

FORM NO. MGT-7

[Pursuant to sub-Section(1) of section 92 of the Companies Act, 2013 and sub-rule (1) of rule 11of the Companies (Management and Administration) Rules, 2014]



सत्यमेव जयते

Annual Return

Form language English Hindi

Refer the instruction kit for filing the form.

I. REGISTRATION AND OTHER DETAILS

(i) * Corporate Identification Number (CIN) of the company

L00305MH1973PLC174201

Pre-fill

Global Location Number (GLN) of the company

* Permanent Account Number (PAN) of the company

AABCA9521E

(ii) (a) Name of the company

ALKEM LABORATORIES LIMITED

(b) Registered office address

ALKEM HOUSE, SENAPATI BAPAT MARG
LOWER PAREL
MUMBAI
Maharashtra
400013

(c) *e-mail ID of the company

investors@alkem.com

(d) *Telephone number with STD code

02239829999

(e) Website

www.alkemlabs.com

(iii) Date of Incorporation

08/08/1973

(iv)	Type of the Company	Category of the Company	Sub-category of the Company
	Public Company	Company limited by shares	Indian Non-Government company

(v) Whether company is having share capital

Yes No

(vi) *Whether shares listed on recognized Stock Exchange(s)

Yes No

(a) Details of stock exchanges where shares are listed

S. No.	Stock Exchange Name	Code
1	BSE Limited & The National Stock Exchange of India	1,025

(b) CIN of the Registrar and Transfer Agent

U67190MH1999PTC118368

Pre-fill

Name of the Registrar and Transfer Agent

LINK INTIME INDIA PRIVATE LIMITED

Registered office address of the Registrar and Transfer Agents

C-101, 1st Floor, 247 Park,
Lal Bahadur Shastri Marg, Vikhroli (West)

(vii) *Financial year From date 01/04/2019 (DD/MM/YYYY) To date 31/03/2020 (DD/MM/YYYY)

(viii) *Whether Annual general meeting (AGM) held Yes No

(a) If yes, date of AGM

18/08/2020

(b) Due date of AGM

31/08/2020

(c) Whether any extension for AGM granted

Yes No

II. PRINCIPAL BUSINESS ACTIVITIES OF THE COMPANY

*Number of business activities

2

S.No	Main Activity group code	Description of Main Activity group	Business Activity Code	Description of Business Activity	% of turnover of the company
1	C	Manufacturing	C6	Chemical and chemical products, pharmaceuticals, medicinal chemical and	71.99
2	G	Trade	G1	Wholesale Trading	28.01

III. PARTICULARS OF HOLDING, SUBSIDIARY AND ASSOCIATE COMPANIES (INCLUDING JOINT VENTURES)

*No. of Companies for which information is to be given 21

Pre-fill All

S.No	Name of the company	CIN / FCRN	Holding/ Subsidiary/Associate/ Joint Venture	% of shares held
1	Enzene Biosciences Limited	U24232PN2006PLC165610	Subsidiary	99.91

2	Cachet Pharmaceuticals Private Limited	U24230BR1978PTC001328	Subsidiary	58.8
3	Indchemie Health Specialities Private Limited	U24230MH1986PTC039692	Subsidiary	51
4	Alkem Foundation	U85100MH2010NPL206161	Subsidiary	100
5	Alkem Laboratories (Pty) Limited		Subsidiary	100
6	Alkem Laboratories Corporation		Subsidiary	100
7	Ascend GmbH		Subsidiary	100
8	Pharmacor Pty Limited		Subsidiary	100
9	S & B Holdings B V		Subsidiary	100
10	The PharmaNetwork LLC		Subsidiary	100
11	Ascend Laboratories LLC		Subsidiary	100
12	Ascend Laboratories Sdn Bhd		Subsidiary	100
13	Ascend Laboratories SpA		Subsidiary	100
14	Pharma Network SpA		Subsidiary	100
15	Pharmacor Limited		Subsidiary	100
16	The PharmaNetwork LLP		Subsidiary	100
17	Alkem Laboratories Korea, Inc		Subsidiary	100
18	S & B Pharma Inc		Subsidiary	100
19	Ascend Laboratories (UK) Ltd		Subsidiary	100
20	Ascend Laboratories Limited		Subsidiary	100
21	Ascend Laboratories SAS		Subsidiary	100

