meeting and holding shares as on the cut-off date may obtain the User ID and password from KFinTech in the manner as mentioned below:
  - (a) If the mobile number of the member is registered against Folio No./DP ID Client ID, the member may send SMS: MYEPWD <space> E-Voting Event Number+Folio No. or DP ID Client ID to 9212993399
 

Example for NSDL: MYEPWD <SPACE> IN12345612345678

Example for CDSL: MYEPWD <SPACE> 1402345612345678

Example for Physical: MYEPWD <SPACE> XXXX1234567890

- (b) If e-mail address or mobile number of the member is registered against Folio No./ DP ID Client ID, then on the home page of <https://evoting.kfintech.com>, the member may click "Forgot Password" and enter Folio No. or DP ID Client ID and PAN to generate a password.
- (c) Member may call on KFinTech's toll-free numbers 1800-309-4001 (from 9:00 a.m. to 6:00 p.m.)
- (d) Member may send an e-mail request to [evoting@kfintech.com](mailto:evoting@kfintech.com) If the member is already registered with KFinTech's e-voting platform, then he can use his existing password for logging in.
- v. The Company has opted to provide the same electronic voting system at the Meeting, as used during remote e-voting, and the said facility shall be operational till all the resolutions proposed in the Notice are considered and voted upon at the Meeting and may be used for voting only by the members holding shares as on the cutoff date who are attending the Meeting and who have not already cast their vote(s) through remote e-voting.

#### Procedure and instructions relating to e-voting:

##### A. In case a Member receives an e-mail from KFinTech [for Members whose e-mail IDs are registered with the Company/Depository Participant(s)]:

- i). Launch internet browser by typing the URL: <https://evoting.kfintech.com>.
- ii). Enter the login credentials (i.e. User ID and password) which are mentioned in the e-mail received from KFinTech.  
  
The E-Voting Event Number + Folio No. or DP ID Client ID will be your User ID. However, if you are already registered with KFinTech for e-voting, you can use your existing User ID and password for casting your vote. If required, please visit <https://evoting.kfintech.com> or contact Karvy at toll-free number 1800-309-4001 (from 9:00 a.m. to 6:00 p.m.) for your existing password.
- iii). After entering these details appropriately, click on "LOGIN".
- iv). You will now reach password change menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (@,#,\$,etc.). The system will prompt you to change your password and

update your contact details like mobile number, e-mail ID, etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. **It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.**

- v). You need to login again with the new credentials.
- vi). On successful login, the system will prompt you to select the E-Voting event for Suven Pharmaceuticals Limited.
- vii). On the voting page, enter the number of shares (which represents the number of votes) as on the cut-off date under either 'FOR'/'AGAINST' or alternatively, you may partially enter any number under 'FOR'/'AGAINST', but the total number under 'FOR'/'AGAINST' taken together should not exceed your total shareholding as mentioned therein. You may also choose the option 'ABSTAIN' and the shares held will not be counted under either head.
- viii). Members holding shares under multiple folios/demat accounts are requested to vote separately for each of their folios/demat accounts.
- ix). Voting has to be done for each item of this AGM Notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as 'ABSTAINED'.
- x). You may then cast your vote by selecting an appropriate option and click on 'SUBMIT'.
- xi). A confirmation box will be displayed. Click 'OK' to confirm, else 'CANCEL' to modify. Once you confirm, you will not be allowed to modify your vote.
- xii). Corporate/Institutional Members (i.e. other than Individuals, HUFs, NRIs, etc.) are also required to send legible scanned certified true copy (in PDF Format) of the Board Resolution/Power of Attorney/ Authority Letter, etc., together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutinizer at e-mail id: [prenukaacs@gmail.com](mailto:prenukaacs@gmail.com) with a copy marked to [shobha.anand@kfintech.com](mailto:shobha.anand@kfintech.com). It is also requested to upload the same in the e-voting module in their login page. The scanned image of the above mentioned documents should be in the naming format "Corporate Name\_EVENT NO."

**(B) In case of a Member whose e-mail address is not registered/updated with the Company/KFinTech/ Depository Participant(s), please follow the following steps to generate your login credentials:**

- (a) Members holding shares in physical mode, who have not registered/updated their e-mail address with the Company, are requested to register/update the same by clicking on <https://ris.kfintech.com/clientservices/mobilereg/mobileemailreg.aspx> or by writing to the Company with details of folio number and attaching a self-attested copy of PAN card at einward.ris@kfintech.com
- (b) Members holding shares in dematerialised mode who have not registered their e-mail addresses with their Depository Participant(s) are requested to register/update their email addresses with the Depository Participant(s) with whom they maintain their demat accounts.
- (c) After due verification, the Company/KFinTech will forward your login credentials to your registered email address.
- (d) Follow the instructions at (A). (i) to (xii) to cast your vote.

