

WOCKHARDT LIMITED

**Booklet on Shareholders'
Frequently Asked Questions (FAQs)**

**Registered Office:
D-4, MIDC, Chikalthana
Aurangabad – 431 006**

What is Date of incorporation, Corporate Identity Number (CIN), ISIN, Registered office etc. details of the Company ?

The details are as under:

Date of Incorporation : 8th July, 1999

CIN : L24230MH1999PLC120720

Registered Office : Wockhardt Research Centre,
D-4, M.I.D.C. Chikalthana,
Aurangabad – 431006

Telephone / Fax : Tel: 91–240-6632222
Fax: 91–240-2489219

Email : investorrelations@wockhardt.com

Website : www.wockhardt.com

Financial Year : April to March

ISIN : INE049B01025

In which Stock Exchange(s) the equity shares of Wockhardt Limited ('the Company') are listed ?

Equity Shares of the Company have been listed in BSE & NSE and Scrips Code of Company are as follows:

NSE : WOCKPHARMA
BSE : 532300

Global Depository Receipts ('GDRs') are listed on Luxembourg Stock Exchange.

Are Equity Shares of the Company required to be traded compulsorily in demat form? Can a Shareholder hold the shares in physical form?

Yes. The shares of the Company are compulsorily traded in demat form. However, one can still hold the shares in physical form.

What is the procedure for notifying change in bank account details?

The shareholder must provide details of bank, branch, account number and the nine-digit MICR code and IFSC code (as appearing on the cheque) along with photocopy of the cheque/cancelled cheque. The said information should be submitted to the Registrar & Share Transfer Agent ('RTA')/ Company if the shares are held in physical form and to the concerned Depository Participants ('DP'), if the shares are held in electronic form.

What is the procedure for notifying the change in address?

The shareholder must send a request letter to the RTA/ Company, mentioning the new address, PIN code along with the Folio No., duly signed by the first shareholder, as per the specimen signature registered with the Company. A confirmation will be sent to the shareholder's new address about updation of the change in the records.

In case of dematerialized holdings, the shareholder must write to his/ her Depository Participant and ensure that he or she receives a confirmation of having noted the new address.

What is the procedure for transfer of Shares?

Transferee(s) need to send the Share Certificate(s) along with the Securities Transfer Form i.e. Form No.SH-4 as attached, duly filled in, executed and affixed with share transfer stamps, to the Company. Copy of SH-4 is forming part of this Booklet.

For shares, stamp duty @ 0.25% of the consideration of the transfer should be affixed on the form at the specified place on the back of the form. In case the number of stamps to be affixed exceeds the space provided in the form, extra sheets may be attached to the form on which the stamps can be affixed. Share transfer stamps are available at the offices of the Government Treasury. The Securities Transfer Form can also be franked instead of affixing the share transfer stamps. For securities held in electronic form, the shareholders must contact his/her DP.

How long does it take for a Share Transfer?

Share transfers are normally registered within a period of one week from the date of receipt of the duly filled in and executed Form SH-4 along with share certificate at the office of the RTA/ Company.

What is the stamp duty on shares?

The stamp duty applicable on share transfer is 0.25% on the market value on the date of execution of the transfer deed or consideration value whichever is higher.

In case of gift of shares to one's near and dear, then how should one proceed to get them registered? Does it attract stamp duty?

The procedure of registration of shares gifted to someone is same as the procedure for a normal transfer. The stamp duty is also applicable in case of gifted shares, and the present rate of duty is 0.25% of the market value prevailing on the date of execution of the transfer deed by the transferee.

What is the procedure for transmission of Shares?

For transmission of securities, in case of legal heir/ executor, in respect of the sole shareholder who is deceased, the following documents need to be submitted to the RTA/ Company:

- An attested copy of the death certificate of the deceased holder along with attested copy of Succession Certificate or Probate of Will or Letter of Administration obtained in respect of the sole holding. Attestation on the above documents should be done by a Notary Public under his official seal stating full name, address & registration no.
- Relevant certificate(s) for the securities to be transmitted.
- Prescribed transmission form available with the RTA duly completed and signed by the legal heir(s)/ executor(s) whose signature(s) should be verified by his/ her/ their Bank Manager under his official seal stating his full name, designation with name & address of bank.
- Self certified copy of the PAN Card of the legal heir(s)/executor(s).