IV. SHARE CAPITAL, DEBENTURES AND OTHER SECURITIES OF THE COMPANY

(i) *SHARE CAPITAL

(a) Equity share capital

Particulars	Authorised capital	Issued capital	Subscribed capital	Paid up capital
Total number of equity shares	250,000,000	119,565,000	119,565,000	119,565,000
Total amount of equity shares (in Rupees)	500,000,000	239,130,000	239,130,000	239,130,000

Number of classes

1

Class of Shares	Authorised capital	Issued capital	Subscribed capital	Paid up capital
EQUITY SHARES				
Number of equity shares	250,000,000	119,565,000	119,565,000	119,565,000
Nominal value per share (in rupees)	2	2	2	2
Total amount of equity shares (in rupees)	500,000,000	239,130,000	239,130,000	239,130,000

(b) Preference share capital

Particulars	Authorised capital	Issued capital	Subscribed capital	Paid-up capital
Total number of preference shares	0	0	0	0
Total amount of preference shares (in rupees)	0	0	0	0

Number of classes

0

Class of shares	Authorised capital	Issued capital	Subscribed capital	Paid up capital
Number of preference shares				
Nominal value per share (in rupees)				
Total amount of preference shares (in rupees)				

(c) Unclassified share capital

Particulars	Authorised Capital
Total amount of unclassified shares	0

(d) Break-up of paid-up share capital

Class of shares	Number of shares	Total nominal amount	Total Paid-up amount	Total premium
Equity shares				
At the beginning of the year	119,565,000	239,130,000	239,130,000	

Increase during the year	0	0	0	0
i. Public Issues	0	0	0	0
ii. Rights issue	0	0	0	0
iii. Bonus issue	0	0	0	0
iv. Private Placement/ Preferential allotment	0	0	0	0
v. ESOPs	0	0	0	0
vi. Sweat equity shares allotted	0	0	0	0
vii. Conversion of Preference share	0	0	0	0
viii. Conversion of Debentures	0	0	0	0
ix. GDRs/ADRs	0	0	0	0
x. Others, specify	0	0	0	
0				
Decrease during the year	0	0	0	0
i. Buy-back of shares	0	0	0	0
ii. Shares forfeited	0	0	0	0
iii. Reduction of share capital	0	0	0	0
iv. Others, specify	0	0	0	
0				
At the end of the year	119,565,000	239,130,000	239,130,000	
Preference shares				
At the beginning of the year	0	0	0	
Increase during the year	0	0	0	0
i. Issues of shares	0	0	0	0
ii. Re-issue of forfeited shares	0	0	0	0
iii. Others, specify	0	0	0	
0				
Decrease during the year	0	0	0	0
i. Redemption of shares	0	0	0	0

ii. Shares forfeited	0	0	0	0
iii. Reduction of share capital	0	0	0	0
iv. Others, specify	0	0	0	
At the end of the year	0	0	0	

(ii) Details of stock split/consolidation during the year (for each class of shares)

Class of shares		(i)	(ii)	(iii)
Before split / Consolidation	Number of shares			
	Face value per share			
After split / Consolidation	Number of shares			
	Face value per share			

(iii) Details of shares/Debentures Transfers since closure date of last financial year (or in the case of the first return at any time since the incorporation of the company) *

Nil

[Details being provided in a CD/Digital Media]

Yes No Not Applicable

Separate sheet attached for details of transfers

Yes No

Note: In case list of transfer exceeds 10, option for submission as a separate sheet attachment or submission in a CD/Digital Media may be shown.

