



Dr. Reddy's Laboratories Ltd.
8-2-337, Road No. : 3, Banjara Hills,
Hyderabad - 500 034, Telangana,
India.
CIN: L85195TG1984PLC004507

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www.drreddys.com

POSTAL BALLOT FORM

Postal Ballot Form No.:

Name and Registered address of the Sole / First named Member :

Name(s) of the Joint holder(s) if any :

Registered Folio No./ DP ID & Client ID No.*:
(*Applicable to members holding shares in dematerialized form)

Number of equity shares held :

I / We hereby exercise my / our vote in respect of the following Resolution as stated in the Notice dated November 26, 2019 for the meeting of the Equity Shareholders of Dr. Reddy's Laboratories Limited ("**the Company**") being convened pursuant to the Order of the Hon'ble National Company Law Tribunal, Hyderabad Bench at Hyderabad dated November 22, 2019, on Thursday, January 2, 2020 at 11.00 AM at The Ballroom, Hotel Park Hyatt, Road No.2, Banjara Hills, Hyderabad - 500034, Telangana, India, by sending my / our assent (FOR) or dissent (AGAINST) to the said resolution by placing the tick (✓) mark in the appropriate column below.

Item No.	Details of Resolution	No. of equity shares held	I/We assent to the resolution (For)	I/We dissent to the resolution (Against)
1.	Approval of the Scheme of Amalgamation and Arrangement between Dr. Reddy's Holdings Limited (Amalgamating Company) and Dr. Reddy's Laboratories Limited (Amalgamated Company) and their respective shareholders pursuant to the provisions of Sections 230-232 read with Section 66 and other relevant provisions of the Companies Act, 2013 and rules thereunder.			

Place :

Date :

(Signature of the Member)
(must be as per specimen signature registered with Company/Depository participant)

PARTICULARS OF E-VOTING

The remote e-voting facility is available at the link <https://www.evoting.nsdl.com>. The remote e-voting particulars are set out as follows:

EVEN (E-voting event number)	USER ID	PASSWORD
112636		

Notes:

- Please read the instructions printed overleaf and in the notice of the meeting carefully before exercising your vote.
- Facility to exercise vote(s) by means of Postal Ballot, including remote e-voting will be available during the following period:

Commencement of voting	End of voting
From 9:00 AM (IST) on Tuesday, December 3, 2019	Upto 5:00 PM (IST) on Wednesday, January 1, 2020

Voting through Postal Ballot and remote e-voting will not be allowed beyond Wednesday, January 1, 2020 (5:00 PM IST).

GENERAL INFORMATION

- The Hon'ble National Company Law Tribunal, Hyderabad Bench at Hyderabad ('NCLT' or 'Tribunal') vide its order dated November 22, 2019 has directed that a meeting of the Equity Shareholders of the Company be convened on Thursday, January 2, 2020 at 11.00 AM at The Ballroom, Hotel Park Hyatt, Road No.2, Banjara Hills, Hyderabad - 500034, Telangana, India for the purpose of considering, and if thought fit, approving, with or without modification(s), the Scheme of Amalgamation and Arrangement between Dr. Reddy's Holdings Limited ('DRHL' or the 'Amalgamating Company') and Dr. Reddy's Laboratories Limited ('DRL' or the 'Amalgamated Company') and their respective shareholders ('Scheme').
- Pursuant to Section 230 read with Sections 108 and 110 of the Companies Act, 2013, the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016, the Companies (Management and Administration) Rules, 2014, option is being given to the Members to cast their votes on the resolution for approval of the scheme by physical Postal Ballot / Remote e-voting or voting at the venue of meeting as per direction of the NCLT.

INSTRUCTIONS

1. A Member desirous of exercising his/her vote by physical Postal Ballot may complete this Postal Ballot Form and send it to the Scrutinizer in the enclosed postage prepaid self-addressed Business Reply Envelope. The Postage will be borne by the Company. However, Postal Ballot Form, if sent by courier or by registered post/speed post at the expense of the Member, will also be accepted.
2. Alternatively, a Member may vote through remote e-voting as per "Procedure to vote electronically using NSDL remote e-voting system" provided in this Postal Ballot Form.
3. Please convey your assent/dissent in this Postal Ballot Form. The assent/dissent received in any other physical form shall not be considered valid.
4. This Form must be completed and signed (as per specimen signature registered with the Company/Depository Participants) by the Member. 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. The Scrutinizer's decision on the validity of the Postal Ballot Forms/remote e-voting will be final.
7. The Postal Ballot/remote e-voting shall not be exercised by a proxy.
8. The voting, both through Postal Ballot Form and through remote e-voting shall commence from Tuesday, December 3, 2019 (9:00 AM IST) and shall end on Wednesday, January 1, 2020 (5:00 PM IST). Duly completed Postal Ballot Form should reach the Scrutinizer not later than the close of working hours on Wednesday, January 1, 2020 (5:00 PM IST). All Postal Ballot Forms received after this date will be strictly treated as invalid and as if no reply from such Member has been received.
9. The Scrutinizer will submit his report to the Chairman after the completion of scrutiny, and the result of the voting shall be displayed at the registered office of the Company at 8-2-337, Road No.3, Banjara Hills, Hyderabad-500034, Telangana, India. The result would be intimated to the NSDL and Stock Exchanges where the Company's securities are listed, and displayed on the Company's website <https://www.drreddys.com/investors/investor-services/amalgamation/> along with the Scrutinizer's report within 48 hours from the conclusion of the meeting.
10. Voting rights shall be reckoned on the paid up value of equity shares registered in the name of the Member as on cut-off date i.e. Friday, November 15, 2019.
11. Members are requested not to send any other paper along with the Postal Ballot Form and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
12. There will be only one Postal Ballot Form for every Folio/Client ID, irrespective of the number of joint holders.
13. In case of non-receipt of the Postal Ballot Form or for any query related thereto, the Members may contact the Company's Registrar and Transfer Agent, Bigshare Services Private Limited at 306, Right Wing, 3rd Floor, Amrutha Ville, Opp. Yashoda Hospital, Rajbhavan Road, Hyderabad - 500 082, Telangana, India or send an email at bsshyd@bigshareonline.com.
14. The members can opt for only one mode of voting i.e. either through (i) Postal Ballot or (ii) Remote e-voting system or (iii) Ballot / Polling Paper as arranged by the Company at the venue of the meeting. In case members cast their votes by more than one means of voting, then voting will be considered in the following sequence of priority, namely, (i) Remote e-voting (ii) Postal Ballot or (iii) Ballot / Polling Paper at the venue of the meeting, as may be applicable.
15. Members who have received Postal Ballot Notice by email and who wish to vote through Postal Ballot Form and in case a Member is desirous of obtaining a duplicate Postal Ballot Form, he or she may send an email to shares@drreddys.com. The Registrar and Transfer Agent/Company shall forward the duplicate Postal Ballot Form along with postage prepaid self-addressed Business Reply Envelope to the Member.