For securities held in electronic form, the shareholder must contact his/her Depository Participant.

What is the procedure for registering the details of Nominee for the Shares held by the individual Shareholders?

A Shareholder may at any time nominate a person to whom his/ her shares in the Company shall vest in the event of his/ her death. Where the shares are held by more than one person jointly, the joint holders may together nominate a person to whom all the rights in the shares shall vest in the event of death of all the joint holders.

A shareholder can use Form No. SH-13 to avail this facility. In case the shareholder wishes to revise or cancel a Nomination already registered, please use Form No. SH-14. Copies of the Form SH-13 and Form SH-14 forms part of this Booklet.

What is the procedure for Dematerialization of shares?

The Shareholders will have to open an account with DP and get a unique Client ID number. Thereafter, he/she will have to fill up a Dematerialization Request Form (DRF) provided by the DP and surrender the physical shares, which is to be dematerialized to the DP.

The DP upon receipt of the shares and the DRF will send an electronic request to the Company's RTA for confirmation of demat. Each request will bear a Unique Transaction Number.

The DP will simultaneously surrender the DRF and the shares to the Company's RTA with a covering letter requesting the RTA of the Company to confirm demat. The Company's RTA after necessary verification of the documents received from the DP will confirm demat to the Depository. This confirmation will be passed on to the DP, which holds the Investors' account.

After receiving this confirmation from the Depository, the DP will credit the account with the shares so dematerialized. Thereafter, the DP will hold the shares in the

dematerialized form on the Investors' behalf and the Investor becomes the beneficial owner of these dematerialized shares.

What are the chances of any fraud/ disputes in using a demat account? Whom should I approach in such cases?

Common risk factors applicable to trading in physical shares like mismatch in signatures, loss in postal transit, etc., are not there since the dematerialised shares are traded scrip less.

However, in the unlikely event of any other dispute, the concerned Stock Exchange and/or Depository viz. NSDL/CSDL or Securities and Exchange Board of India, may be approached for resolving such issues.

What procedure does the Company follow for issuing duplicate share certificates?

Duplicate Share Certificate(s) are normally issued if the original/s is/are not traceable even after undertaking the best search by the holder. Duplicate Share Certificate(s) is/are issued after obtaining a duly executed Indemnity and Affidavit as per the draft provided by the RTA/ Company upon release of a Public Notice in Newspaper. The applicant is, further, advised to file FIR with the nearest police station and to send a copy thereof, to the RTA, in his/her own interest to enable the Company to protect the applicant(s) from any third party claims. Copy of the draft of Indemnity and Affidavit are forming part this Booklet.

What is the level of Dematerialisation of Shares as on date?

99.09% of the Issued, subscribed and paid-up Share Capital of the Company is dematerialised.

What should one do in case he/ she does not receive the dividend?

The Shareholders should write to the RTA/ Company on plain paper, mentioning his/her Folio No./ DP ID – Client ID, duly signed by the shareholder (by all shareholders in case of joint shareholding), as per the specimen signatures recorded with the Company. The Company will then verify the status of the dividend. In case the Dividend Warrant has been returned to the RTA/ Company, the warrant will be sent to the shareholders' address as recorded with the Company provided the amount has not been transferred to the Investor Education and Protection Fund ('IEPF').

What is the procedure for renewing a time barred dividend warrant/ cheque?

The Shareholder should send the outdated instrument to the RTA/ Company to enable issue of a fresh instrument. The fresh instrument will be mailed to the address as recorded in the records of available with the RTA, if the amount reflects outstanding in the records of the Company and the amount has not been transferred to the IEPF.

Can the Shareholders' pledge his/her shares in demat form for the purpose of availing any funding/ loan arrangement with the Banks?

Yes. However, the shareholders' will have to contact his/her DP for the same.