Date of the previous annual general meeting	<input type="text"/>
Date of registration of transfer (Date Month Year)	<input type="text"/>
Type of transfer	<input type="text"/> 1 - Equity, 2- Preference Shares,3 - Debentures, 4 - Stock
Number of Shares/ Debentures/ Units Transferred	<input type="text"/> Amount per Share/ Debenture/Unit (in Rs.) <input type="text"/>
Ledger Folio of Transferor	<input type="text"/>

Transferor's Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	Surname	middle name	first name
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Ledger Folio of Transferee	<input type="text"/>
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Transferee's Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	Surname	middle name	first name
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Date of registration of transfer (Date Month Year)	<input type="text"/>
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Type of transfer	<input type="text"/>	1 - Equity, 2- Preference Shares,3 - Debentures, 4 - Stock
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Number of Shares/ Debentures/ Units Transferred	<input type="text"/>	Amount per Share/ Debenture/Unit (in Rs.)	<input type="text"/>
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Ledger Folio of Transferor	<input type="text"/>
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Transferor's Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	Surname	middle name	first name
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Ledger Folio of Transferee	<input type="text"/>
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Transferee's Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	Surname	middle name	first name
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(iv) *Indebtedness including debentures (Outstanding as at the end of financial year)

Particulars	Number of units	Nominal value per unit	Total value
Non-convertible debentures	0	0	0
Partly convertible debentures	0	0	0
Fully convertible debentures	0	0	0
Secured Loans (including interest outstanding/accrued but not due for payment) excluding deposits			2,386,016,939
Unsecured Loans (including interest outstanding/accrued but not due for payment) excluding deposits			9,707,814,323
Deposit			0
Total			12,093,831,262

Details of debentures

Class of debentures	Outstanding as at the beginning of the year	Increase during the year	Decrease during the year	Outstanding as at the end of the year
Non-convertible debentures	0	0	0	0
Partly convertible debentures	0	0	0	0
Fully convertible debentures	0	0	0	0

(v) Securities (other than shares and debentures)

0

Type of Securities	Number of Securities	Nominal Value of each Unit	Total Nominal Value	Paid up Value of each Unit	Total Paid up Value
Total					

V. *Turnover and net worth of the company (as defined in the Companies Act, 2013)**(i) Turnover**

66,770,822,744

(ii) Net worth of the Company

62,799,203,659

VI. (a) *SHARE HOLDING PATTERN - Promoters

S. No.	Category	Equity	Preference
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		Number of shares	Percentage	Number of shares	Percentage
1.	Individual/Hindu Undivided Family				
	(i) Indian	78,774,497	65.88	0	
	(ii) Non-resident Indian (NRI)	0	0	0	
	(iii) Foreign national (other than NRI)	0	0	0	
2.	Government				
	(i) Central Government	0	0	0	
	(ii) State Government	0	0	0	
	(iii) Government companies	0	0	0	
3.	Insurance companies	0	0	0	
4.	Banks	0	0	0	
5.	Financial institutions	0	0	0	
6.	Foreign institutional investors	0	0	0	
7.	Mutual funds	0	0	0	
8.	Venture capital	0	0	0	
9.	Body corporate (not mentioned above)	0	0	0	
10.	Others	0	0	0	
	Total	78,774,497	65.88	0	0

Total number of shareholders (promoters)

27

(b) *SHARE HOLDING PATTERN - Public/Other than promoters

S. No.	Category	Equity		Preference	
		Number of shares	Percentage	Number of shares	Percentage
1.	Individual/Hindu Undivided Family				
	(i) Indian	21,143,841	17.68	0	
	(ii) Non-resident Indian (NRI)	185,271	0.15	0	
	(iii) Foreign national (other than NRI)	0	0	0	

2.	Government				
	(i) Central Government	288,081	0.24	0	
	(ii) State Government	0	0	0	
	(iii) Government companies	0	0	0	
3.	Insurance companies	2,801,172	2.34	0	
4.	Banks	14	0	0	
5.	Financial institutions	394,049	0.33	0	
6.	Foreign institutional investors	0	0	0	
7.	Mutual funds	10,217,665	8.55	0	
8.	Venture capital	0	0	0	
9.	Body corporate (not mentioned above)	5,278,604	4.41	0	
10.	Others Clearing Member, Trust, Alt	481,806	0.4	0	
	Total	40,790,503	34.1	0	0

Total number of shareholders (other than promoters)

74,490

**Total number of shareholders (Promoters+Public/
Other than promoters)**

74,517

**VII. *NUMBER OF PROMOTERS, MEMBERS, DEBENTURE HOLDERS
(Details, Promoters, Members (other than promoters), Debenture holders)**

Details	At the beginning of the year	At the end of the year
Promoters	27	27
Members (other than promoters)	71,525	74,490
Debenture holders	0	0