Procedure to vote electronically using NSDL remote e-voting system

The way to vote electronically on NSDL remote e-voting system consists of "Two Steps" which are mentioned below:

Step 1: Log-in to NSDL e-voting system at <https://www.evoting.nsdl.com>

Step 2: Cast your vote electronically on NSDL e-voting system.

Step 1: How to Log-in to NSDL e-voting website?

1. Visit the e-voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com> either on a Personal Computer or on a mobile.
2. Once the home page of e-voting system is launched, click on the icon "Log-in" which is available under "Shareholders" section.
3. A new screen will open. You will have to enter your user ID, your password and a verification code as shown on the screen. Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com> with your existing IDEAS log-in. Once you log-in to NSDL eservices after using your log-in credentials, click on e-voting and you can proceed to Step 2 i.e. Cast your vote electronically.
4. Your User ID details are given below:

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is
a) For Members who hold shares in demat account with NSDL.	8 character DP ID followed by 8 Digit Client ID. For example: if your DP ID is IN300*** and Client ID is 12***** then your User ID is IN300***12*****
b) For Members who hold shares in demat account with CDSL.	16 digit Beneficiary ID For example: if your Beneficiary ID is 12***** then your User ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the Company. For example: if Folio Number is A01*** and EVEN is 123456 then User ID is 123456A01***

5. Instructions for retrieving password:
 - a. If you are already registered for e-voting, then you can use your existing password to log-in and cast your vote.
 - b. If you are using NSDL e-voting system for the first time, you will need your "initial password". Details of "initial password" are given in Point c (i) and (ii) below. Once you have your "initial password", you need to enter the "initial password" on the log-in page and the system will force you to change your password.
 - c. Initial password:
 - i. If your email ID is registered in your demat account or with the Company, your "initial password" must have been communicated to you on your email ID. Trace the email sent to you by NSDL in your mailbox. Open the email and the attachment which is a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit Client ID for NSDL account, last 8 digits of Beneficiary ID for CDSL account or Folio Number for shares held in physical form. The .pdf file contains your "User ID" and your "initial password".
 - ii. If your email ID is not registered, your "initial password" is provided overleaf at the bottom of the physical Postal Ballot Form.
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - a. If you are holding shares in your demat account with NSDL or CDSL, click on "Forgot User Details/Password" option available on www.evoting.nsdl.com.
 - b. If you are holding shares in physical mode, click on "Physical User Reset Password" option available on www.evoting.nsdl.com.
 - c. If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, PAN, name and registered address.
 - d. You can also use the one time password (OTP) based login for casting the votes on the NSDL e-voting system.
7. After entering your password, click on "Agree to Terms and Conditions" by selecting on the check box.
8. Now you will have to click on "Log-in" button.
9. After you click on the "Log-in" button, home page of e-voting will open.

Step 2: How to cast your vote electronically on NSDL e-voting system?

1. After successful login at Step 1, you will be able to see the Home page of e-voting. Click on e-voting. Then, click on Active Voting Cycles.
2. After clicking on Active Voting Cycles, you will be able to see all the companies' "EVEN" (E-Voting Event Number) in which you are holding shares and whose voting cycle is in active status.
3. Select "EVEN" of "Dr.Reddy's Laboratories Limited". The Cast Vote page will open.
4. Now you are ready for e-voting as the voting page opens.
5. Cast your vote by selecting your favoured option i.e. assent/dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
6. Upon confirmation, the message "Vote cast successfully" will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for members

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned certified true copy (PDF/JPG Format) of the relevant Board Resolution/Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote at the meeting, to the Scrutinizer by e-mail as mentioned in the Notice of the meeting with a copy marked to evoting@nsdl.co.in.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Log-in to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password" or "Physical User Reset Password" option available on www.evoting.nsdl.com to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for shareholders and e-voting user manual for shareholders available at the "downloads" section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990 or send a request at evoting@nsdl.co.in.