

October 12, 2018

Ref: ULL/SEC/Compliance/2018-19

**Department of Corporate Services** 

Bombay Stock Exchange Ltd. Phiroze Jeejeebhoy Towers Dalal Street, Mumbai - 400 001 Mr. Hari K.

Asst .Vice President- Operations National Stock Exchange of India Ltd Exchange Plaza, Bandra – Kurla Complex Bandra (East), Mumbai – 400 051

Dear Sir,

Ref: BSE Scrip Code -506690: NSE Symbol - UNICHEMLAB

Sub: Reconciliation of Share Capital Audit for the Quarter ended September 30, 2018

As required under Regulation 55A of SEBI (Depositories & Participants) Regulations, 1996, we enclose herewith Certificate of Reconciliation of Share Capital Audit issued by M/s. N A Shah Associates LLP, Chartered Accountants for the quarter ended September 30, 2018.

Kindly take the same on your records.

Thanking you,

Yours Faithfully,

For UNICHEM LABORATORIES LIMITED

a.a. Shor

NEEMA THAKORE

Head - Legal & Company Secretary

Encl: As Above

THE THE

# N. A. SHAH ASSOCIATES LLP

Chartered Accountants



Certificate No: 168/2018-19

To,
The Board of Directors
Unichem Laboratories Limited
Unichem Bhavan,
Prabhat Estate, S.V.Road,
Jogeshwari (West),
Mumbai - 400102
India.

# <u>Independent Auditor's Certificate for Reconciliation of Share Capital for quarter ended</u> 30<sup>th</sup> September 2018

### Certificate for Reconciliation of Share Capital

1. We have been requested by the management of Unichem Laboratories Limited (hereinafter 'the Company') to certify that the accompanying Annexure 1 attached herewith contains details as required by circular no. D&CC/FITTC/CIR-16/2002 issued by Securities and Exchange Board of India (SEBI) and Regulation 55A of SEBI (Depositories and Participants) Regulations, 1996 and in the format prescribed by the Bombay Stock Exchange (BSE) and the National Stock Exchange (NSE).

#### Management's Responsibility

2. The Management of the Company is responsible for preparation and providing the details / information which are required to be certified as per para 1 above. This responsibility includes providing access to records maintained by Registrars and Share Transfer Agent (Link Intime India Private Limited) relevant to our verification.

#### Auditor's Responsibility

- 3. Pursuant to the requirements as given in para 1 above, it is our responsibility to give reasonable assurance by way of this certificate, whether Annexure 1 attached herewith contains the details as required by relevant circular / regulation as referred to in para 1 above.
- 4. We have examined the records / documents maintained by the Company and its Registrars and Share Transfer Agent for the purpose of this certificate, in accordance with Circular D&CC/FITTC/CIR-16/2002 dated 31<sup>st</sup> December, 2002 issued by Securities and Exchange Board of India and Regulation 55A of SEBI (Depositories and Participants) Regulations, 1996.
- 5. We have carried out our examination in accordance with the Guidance Note on Reports or Certificates for Special Purposes (Revised 2016) issued by the Institute of Chartered Accountants of India. The Guidance Note requires that we comply with the ethical requirements of the Code of Ethics issued by the Institute of Chartered Accountants of India

B 41-45, Paragon Centre, Pandurang Budhkar Marg, Worli, Mumbai 400 013. Tel.: 91-22-40733000 ● Fax: 91-22-40733090 ● E-mail: info@nashah.com

## N. A. SHAH ASSOCIATES LLP

Chartered Accountants

#### Certificate No: 168/2018-19 (contd..)

6. We have complied with the relevant applicable requirements of the Standard on Quality Control (SQC) 1, Quality Control for Firms that Perform Audits and Reviews of Historical Financial Information, and Other Assurance and Related Services Engagements.

#### Conclusion

7. Based on our examination and as per information and explanation given to us and read with note given in sr. no. 16 and 20 of Annexure 1 (reference of these serial numbers were also given in our certificate no.430/2017-18 dated 12<sup>th</sup> January 2018, certificate no.5/2018-19 dated 13<sup>th</sup> April 2018 and certificate no.94/2018-19 dated 12<sup>th</sup> July 2018), we certify that the details presented in Annexure 1 for the quarter ended 30<sup>th</sup> September 2018 are as required by circular no. D&CC/FITTC/CIR-16/2002 dated 31<sup>st</sup> December, 2002 issued by SEBI and Regulation 55A of SEBI (Depositories and Participants) Regulations, 1996 and in the format as prescribed by the Bombay Stock Exchange (BSE) and the National Stock Exchange (NSE).

#### Restriction on use

8. The certificate is provided solely for the purpose of submission to the stock exchanges (BSE and NSE) to comply with requirement as stated in para 1 above and should not be used for any other purpose. Accordingly, we do not accept or assume any liability or any duty of care for any other purpose or to any other person to whom this certificate is shown or into whose hands it may come without our prior consent in writing.

For N. A. Shah Associates LLP

**Chartered Accountants** 

Firm Registration No. 116560W / W100149

Milan Mody

Partner

Membership No. 103286

Place: Mumbai

Date: 1 1 OCT 701

Annexure 1 to certificate no. 168 / 2018-2019

# Sr. Reconciliation of Share Capital Audit Report

no.