- (e) In case of any query pertaining to e-voting, members may please visit to the “Help and FAQ’s” sections available at KFinTech website <https://evoting.kfintech.com> or contact KFinTech as per the details given under below:

Members are requested to note the following contact details for addressing e-voting grievances:  
 Mrs. C. Shobha Ananda, AVP,  
 KFin Technologies Limited  
 Selenium Tower B, Plot 31-32, Gachibowli,  
 Financial District, Nanakramguda, Hyderabad 500 032  
 Phone No.: +91 40 6716 1700 /1565  
 Toll-free No.: 1800-309-4001  
 E-mail: [evoting@kfintech.com](mailto:evoting@kfintech.com)

**The instructions for remote e-voting are as under for Individual Shareholders holding shares in demat mode:**

As per the SEBI circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in Demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

<b>Procedure to login through websites of Depositories</b>	
<b>National Securities Depository Limited (“NSDL”)</b>	<b>Central Depository Services (India) Limited (“CDSL”)</b>
<p><b>1. User already registered for IDeAS e-Services facility of NSDL may follow the following procedure:</b></p> <ul style="list-style-type: none"> <li>i). URL: <a href="https://eservices.nsd.com">https://eservices.nsd.com</a></li> <li>ii). Click on the “Beneficial Owner” icon under ‘IDeAS’ section.</li> <li>iii). On the new page, enter existing User ID and Password. Post successful authentication, click on “Access to e-Voting”.</li> <li>iv). Click on company name or e-Voting service provider and you will be re-directed to e-Voting service provider website for casting the vote during the remote e-Voting period.</li> </ul>	<p><b>1. Existing user who have opted for Easi / Easiest of CDSL may follow the following procedure:</b></p> <ul style="list-style-type: none"> <li>i). URL: <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> Or home/ login Or URL: <a href="http://www.cdslindia.com">www.cdslindia.com</a></li> <li>ii). Click on New System Myeasi</li> <li>iii). Login with user id and password</li> <li>iv). Option will be made available to reach e-Voting page without any further authentication.</li> <li>v). Click on e-Voting service provider name to cast your vote.</li> </ul>

### Procedure to login through websites of Depositories

National Securities Depository Limited (“NSDL”)	Central Depository Services (India) Limited (“CDSL”)
<p><b>2. User not registered for IDeAS e-Services facility of NSDL may follow the following procedure:</b></p> <ul style="list-style-type: none"> <li>i). To register click on link : <a href="https://eservices.nsd.com">https://eservices.nsd.com</a> (Select “Register Online for IDeAS”) or <a href="https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>ii). Proceed with completing the required fields</li> <li>iii). Post registration is completed, follow the process as stated in point no.1 above</li> </ul>	<p><b>2. User not registered for Easi/Easiest</b></p> <ul style="list-style-type: none"> <li>i). Option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>ii). Proceed with completing the required fields.</li> <li>iii). Post registration is completed, follow the process as stated in point no.1 above</li> </ul>
<p><b>3. First time users can visit the e-Voting website directly and follow the process below:</b></p> <ul style="list-style-type: none"> <li>i). URL:<a href="https://www.evoting.nsd.com/">https://www.evoting.nsd.com/</a></li> <li>ii). Click on the icon “Login” which is available under ‘Shareholder/ Member’ section.</li> <li>iii). Enter User ID (i.e. 16-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.</li> <li>iv). Post successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page.</li> <li>v). Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period.</li> </ul>	<p><b>3. First time users can visit the e-Voting website directly and follow the process below:</b></p> <ul style="list-style-type: none"> <li>i). URL: <a href="http://www.cdslindia.com">www.cdslindia.com</a></li> <li>ii). Provide demat Account Number and PAN No.</li> <li>iii). System will authenticate user by sending OTP on registered Mobile &amp; Email as recorded in the demat Account.</li> <li>iv). After successful authentication, user will be provided links for the respective ESP where the e- Voting is in progress.</li> <li>v). Click on company name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period.</li> </ul>

### Procedure to login through their demat accounts / Website of Depository Participant

Individual shareholders holding shares of the Company in Demat mode can access e-Voting facility provided by the Company using login credentials of their demat accounts (online accounts) through their demat accounts/websites of Depository Participants registered with NSDL/CDSL. An option for “e-Voting” will be available once they have successfully logged-in through their respective logins. Click on the option “e-Voting” and they will be redirected to e-Voting modules of NSDL/CDSL (as may be applicable). Click on the e-Voting link available against Suven Pharmaceuticals Limited or select e-Voting service provider “KFinTech” and you will be re-directed to the e-Voting page of KFinTech to cast your vote without any further authentication.

**Members who are unable to retrieve User ID / Password are advised to use “Forgot User ID” / “Forgot Password” options available on the websites of Depositories / Depository Participants.**

National Securities Depository Limited (“NSDL”)	Central Depository Services (India) Limited (“CDSL”)
Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at toll free no.: 1800 1020 990 and 1800 22 44 30	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at 022-23058738 or 22-23058542/43.