VIII. DETAILS OF DIRECTORS AND KEY MANAGERIAL PERSONNEL

(A) *Composition of Board of Directors

Category	Number of directors at the beginning of the year		Number of directors at the end of the year		Percentage of shares held by directors as at the end of year	
	Executive	Non-executive	Executive	Non-executive	Executive	Non-executive

A. Promoter	5	1	6	0	20.08	0
B. Non-Promoter	0	6	0	6	0	0
(i) Non-Independent	0	0	0	0	0	0
(ii) Independent	0	6	0	6	0	0
C. Nominee Directors representing	0	0	0	0	0	0
(i) Banks & FIs	0	0	0	0	0	0
(ii) Investing institutions	0	0	0	0	0	0
(iii) Government	0	0	0	0	0	0
(iv) Small share holders	0	0	0	0	0	0
(v) Others	0	0	0	0	0	0
Total	5	7	6	6	20.08	0

Number of Directors and Key managerial personnel (who is not director) as on the financial year end date 14

(B) (i) *Details of directors and Key managerial personnel as on the closure of financial year

Name	DIN/PAN	Designation	Number of equity share(s) held	Date of cessation (after closure of financial year : If any)
Basudeo N. Singh	00760310	Whole-time director	8,662,100	
Dhananjay Kumar Singh	00739153	Managing Director	7,466,260	
Sandeep Singh	01277984	Managing Director	112,357	
Mritunjay Kumar Singh	00881412	Whole-time director	7,625,000	
Balmiki Prasad Singh	00739856	Whole-time director	71,595	
Sarvesh Singh	01278229	Whole-time director	79,800	
Ranjal Laxmana Shenoy	00074761	Director	0	
Arun Kumar Purwar	00026383	Director	0	
Sangeeta Singh	06920906	Director	0	
Sudha Ravi	06764496	Director	0	
Dheeraj Sharma	07683375	Director	0	
Narendra Aneja	00124302	Director	57	

Name	DIN/PAN	Designation	Number of equity share(s) held	Date of cessation (after closure of financial year : If any)
Rajesh Matasevak Dubey	AAHPD0258Q	CFO	210	
Manish Narang	AAHPN6263D	Company Secretary	163	

(ii) Particulars of change in director(s) and Key managerial personnel during the year

5

Name	DIN/PAN	Designation at the beginning / during the financial year	Date of appointment/ change in designation/ cessation	Nature of change (Appointment/ Change in designation/ Cessation)
Samprada Singh	00760279	Director	27/07/2019	Cessation
Sarvesh Singh	01278229	Additional director	11/11/2019	Appointment
Sarvesh Singh	01278229	Whole-time director	11/11/2019	Change in Designation
Akhouri Maheshwar Prasad	07066439	Director	15/03/2020	Cessation
Narendra Aneja	00124302	Additional director	16/03/2020	Appointment

IX. MEETINGS OF MEMBERS/CLASS OF MEMBERS/BOARD/COMMITTEES OF THE BOARD OF DIRECTORS

A. MEMBERS/CLASS /REQUISITIONED/NCLT/COURT CONVENED MEETINGS

Number of meetings held

1

Type of meeting	Date of meeting	Total Number of Members entitled to attend meeting	Attendance	
			Number of members attended	% of total shareholding
Annual General Meeting	27/08/2019	73,304	126	21.02

B. BOARD MEETINGS

*Number of meetings held

7

S. No.	Date of meeting	Total Number of directors associated as on the date of meeting	Attendance	
			Number of directors attended	% of attendance
1	05/04/2019	12	10	83.33
2	30/05/2019	12	12	100
3	04/06/2019	12	7	58.33
4	12/08/2019	11	10	90.91

S. No.	Date of meeting	Total Number of directors associated as on the date of meeting	Attendance	
			Number of directors attended	% of attendance
5	11/11/2019	11	9	81.82
6	20/12/2019	12	10	83.33
7	07/02/2020	12	10	83.33