1 For Quarter Ended

30<sup>th</sup> September 2018

2 ISIN

INE351A01035

3 Face Value

Rs.2/- each

4 Name of the Company

Unichem Laboratories Limited

5 Registered Office

Unichem Bhavan, Prabhat Estate, Off. S.V. Road, Jogeshwari(West), Mumbai-400102, India

6 Correspondence Address

Unichem Bhavan, Prabhat Estate, Off. S.V. Road, Jogeshwari(West), Mumbai-400102, India

7 Telephone & Fax Nos.

Tel: 66888333 Fax: 26784391

8 Email address

shares@unichemlabs.com

Name of the Stock Exchanges where the company's securities are listed:

Bombay Stock Exchange (BSE)

National Stock Exchange (NSE)

10 Issued Capital

11 Listed Capital (exchange wise) BSE (A) NSE (B)

(as per company records)

shares	% of total issued capital
7,03,43,075	100.00

 7,03,43,075
 100.00

 7,03,43,075
 100.00

12 Held in dematerialised form in CDSL

(a) Held in Demat

79,38,744 11.27

13 Held in dematerialised form in NSDL

6,00,82,756 85.30

(a) Held in Demat

24,13,050 3.43

14 Physical

7,04,34,550 100.00

15 Total No. of shares (12+13+14)

16 Reasons for difference if any, between :

(10 & 15)

(11 & 15)

Difference	Reason
(91,475)	We are informed that number of shares held in demat with NSDL as on 30th September 2018 is
(91,475)	higher by 91,475 equity shares due to error by R&T agent and NSDL which happened during quarter ended 31st December 2017. For the purpose of transferring equity shares to Investor Education Protection Fund (IEPF), these shares were sent for demat on 6th December 2017 and credit in demat was given on 7th December 2017. However, credit in demat was given again on 8th December 2017 erroneously. The Company has applied for rectification of error made by R&T agent and NSDL by executing Corporate Action Form dated 8th January 2018, the effect of which is pending to be given as on 30th September 2018 by NSDL as reply from IEPF authority is yet to be received. This matter was originally reported in our certificate no.430/2017-18 dated 12th January 2018
141	Nil

(10 & 11)



#### Sr. Reconciliation of Share Capital Audit Report

no.

17 Certifying the details of changes in equity share capital during the quarter under consideration as per table below:

Particulars	No.of equity shares	Applied /	Listed on Stock	Whether	Whether	In-prin. appr.
		Not Applied	Exchanges	intimated to	intimated to	pending for
		for listing	(Specify Names)	CDSL	NSDL	SE (Specify Names)
ESOP (Face Value Rs.2) (Refer Note 3 below)	6,075	Yes	(a) BSE (b) NSE	Yes	Yes	No

18 Register of Members is updated (Yes/No)

if not updated upto which date

19 Reference of previous quarter with regards to excess dematerialised shares, if any

20 Has the company resolved the matter mentioned in point no.19 above in the current quarter? If not, Reason why?

Yes

Refer sr. no. 16 above

Refer sr. no. 16 above. The Company has been following up with IEPF authority for rectification of excess shares transferred. During the previous quarter, the Company had received certain queries on this matter from IEPF authority and the Company had replied to those queries on 15th May 2018. We are informed that subsequent response from IEPF authority on this reply filed by the Company is awaited and hence isssue of excess dematted shares could not be resolved by

21 Mention the total no. of requests, if any, confirmed after 21 days from date of receipt by Issuer and the total no. of requests pending beyond 21 days with the reasons for

Total no. of demat requests	No. of requests	No. of shares	Reasons for delay
Confirmed after 21 days	(#:	Not applicable	Not applicable

(Refer Note 1, 2 and 3 below)

22 Name, Telephone & Fax no. of the compliance officer of the company

Mrs. Neema Thakore	Tel: 66888404, Fax: 26784391		
Head - Legal & Company Secretary	Email id: neema.thakore@unichemlabs.com		

23 Name, Address, Tel. & Fax No., Regn no. of the auditor (certifying the particulars)

N. A. Shah Associates LLP

Milan Mody

B 41 - 45 Paragon Centre

(Signing Partner)

Pandurang Budhkar Marg

Membership No: 103286

Worli, Mumbai - 400 013

Tel. No.- 40733000

Fax - 40733090

ICAI Firm Registrarion No. - 116560W/W100149

24 Appointment of common agency for share registry work (if yes name & address)

Link Intime India Private Limited

C 101, 247 Park,

LBS Marg, Vikhroli West,

Mumbai 400 083

Tel No: +91 22 49186000

Fax: +91 22 49186060

25 Any other detail that the auditor may like to provide (eg.BIFR company, delisting from SE, company changed its name etc) No

1) For computing the number of days for processing of Demat request, the number of days for receipt of request from the DP to RTA has been excluded.

2) Rejected Demat applications have been excluded for the purpose of verifying the number of days for processing.

3) 3,375 equity shares in respect of transfer to IEPF and 6,075 equity shares in respect of ESOP were sent by the Company to NSDL / CDSL for demat purpose through corporate action form submitted to CDSL/NSDL and therefore do not form part of our verification of details as per sr.no. 21 above.