**(VII). The voting rights of Members/beneficial owners (in case of electronic shareholding) shall be in proportion to their shares in the paid-up equity share capital of the Company as on the cut-off date. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of voting, either through remote e-voting or e-voting at the AGM through Insta Poll and a person who is not a Member as on the cut-off date should treat this AGM Notice for information purpose only.**

Facility to cast vote through Insta Poll will be made available on the Video Conferencing screen and will be activated once the Insta Poll is announced at the Meeting.

(VIII). Any person who acquires shares of the company and becomes a member of the company after the sending of the AGM Notice and holds shares as on the cut-off date, i.e. August 11, 2022, may obtain the login Id and password by sending a request at [evoting@kfintech.com](mailto:evoting@kfintech.com). However, if you are already registered with "KFinTech" for remote e-voting then you can use your existing user ID and password for casting your vote. If you have forgotten your password, you may reset your

password by using "Forgot User Details/ Password" option available on <http://evoting.kfintech.com>.

- (IX). The Board of Directors of the Company has appointed, Smt. D. Renuka, a Practicing Company Secretary (Membership No. A11963), as Scrutinizer to scrutinize the remote e-voting and Insta Poll process for AGM in a fair and transparent manner and she has communicated her willingness to be appointed and will be available for the said purpose.
- (X). The Scrutinizer will, after the conclusion of e-voting at the Meeting, scrutinise the votes cast at the Meeting (Insta Poll) and votes cast through remote e-voting, make a consolidated Scrutiniser's Report and submit the same to the Chairman or any person authorised by the Chairman after completion of the scrutiny of the votes cast through remote e-voting before/during the AGM. The results of e-voting will be declared within two working days of the conclusion of the Meeting and the same, along with the consolidated Scrutiniser's Report, will be placed on the website of the Company: [www.suvenpharm.com](http://www.suvenpharm.com) and on the website of KFinTech at: <https://evoting.kfintech.com>. The result will simultaneously be communicated to the Stock Exchanges.
- (XI). Subject to receipt of requisite number of votes, the Resolutions proposed in the Notice shall be deemed to be passed on the date of meeting, i.e. August 18, 2022.

## ANNEXURE TO NOTICE OF AGM

Additional information on director recommended for appointment/re-appointment at the Annual General Meeting as required under Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and applicable secretarial standards

Resolution No.	4
Name of the Director	Dr. Jerry Jeyasingh
Director Identification Number (DIN)	08589727
Age	46 years
Date of Appointment at current designation/ Date of first appointment on the Board	06/11/2019
Qualifications	Medical Doctor from Sri Ramachandra Medical College and Research Institute in Chennai.
Experience (including expertise in specific functional area)/Brief Resume.	<p>Dr. Jerry Jeyasingh, joined KMC Group in Dubai, helped establish KMC Group into a leading corporate healthcare provider in Dubai with a chain of Medical Centers, Pharmacies and Medical Labs. His main aim was to make Healthcare accessible to all sections of society, especially focusing on the underserved industrial workers and contract laborers.</p> <p>Dr. Jeyasingh also played a key role in assisting the Dubai Health Authority in initiating and conducting the pilot study for the compulsory health care program in Dubai which eventually led to the implementation of mandatory health insurance plan that is currently adopted by the Dubai Government.</p> <p>Dr. Jeyasingh has been closely involved in conducting numerous free health camps in industrial areas in various parts of Dubai over the last decade, helping raise awareness of health and safety among immigrant workers. He has also been involved with various charities in Dubai and India, supporting and promoting basic healthcare for all.</p> <p>Dr. Jeyasingh is also sports enthusiast, member of the local running club, plays for the local cricket and football teams as well. He is an avid traveler, having a special interest in trekking and mountain climbing. He has travelled extensively in the mountainous jungles of Borneo and the many islands in the South China Sea.</p>
Terms and conditions of appointment / re-appointment	Re-appointment in terms of Section 152(6) of the Companies Act, 2013.
Remuneration proposed to be paid	Nil
Names of listed entities in which the person also holds the directorship in other Companies	Nil
Chairmanship/ Membership of Committees in other companies in which position of Director is held	Member of Stakeholders Relationship Committee
Shareholding in the Company	Nil
Relationship with Other Directors, Manager and other Key Managerial Personnel of the company.	Except Dr. Jerry Jeyasingh, Shri. Venkateswarlu Jasti and their relatives, none of the other Directors, Key Managerial Personnel of the Company and their relatives are in anyway concerned or interested, financially or otherwise in the passing of the Resolution at Item No. 4 of the Notice.
The number of Meetings of the Board attended/held during the FY 2021-22 i.e, upto 31 <sup>st</sup> March, 2022	4 out of 6 meetings