C. COMMITTEE MEETINGS

Number of meetings held

18

S. No.	Type of meeting	Date of meeting	Total Number of Members as on the date of the meeting	Attendance	
				Number of members attended	% of attendance
1	Audit Committee	05/04/2019	6	5	83.33
2	Audit Committee	30/05/2019	6	6	100
3	Audit Committee	04/06/2019	6	5	83.33
4	Audit Committee	24/06/2019	6	6	100
5	Audit Committee	12/08/2019	6	5	83.33
6	Audit Committee	07/11/2019	6	6	100
7	Audit Committee	06/02/2020	6	6	100
8	Stakeholders Forum	29/05/2019	4	4	100
9	Stakeholders Forum	12/08/2019	4	4	100
10	Stakeholders Forum	11/11/2019	4	4	100

D. *ATTENDANCE OF DIRECTORS

S. No.	Name of the director	Board Meetings			Committee Meetings			Whether attended AGM held on 18/08/2020 (Y/N/NA)
		Number of Meetings which director was entitled to attend	Number of Meetings attended	% of attendance	Number of Meetings which director was entitled to attend	Number of Meetings attended	% of attendance	
1	Basudeo N. Si	7	7	100	4	4	100	Yes
2	Dhananjay Ku	7	5	71.43	7	7	100	Yes
3	Sandeep Sing	7	6	85.71	8	7	87.5	Yes

4	Mritunjay Kum	7	7	100	14	14	100	Yes
5	Balmiki Prasad	7	3	42.86	2	0	0	Yes
6	Sarvesh Singh	2	2	100	0	0	0	Yes
7	Ranjal Laxman	7	6	85.71	13	12	92.31	Yes
8	Arun Kumar P	7	7	100	6	6	100	Yes
9	Sangeeta Sing	7	5	71.43	11	11	100	Yes
10	Sudha Ravi	7	5	71.43	8	7	87.5	Yes
11	Dheeraj Sharm	7	6	85.71	1	1	100	Yes
12	Narendra Ane	0	0	0	0	0	0	Yes

X. *REMUNERATION OF DIRECTORS AND KEY MANAGERIAL PERSONNEL

Nil

Number of Managing Director, Whole-time Directors and/or Manager whose remuneration details to be entered

6

S. No.	Name	Designation	Gross Salary	Commission	Stock Option/ Sweat equity	Others	Total Amount
1	Basudeo N.Singh	Executive Chair	87,757,032	42,500,000	0	9,187,200	139,444,232
2	Sandeep Singh	Managing Direct	67,072,436	0	0	5,385,484	72,457,920
3	Dhananjay Kumar S	Joint Managing l	66,997,656	0	0	5,229,000	72,226,656
4	Mritunjay Kumar Sir	Executive Direct	62,750,062	0	0	5,229,000	67,979,062
5	Balmiki Prasad Sing	Executive Direct	48,869,839	0	0	2,674,800	51,544,639
6	Sarvesh Singh	Executive Direct	12,921,340	0	0	756,800	13,678,140
	Total		346,368,365	42,500,000	0	28,462,284	417,330,649

Number of CEO, CFO and Company secretary whose remuneration details to be entered

2

S. No.	Name	Designation	Gross Salary	Commission	Stock Option/ Sweat equity	Others	Total Amount
1	Manish Narang	Company Secre	13,543,450	0	0	1,000,356	14,543,806
2	Rajesh Dubey	CFO	20,016,635	0	0	1,463,477	21,480,112
	Total		33,560,085	0	0	2,463,833	36,023,918

Number of other directors whose remuneration details to be entered

7

S. No.	Name	Designation	Gross Salary	Commission	Stock Option/ Sweat equity	Others	Total Amount
1	Samprada Singh	Chairman Emeri	0	45,610,340	0	0	45,610,340
2	Arun Kumar Purwar	Independent Dir	0	1,800,000	0	220,000	2,020,000
3	Ranjal Laxmana Sh	Independent Dir	0	1,800,000	0	320,000	2,120,000
4	Akhouri Maheshwar	Independent Dir	0	1,800,000	0	440,000	2,240,000
5	Sudha Ravi	Independent Dir	0	1,800,000	0	240,000	2,040,000
6	Sangeeta Singh	Independent Dir	0	1,800,000	0	320,000	2,120,000
7	Dheeraj Sharma	Independent Dir	0	1,800,000	0	140,000	1,940,000
	Total		0	56,410,340	0	1,680,000	58,090,340