If the Shareholders have old Equity Share Certificate of the Company of Face Value Rs. 10/- each. How one can get the same exchanged with new Equity Share Certificate of Rs. 5 each?

Shareholders are requested to surrender their old Share Certificate(s) of Rs. 10/- each to the Company or its RTA for doing the needful.

Who are the Board members of the Company and what is their brief profile?

The Directors of the Company, as on date, are under:-

| Name | Category of Directorship | DIN |
|-------------------------|---------------------------------|------------|
| Dr. H. F. Khorakiwala | Chairman, Executive | 00045608 |
| Mr. Shekhar Datta | Non-Executive Independent | 00045591 |
| Mr. Aman Mehta | Non-Executive Independent | 00009364 |
| Mr. Davinder Singh Brar | Non-Executive Independent | 00068502 |
| Dr. Sanjaya Baru | Non-Executive Independent | 05344208 |
| Ms. Tasneem Mehta | Non-Executive Independent | 05009664 |
| Mr. Baldev Raj Arora | Non-Executive Independent | 00194168 |
| Dr. Huzaifa Khorakiwala | Executive Director | 02191870 |
| Dr. Murtaza Khorakiwala | Managing Director | 00102650 |

For brief profile, please visit website (www.wockhardt.com) of the Company.

What are different Committees of the Board constituted by the Company and what is their terms of reference?

The Board has constituted the following Committees of the Board:-

- Audit Committee
- Stakeholders Relationship Committee
- Nomination and Remuneration Committee
- Corporate Social Responsibility (CSR) Committee
- Credit Facilities Committee
- Share Allotment Committee; and
- ESOS Compensation Committee.

For terms of reference, please refer latest Annual Report of the Company available on the website: www.wockhardt.com

Can I receive Annual Report through E-mail?

Yes. Shareholders can receive Annual Reports and other communication from the Company through E-mail. Shareholders are requested to update their Email ID with the Company or their respective Depository Participants.

Shareholders are also requested to dematerialize their shares and update their E-mail ID with their respective DPs for speedy communication.

Whether the Company has designated any e-mail ID of the Shareholder/ investor servicing?

Yes.

The designated E-mail ID for investor servicing is investorrelations@wockhardt.com

Who is the Registrar and Transfer Agent (RTA) of the Company?

The details of RTA are as under:-

Link Intime India Private Limited
C-13, Pannalal Silk Mills Compound,
L.B.S. Marg,
Bhandup (West),
Mumbai - 400 078.
Tel.: 91-022-25946970 / 78
Fax : 91-022-25946969
E-mail: wockhardt@linkintime.co.in

ANNEXURE

**Form No. SH-4
Securities Transfer Form**

*[Pursuant to section 56 of the Companies Act, 2013 and sub-rule (1) of rule 11 of the
Companies (Share Capital and Debentures) Rules 2014]*

Date of execution: ____ / ____ / ____

FOR THE CONSIDERATION stated below the "Transferor(s)" named do hereby transfer to the "Transferee(s)" named the securities specified below subject to the conditions on which the said securities are now held by the Transferor(s) and the Transferee(s) do hereby agree to accept and hold the said securities subject to the conditions aforesaid.

CIN:

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Name of the Company (in full) : _____

Name of the Stock Exchange where the company is listed, (if any): _____

DESCRIPTION OF SECURITIES:

| Kind/ Class of securities (1) | Nominal value of each unit of security (2) | Amount called up per unit of security (3) | Amount paid up per unit of security (4) |
|--|--|---|---|
| | | | |
| No. of Securities being Transferred | | Consideration received (Rs.) | |
| In figures | In words | In words | In figures |
| | | | |
| Distinctive Number | From | | |
| | To | | |
| Corresponding Certificate Nos. | | | |

Transferors' Particulars

Registered Folio Number:

| |
|--|
| |
|--|

Name(s) in full

| | |
|----------|--------------|
| | Signature(s) |
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

I, hereby confirm that the transferor has signed before me.

