



PFIZER LIMITED

CIN: L24231MH1950PLC008311

Registered Office: Pfizer Limited, The Capital, 1802 / 1901, Plot No. C-70, G Block, Bandra Kurla Complex, Bandra (East), Mumbai 400 051. **Tel:** +91 22 6693 2000
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PFIZER LIMITED – IMPORTANT COMMUNICATION FOR SHAREHOLDERS – 69TH ANNUAL GENERAL MEETING AND PAYMENT OF FINAL DIVIDEND

Members may please note that the **69th Annual General Meeting (AGM) of Pfizer Limited (“the Company”)** will be held on **Friday, September 4, 2020, at 3.00 P.M IST through Video Conference (VC)/Other Audio Visual Means (OAVM)** in compliance with MCA circulars and all applicable laws and circulars issued by Securities and Exchange Board of India (SEBI), to transact the businesses as set forth in the Notice of the 69th AGM.

In compliance with the MCA and SEBI circular(s), the Notice of the 69th AGM and Annual Report for the Financial Year ended March 31, 2020, is sent electronically on Thursday, August 13, 2020, to the Members whose email addresses are registered with the Company/Depository Participant(s).

Members holding shares in the dematerialized mode and have not registered/updated their email address and mobile number are requested to register / update their email address and mobile number with their respective Depository Participant(s). Similarly, Members holding shares in physical mode are requested to register / update their email address and mobile number with Company’s Registrar and Share Transfer Agent by sending signed copy of the request letter for the email id registration / updation along with self-attested copy of PAN card and self-attested copy of address proof to einward.ris@kfintech.com

Members may also temporarily register their email address and mobile number for the limited purpose of receiving Notice of the 69th AGM, Annual Report 2019-20 and e-voting instructions along with the User ID and Password at the weblink: https://ris.kfintech.com/email_registration

The Notice of the AGM and Annual Report for the Financial Year ended March 31, 2020, is also available on the Company’s website www.pfizerindia.com and websites of the Stock Exchanges, i.e., BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively.

Pursuant to the relevant sections of Companies Act, 2013 and rules made thereunder, the Company is pleased to offer remote e-voting facility, which will enable the Members to cast their votes electronically on all the Resolutions set forth in the said Notice.

Additionally, the Company is providing the facility of voting through e-voting system during the AGM (“Insta Poll”).

The remote e-voting period commences on Monday, August 31, 2020 (9.00 a.m. IST) and ends on Thursday, September 3, 2020 (5.00 p.m. IST). The remote e-voting module shall be thereafter disabled. Please note that only those shareholders whose names appears in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories, as on the **cut-off date i.e. Friday, August 28, 2020**, shall be entitled to cast their vote through remote e-voting during the said period or avail the facility of e-voting through Insta Poll during the AGM.

If the email address or mobile number of the Member is registered against Folio No. / DP ID Client ID, then the Members go to <https://evoting.karvy.com> and click “Forgot Password” and enter Folio No. or DP ID, Client ID and PAN to generate a password. Members may also call on RTA’s toll free number 1800-345-4001 for any assistance.

For detailed instructions pertaining to e-voting, members may please refer to the Note Nos. 16-18 to Notice of the AGM. In case of queries or grievances pertaining to e-voting procedure, shareholders may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the Downloads section of <https://evoting.karvy.com>

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.

The Register of Members and the Share Transfer Books of the Company will remain closed from Saturday, August 29, 2020 to Friday, September 4, 2020 (both days inclusive) for the purpose of payment of final dividend of Rs. 10/- (100%) per equity share. Accordingly, the Company has fixed Friday, August 28, 2020 as the ‘Record Date’ for the said AGM of the Company and to determine the names of the members who will be entitled to receive final dividend, if approved at the AGM.

The said final dividend, once approved by the shareholders in the ensuing AGM will be paid to the Members on or before September 30, 2020, electronically through various online transfer modes to those shareholders who have updated their bank account details. For shareholders who have not updated their bank account details, dividend warrants/ demand drafts/ cheques will be sent out to their registered addresses once the postal facility is available.

To avoid delay in receiving the final dividend, **shareholders are requested to update their KYC and bank details with their depositories (where shares are held in dematerialized mode) and with the Company's Registrar and Share Transfer Agent (where shares are held in physical mode)** by sending duly signed request letter along with a canceled copy of cheque and self-attested copy of PAN and address proof at einward.ris@kfintech.com to receive the dividend directly into their bank account on the payout date.

Please note that pursuant to the amendments introduced by the Finance Act, 2020, the Company is required to withhold taxes at the prescribed rates on the dividend paid to its shareholders w.e.f. April 1, 2020. No tax will be deducted on payment of dividend to the resident individual shareholders, if the total aggregate dividend paid during the year ending March 31, 2021 does not exceed Rs.5,000/-. The Interim (Special) Dividend declared by the Board on April 27, 2020 and paid to the shareholders on May 19, 2020 will also be considered for arriving at the said limit of Rs.5000/-.

The withholding tax rate would vary depending on the residential status of the shareholder and documents registered with the Company. **In order to enable us to determine the appropriate TDS rate as applicable, shareholders are requested to submit the necessary documents in accordance with the provisions of the Income-tax Act, 1961 through the link <https://ris.kfintech.com/form15/>**

An editable version of Form 15G / Form 15H for eligible resident shareholders and self-declaration in Form 10F and self declaration of beneficial ownership for eligible non-resident shareholders can be downloaded from the below mentioned link:

For Resident Shareholders:

[Form 15G](#) (The Form 15G should be duly filled in and signed)

[Form 15H](#) (The Form 15H should be duly filled in and signed)

For Non-resident Shareholders:

[Self-declaration in Form 10F](#) (The self-declaration in 10F should be duly filled in and signed)

[Self-declaration of beneficial ownership](#) (The self-declaration of beneficial owner should be duly filled in and signed)

The eligible shareholders are requested to upload the requisite documents at <https://ris.kfintech.com/form15/> on or before Friday, September 11, 2020. The Shareholders are requested to refer to the Note No. 28 to the Notice of the AGM for detailed instructions and information in this regard.

For Pfizer Limited

Sd/-

Place: Mumbai

Date: August 13, 2020

Prajeet Nair
Company Secretary