XI. MATTERS RELATED TO CERTIFICATION OF COMPLIANCES AND DISCLOSURES

* A. Whether the company has made compliances and disclosures in respect of applicable provisions of the Companies Act, 2013 during the year Yes No

B. If No, give reasons/observations

XII. PENALTY AND PUNISHMENT - DETAILS THEREOF

(A) DETAILS OF PENALTIES / PUNISHMENT IMPOSED ON COMPANY/DIRECTORS /OFFICERS Nil

Name of the company/ directors/ officers	Name of the court/ concerned Authority	Date of Order	Name of the Act and section under which penalised / punished	Details of penalty/ punishment	Details of appeal (if any) including present status

(B) DETAILS OF COMPOUNDING OF OFFENCES Nil

Name of the company/ directors/ officers	Name of the court/ concerned Authority	Date of Order	Name of the Act and section under which offence committed	Particulars of offence	Amount of compounding (in Rupees)

XIII. Whether complete list of shareholders, debenture holders has been enclosed as an attachment

Yes No

(In case of 'No', submit the details separately through the method specified in instruction kit)

XIV. COMPLIANCE OF SUB-SECTION (2) OF SECTION 92, IN CASE OF LISTED COMPANIES

In case of a listed company or a company having paid up share capital of Ten Crore rupees or more or turnover of Fifty Crore rupees or more, details of company secretary in whole time practice certifying the annual return in Form MGT-8.

Name

MR. MANISH L. GHIA

Whether associate or fellow

Associate Fellow

Certificate of practice number

3531

I/We certify that:

- (a) The return states the facts, as they stood on the date of the closure of the financial year aforesaid correctly and adequately.
(b) Unless otherwise expressly stated to the contrary elsewhere in this Return, the Company has complied with all the provisions of the Act during the financial year.

Declaration

I am Authorised by the Board of Directors of the company vide resolution no. ... 18 dated 02/04/2014

(DD/MM/YYYY) to sign this form and declare that all the requirements of the Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I further declare that:

1. Whatever is stated in this form and in the attachments thereto is true, correct and complete and no information material to the subject matter of this form has been suppressed or concealed and is as per the original records maintained by the company.
2. All the required attachments have been completely and legibly attached to this form.

Note: Attention is also drawn to the provisions of Section 447, section 448 and 449 of the Companies Act, 2013 which provide for punishment for fraud, punishment for false statement and punishment for false evidence respectively.

To be digitally signed by

Director

Sandee
p Singh
Digitally signed by
Sandee Singh
Date: 2020.09.25
18:37:18 +05'30'

DIN of the director

01277984

To be digitally signed by

MANISH
NARANG
Digitally signed by
MANISH NARANG
Date: 2020.09.25
18:38:30 +05'30'

Company Secretary

Company secretary in practice

Membership number

4365

Certificate of practice number

Attachments

1. List of share holders, debenture holders
2. Approval letter for extension of AGM;
3. Copy of MGT-8;
4. Optional Attachement(s), if any

Attach
Attach
Attach
Attach

List of attachments

Additional information_point IX C.pdf Additional information_Shareholding Partte Form MGT -8 Alkem Laboratories Ltd 2019 Point VI A Promoter and Promoter Group.p
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Remove attachment

Modify

Check Form

Prescrutiny

Submit

This eForm has been taken on file maintained by the Registrar of Companies through electronic mode and on the basis of statement of correctness given by the company

**ALKEM LABORATORIES LTD.**

Regd. Office : ALKEM HOUSE, Senapati Bapat Marg,
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.

- Phone: +91 22 3982 9999 • Fax: 022-2495 2955
- Email: contact@alkem.com • Website: www.alkemlabs.com
- CIN: L00305MH1973PLC174201

Date: 21.09.2020

Note for point no. VI (a)

The details of “Promoters” given in the Form includes the Promoter Group. Since the description prescribed in the Form does not specify Promoter Group, this additional note has been attached.