Signature of the Witness: _____

Name of the Witness: _____

Address of the Witness: _____

Pin code: _____

| Transferees' Particulars | | |
|--------------------------|--------------------------------------|-------------------------|
| Name in full (1) | Father's/ Mother's / Spouse Name (2) | Address & E-mail ID (3) |
| 1. _____ | 1. _____ | _____ |
| 2. _____ | 2. _____ | _____ |
| 3. _____ | 3. _____ | _____ Pin Code _____ |
| | | Email id: _____ |
| Occupation (4) | Existing Folio No., if any (5) | Signature (6) |
| 1. _____ | _____ | 1. _____ |
| 2. _____ | _____ | 2. _____ |
| 3. _____ | _____ | 3. _____ |

Folio No. of Transferee Transferee(s)

Specimen Signature of

1. _____

2. _____

3. _____

Value of Stamp affixed: Rs. _____

(Affix stamps in this box)

Enclosures:

1. Certificate of shares or debentures or other securities
2. If no certificate is issued, Letter of allotment
3. Copy of PAN Card of all the Transferee(s)(For all listed Cos.)
4. Others, Specify, _____

For Office Use Only

Checked by _____

Signature Talled by _____

Entered in the Register of Transfer on _____
vide Transfer no _____

Approval Date _____

Power of attorney / Probate / Death certificate / Letter
of Administration

Registered on _____ at
No _____

**Form No. SH-13
Nomination Form**

**[Pursuant to section 72 of the Companies Act, 2013 and rule 19(1) of the
Companies (Share Capital and Debentures) Rules 2014]**

To
Wockhardt Limited
Wockhardt Towers,
Bandra Kurla Complex, Bandra (E)
Mumbai – 400 051

I/We the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

| Nature of securities | Folio No. | No. of securities | Certificate No. | Distinctive No. |
|-----------------------------|------------------|--------------------------|------------------------|------------------------|
| | | | | |

(2) PARTICULARS OF NOMINEE/S

- (a) Name:
- (b) Date of Birth:
- (c) Father's/Mother's/Spouse's name:
- (d) Occupation:
- (e) Nationality:
- (f) Address
- (g) E-mail id:
- (h) Relationship with the security holder:

(3) IN CASE NOMINEE IS A MINOR

- (a) Date of birth:
- (b) Date of attaining majority
- (c) Name of guardian:
- (d) Address of guardian:

Name of the Security Holder(s) _____ Name: _____
_____ Address: _____
_____ Signature _____ Witness with name and
_____ address _____

Form No. SH-14
Cancellation or Variation of Nomination
[Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]

Wockhardt Limited
Wockhardt Towers,
Bandra Kurla Complex,
Bandra (E), **Mumbai – 400 051**

I/We hereby cancel the nomination(s) made by me/us in favor of.....(name and address of the nominee) in respect of the below mentioned securities.

or

I/We hereby nominate the following person in place of as nominee in respect of the below mentioned securities in whom shall vest all rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being cancelled / varied)

| Nature of securities | Folio No. | No. of securities | Certificate No. | Distinctive No. |
|-----------------------------|------------------|--------------------------|------------------------|------------------------|
| | | | | |

(2) (a) PARTICULARS OF THE NEW NOMINEE:

- i. Name:
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's name:
- iv. Nationality:
- v. Address:
- vi. E-mail id:
- vii. Relationship with the Security holder:

(b) IN CASE NEW NOMINEE IS A MINOR

- i. Date of Birth:
- ii. Date of attaining majority
- iii. Name of guardian:
- iv. Address of guardian:

Signature

Name of the Security Holder(s)

Witness with name and address

**FORMAT OF INDEMNITY BOND FOR ISSUE OF
DUPLICATE SHARE CERTIFICATE(s)**

(Please read the content of below text carefully & execute on a Non-judicial stamp paper of Rs.200/-.)