Detailed Bifurcation of Promoter and Promoter Group

Category	No. of Shares	% of holding
Promoter	6,42,56,141	53.74
Promoter Group	1,45,18,356	12.14
Total	7,87,74,497	65.88

For ALKEM LABORATORIES LIMITED

**MANISH
NARANG**

Digitally signed by
MANISH NARANG
Date: 2020.09.21
11:09:49 +05'30'

Manish Narang

President - Legal, Company Secretary and Compliance Officer

Membership No.: F4365

ADDITIONAL INFORMATION

Point VI (a) and VI(b): SHARE HOLDING PATTERN as on 31st March, 2020

Pursuant to Securities and Exchange Board of India (SEBI) Circular CIR/CFD/CMD/13/2015 dated 30th November, 2015 and SEBI Circular SEBI/HO/CFD/CMD/CIR/P/2017/128 dated 19th December, 2017, shareholding of the promoters and promoters group, public shareholders and non-public non promoter shareholders are consolidated on the basis of the PAN to avoid multiple disclosures of shareholding of the same person.

The shareholding of the Promoters and the Public Shareholders/Other than Promoters has been consolidated on the basis of the PAN while giving the number of shareholders under Point VI (a) and Point VI (b) under this form.

However, the excel file with complete list of Shareholders of the Company being uploaded have separate details based on the folio numbers of the promoters and public shareholders.

Accordingly, the total number of shareholders in the excel file exceeds by 1346 (One Thousand Three Hundred and Forty Six) as against the total number of shareholders given in the Form.

ADDITIONAL INFORMATION – POINT IX (C)

Due to limited space allotted in the Form, the details of only 10 Committee Meetings can be inserted. Therefore, details towards number of meetings of Stakeholder Relationship Committee, Corporate Social Responsibility Committee, the Nomination and Remuneration Committee and Risk Management Committee held during the year are given below:

MEETINGS OF MEMBERS/CLASS OF MEMBERS/BOARD/COMMITTEES OF THE BOARD OF DIRECTORS

C. COMMITTEE MEETINGS

Sr. No.	Type of Meeting	Date of meeting	Total Number of Members as on the date of the meeting	Attendance	
				Number of Members attended	% of attendance
11	Stakeholder Relationship Committee	07/02/2020	4	4	100
12	Nomination & Remuneration Committee	29/05/2019	4	4	100
13	Nomination & Remuneration Committee	07/11/2019	4	4	100
14	Nomination & Remuneration Committee	20/12/2019	4	4	100
15	Nomination & Remuneration Committee	06/02/2020	4	4	100
16	Risk Management Committee	06/02/2020	5	5	100
17	Corporate Social Responsibility Committee	29/05/2019	5	4	80
18	Corporate Social Responsibility Committee	11/11/2019	5	4	80

As per the provisions of Schedule IV of the Act and Regulation 25(3) of the SEBI Listing Regulations, at least one separate meeting of the Independent Directors of the Company shall be held in a year. However, in order to address the COVID-19 pandemic, Ministry of Corporate Affairs vide General Circular No. 11/2020 dated 24th March, 2020, stated that if the Independent Directors of a company have not been able to hold the said meeting for the financial year 2019-20, the same shall not be viewed as a violation. The said circular further mentions that the Independent Directors however, may share their views amongst themselves through telephone or e-mail or any other mode of communication, if they deem it to be necessary. The Company was unable to hold a separate Independent Directors meeting for FY 2019-20 but the Independent Directors in line with the said circular shared their views amongst themselves telephonically.

Form No. MGT-8

[Pursuant to section 92(2) of the Companies Act, 2013 and Rule 11(2) of Companies (Management and Administration) Rules, 2014]

CERTIFICATE BY A COMPANY SECRETARY IN PRACTICE

We have examined the registers, records and books and papers of **ALKEM LABORATORIES LIMITED (CIN: L00305MH1973PLC174201) having its registered office at Alkem House, Senapati Bapat Marg, Lower Parel, Mumbai-400013** (the Company) as required to be maintained under the Companies Act, 2013 (the Act) and the rules made thereunder for the financial year ended on **31st March, 2020**. In our opinion and to the best of our information and according to the examinations carried out by us and explanations furnished to us by the Company, its officers and agents, we certify that:

- A. The Annual Return states the facts as at the close of the aforesaid financial year correctly and adequately.
- B. during the aforesaid financial year the Company has complied with provisions of the Act & Rules made thereunder in respect of:
 1. its status under the Act i.e. Public Limited Company, Limited by shares;
 2. maintenance of registers/ records & making entries therein within the time prescribed therefor;
 3. filing of forms and returns are not required to be stated in the annual return; however the Company has filed the forms and returns with the Registrar of Companies within / beyond the prescribed time with applicable additional fees; there were no forms/ returns etc. to be filed with Regional Director, Central Government, the Tribunal, Court or other authorities;
 4. calling/ convening/ holding meetings of Board of Directors or its committees and the meetings of the members of the Company on due dates as stated in the annual return in respect of which meetings, proper notices were given and the proceedings including the resolutions passed by circular and postal ballot have been properly recorded in the Minute Book/registers maintained for the purpose and the same have been signed;
 5. closure of Register of Members/ Security holders, as the case may be;
 - 5.1. the Company has not closed the Register of Members.
 6. advances/ loans to its directors and/or persons or firms or Companies referred in Section 185 of the Act;



7. contracts and arrangements with related parties as specified in Section 188 of the Act;
8. issue or allotment or transfer or transmission or buy back of securities/ alteration or reduction of share capital/ conversion of shares/ securities and issue of security certificates in all instances;
 - 8.1 there was no issue or allotment or transfer or transmission or buy back of securities, and there were no preference shares or debentures in the Company, and there was no alteration or reduction of share capital or conversion of shares/securities, hence not required to issue of security certificates in such cases.
9. keeping in abeyance the rights to dividend, rights shares and bonus shares pending registration of transfer of shares in compliance with the provisions of the Act;
 - 9.1 there was no transaction necessitating the Company to keep in abeyance the right to dividend, right shares, and bonus shares pending registration of transfer of shares.
10. declaration/ payment of dividend; transfer of unpaid/ unclaimed dividend/ other amounts as applicable to the Investor Education and Protection Fund in accordance with Section 125 of the Act;
 - 10.1 the Company has transferred the amount of dividend declared during the reporting period in a separate bank account and further transferred the unpaid/unclaimed dividend to unpaid dividend account within the prescribed time limit under the Act; and
 - 10.2 the Company was not required to transfer any amount to the Investor Education and Protection Fund.
11. signing of audited financial statement as per the provisions of Section 134 of the Act and report of directors is as per sub - sections (3), (4) and (5) thereof;
12. constitution, appointment, re-appointments, retirement, filing up of casual vacancies disclosures of the Directors, Key Managerial Personnel and the remuneration paid to them;
 - 12.1 there is no other change in the composition and remuneration of the Board and KMP's except reported in this return.
13. appointment/ reappointment/ filling up casual vacancies of auditors as per the provisions of Section 139 of the Act;
 - 13.1 during the period under review, there were no instance of casual vacancies of the auditor, however the present auditors have been re-appointed for the second term of five consecutive years in accordance with the provisions of Section 139(2) of the Act.
14. approvals required to be taken from the Central Government, Tribunal, Regional Director, Registrar, Court or such other authorities under the various provisions of the Act;
 - 14.1 the Company was not required to take approval from Central Government, Tribunal, Regional Director, Registrar, Court or such other authorities under the various provisions of the Act.



15. acceptance/ renewal/ repayment of deposits;
- 15.1 the Company has not accepted/ renewed deposits; further there were no outstanding deposits required to be repaid.
16. borrowings from its directors, members, public financial institutions, banks and others and creation, modification, satisfaction of charges in that respect, wherever applicable;
- 16.1 the Company has borrowed from its banks; the requisite charge was created on the assets of the Company for which the filings have been made within the time limit prescribed under the Act; and
- 16.2 the Company has not borrowed from its member, directors and others.
17. loans and investments or guarantees given or providing of securities to other bodies corporate or persons falling under the provisions of Section 186 of the Act;
18. alteration of the provisions of the Memorandum and/or Articles of Association of the Company;
- 18.1 the Company was not required to alter the provisions of the Memorandum and Articles of Association of the Company.

Place : Mumbai
Date: September 17, 2020
UDIN: F006252B000723507



For **Manish Ghia & Associates**
Company Secretaries

Manish L. Ghia

Manish L. Ghia
Partner

M. No. FCS 6252 C.P. No. 3531