To,
Company Secretary,
Wockhardt Limited
Wockhardt Towers
Bandra Kurla Complex
Bandra (East),
Mumbai 400 051

WHEREAS

I / We, (name of the shareholder(s)), hold (Number of shares) Equity shares bearing Distinctive numbers from _____ to _____ of the face value of Rs. ___/- each and on which Rs.5/- per share is paid comprised in the Share Certificate No(s). _____. The shares of the following description are standing in my / our name in the Register of Members of Wockhardt Limited:

| Folio No. | Certificate Nos. | Distinctive Nos. From To | No. of share covered in each certificate |
|------------------|-------------------------|--|---|
| | | | |

WHEREAS

The share certificate(s) No(s). _____ in respect of the above shares has / have been lost or mislaid and is/are not traceable. I/We declare that the said share certificate(s) was/were not accompanied by any blank transfer deed signed by me/us and that I/We have not, nor has any person by my/our order disposed off, parted with or pledged / deposited by way of security the said share certificate(s) or assigned my/our interest therein or any part have neither been sold or transferred to anybody by me/us and I/We am/are entitled to the custody of the certificate(s) of title relating to such shares as I/We am/are the absolute owners of the same as registered shareholder(s). I/We undertake to surrender the said share certificate(s) to the company if and when the same is/are found at a later date.

NOW THEREFORE:

I/We, (name of the shareholder(s)) aged ___ years, residing at (address of the shareholder/s) request the Company to please issue duplicate share certificate(s) in lieu of the original share certificate(s) covered under Folio No. _____ in respect of _____ shares bearing Certificate No(s). _____ held by me/us.

In consideration of the Company having agreed to issue duplicate share certificates for the aforesaid shares in my/our name, I/we am/are executing this bond in favour of the Company.

Upon the Company having agreed to issue duplicate share certificates for the aforesaid shares, I/We the undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with the Company, its successors and assigns and agree and undertake at all time save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager and secretary and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

IN WITNESS WHEREOF I/We, the applicant(s) herein has/have signed and set my/our hands on this ____ day of _____ 20____

Name and address of the Shareholder(s)

Signature of the Shareholder(s)

1.

2.

Name and address of Witness

Signature of the Witness

1.

2.

Place ;

Date :

**FORMAT OF AFFIDAVIT FOR ISSUE OF DUPLICATE CERTIFICATE(s)
IN LIEU OF LOST / MISPLACED SHARE CERTIFICATE(s)**

(Please read the content of below text carefully & execute on a Non-judicial stamp paper of Rs.100/-.)

AFFIDAVIT

I/ We, _____ son/ daughter of _____ aged ___ years, residing at _____, do hereby solemnly affirm and declare as under:

1. That I/We, (Name of the shareholder/s), am/are holding _____ equity shares in Wockhardt Limited covered under Folio No. _____ and Share Certificate No(s). _____, bearing Distinctive Nos. _____ to _____ of the face value of Rs.5/- each.

| Folio No. | Certificate Nos. | Distinctive Nos. From To | No. of share covered in each certificate |
|------------------|-------------------------|--|---|
| | | | |

2. That I/We (name of the shareholder/s) have not sold, transferred, pledged or otherwise disposed off the said shares.
3. That the share certificate No(s). _____ of the said shares has/ have been lost or mislaid and is not in my/our possession.
4. I/We have searched or caused searches to be made for the said certificate(s), but even after careful and diligent search, I /We have been unable to find out or trace the same.
5. Since the said certificate(s) was / were issued, I /We have not sold, mortgaged, pledged or otherwise encumbered or disposed of the said shares or parted with the possession of the said certificates in any manner and the said shares is / are my/ our absolute property. To the best of my/ our knowledge and belief, the said certificates has/ have either been lost or been accidentally destroyed. In case at any time I / We find the said Share Certificate(s) or any of them I /We shall immediately handover the same to the Company.
6. I/We have also executed indemnity bond for issuing duplicate share certificate(s) in lieu of the original share certificate(s) for the aforesaid shares held by me/us.
7. I/We therefore request Wockhardt Limited to issue duplicate share certificate(s) in lieu of the original share certificate(s) for the aforesaid shares.

I/We am/are executing this declaration to be submitted to the concerned authorities of the Company.

I/We hereby state that whatever is stated herein above is true to the best of my / our knowledge and belief.

Solemnly affirmed at _____

On this ____ day of _____ 20__

(Signature of the Applicant/s)
Deponent/s

Identified by me
Advocate

Before Me
Oaths Commissioner/Notary