



GENNEX LABORATORIES LIMITED

Corporate Identification Number: L24230TG1990PLC011168.

Registered Office: Survey #133, IDA Bollaram, Jinnaram Mandal, Sanga Reddy District – 502 325, Telangana, India.

Corporate Office: Akash Ganga, 03rd Floor, Plot No.144, Srinagar Colony, Hyderabad 500073, Telangana, India.

Phone: 040-67334400; E-mail: investorrelations@gennexlab.com; website: www.gennexlab.com

Contact Person: Mr. Rajesh Vankadara, Company Secretary and Compliance Officer

DETAILED INSTRUCTIONS FOR PAYMENT OF FINAL CALL MONEY PURSUANT TO REMINDER NOTICE DATED OCTOBER 11, 2022 MODE OF DISPATCH OF NOTICE

In terms of the provisions of the Act, read with the relevant rules made thereunder, the Reminder Notice is being sent in electronic mode to the holders of partly paid-up equity shares who have not paid the call money or part thereof, pursuant to the First and Final Call Money Notice dated October 11, 2022, and whose e-mail address is registered with the Company or its Registrar and Transfer Agent – Bigshare Services Private Limited (“RTA”) or the Depository Participant(s). The Reminder Notice along with the detailed instructions and payment slip are also available on the Company’s website at www.gennexlab.com.

Physical copies of the Reminder Notice along with the detailed instructions and payment slip are being sent to those holders of partly paid-up equity shares who have not paid the final call money (or a part thereof) and:

- a) who have not registered their e-mail address with the Company or its RTA or Depository Participant(s); or
- b) who have specifically registered their request for the physical copy of the same.

PAYMENT INSTRUCTIONS

Please note that:

- a) Cheque/demand draft should be made payable to GENNEX LABORATORIES LIMITED - CALL MONEY COLLECTION – R” (for Resident Shareholders) “GENNEX LABORATORIES LIMITED - CALL MONEY COLLECTION – NR” (for Non-Resident Shareholders) applying on repatriable basis or non-repatriable basis payable at Kolkata, and crossed “Account Payee Only”. Further please mention Reminder Notice no., folio no. / DP ID no. / Client ID no. / No. of Rights Equity Shares at the back of the cheque/ demand draft. Cash payment shall not be accepted.
- b) No part payment will be accepted and part payment will be treated as non-payment which shall render the partly paid-up equity shares, including the amount already paid thereon, liable to be forfeited in accordance with the provisions of the Act, the Articles of Association of the Company and the Letter of Offer. However, in relation to any payment made by a holder of the partly paid-up equity shares pursuant to the Reminder Notice for payment of final call money, which is lesser than the aggregate amount payable by such holder with respect to the partly paid-up equity shares held by such holder, the Board/duly authorized Committee of the Board, may consider conversion of such lower number of equity shares to be made fully paid-up, such that it is in proportion to the amount paid by such holder. (For example - If a shareholder holds 100 partly paid-up equity shares, the aggregate amount payable by such holder pursuant to the Reminder Notice for payment of final call money will be ₹80/-. If such holder makes a payment of ₹40, such holder will receive such number of fully paid-up equity shares converted in proportion to the payment made i.e. 50 fully paid-up equity shares. Partly paid-up equity shares in respect of which the First and Final Call money payable remains unpaid may be forfeited, in accordance with the provisions of the Act, the Articles of Association of the Company and the Letter of Offer.)
- c) Please note that payments in respect of partly paid-up equity shares for a particular demat account/folio no., shall be made only once during the Payment Period (and not in multiple tranches) and the subsequent payments made, post the first payment made during the Payment Period, may be rejected at the discretion of Board of directors or it’s duly constituted committee.
- d) Excess/duplicate amount paid or amount paid by person who is not a shareholder liable for payment or short payment made by a shareholder (in case the same cannot be adjusted towards payment of Final Call Money), will be refunded as per the following methods:
 - a. Cheque/DD - Credit to the same bank account from where payment has been made
 - b. Any other method, as decided by the Board of directors or it’s duly constituted committee

Payment Modes

1. For payment through cheque/ demand draft

- i. Shareholders are requested to submit the payment slip along with cheque/demand draft made payable to GENNEX LABORATORIES LIMITED - CALL MONEY COLLECTION – R” (for Resident Shareholders) “GENNEX LABORATORIES LIMITED - CALL MONEY COLLECTION – NR” (for Non-Resident Shareholders).
- ii. The payment slip is enclosed herewith as Annexure 2.
- iii. The shareholder must inter alia state the following details in the payment slip:
 - a. Full Name of the Sole/First shareholder;
 - b. Reminder Notice No.;
 - c. DP ID-Client ID/Folio No.; and

d. No. of partly paid-up equity shares.

- iv. The payment slip along with the amount payable by cheque or demand draft must be presented at AXIS Bank Limited at any of the following locations during banking hours on or before January 30, 2023:
- v. Shareholders residing at locations where the AXIS Bank Limited collection center is not available, may send their Final Call Money along with the completed payment slip by registered post/speed post/courier at the office of the Registrar: Bigshare Services Private Limited (Unit: GENNEX LABORATORIES LIMITED), Office No S6-2, 6th floor Pinnacle Business Park, Next to Ahura Centre, Mahakali Caves Road, Andheri (East) Mumbai - 400093, India; or (2) addressing to Company's Secretarial Department sitting at the Corporate Office of the Company Situated at GENNEX LABORATORIES LIMITED (Secretarial Department) Akash Ganga, 03rd Floor, Plot #144, Srinagar Colony, Hyderabad – 500 073, Telangana State, India, stating the requisite details along with Cheque/Demand Draft payable at Kolkata, such that the same are received on or before the last date of payment of the Final Call Money as mentioned in the Reminder Notice i.e. January 30, 2023.
- vi. Post-dated cheques will not be accepted and are liable to be rejected.
- vii. After the last date of payment, i.e. January 30, 2023, Bank branches at the aforesaid locations will not accept any Final Call Money payment.
- viii. The Company will not be liable for any delayed receipt and reserves the right to reject such delayed receipts.
- ix. Payment slip should be complete in all respects. The payment slip found incomplete with regard to any of the particulars required to be given therein are liable to be rejected.

2. Non-payment

Please note that, failure to pay the Final Call Money pursuant to the Reminder Notice, as aforesaid, shall render the partly paid-up equity shares (to the extent that the final call money was not paid), including the application amount and first call money already paid thereon, liable to be forfeited in accordance with the Act, the Articles of Association of the Company and the Letter of Offer.

OTHER INFORMATION

- i. The ISIN representing partly paid-up equity shares has been suspended by BSE Limited.
- ii. The process of corporate action for converting the partly paid-up equity shares to the fully paid-up equity shares under the present ISIN INE509C01026 for the existing fully paid-up equity shares is estimated to be completed, on a best effort basis, within two to three weeks from the last date of payment of the Final Call Money stipulated under this Reminder Notice. Payments in respect of partly paid-up equity shares for a particular demat account/folio no., shall be accepted only once (and not in multiple tranches) and the subsequent payments made, post the first payment made during the Payment Period, will be liable to be rejected. Please note that the timeline for the credit of the fully paid-up equity shares to the respective demat accounts, may be affected due to the ongoing pandemic and related delays, including due to any lockdowns imposed by the relevant authorities or due to procedural formalities with the regulatory authorities.
- iii. Upon completion of the corporate action, the partly paid-up equity shares shall be converted into fully paid-up equity shares and would be credited to ISIN INE509C01026.
- iv. In case of non-receipt of the Reminder Notice, shareholders can request by e-mail or letter, for the duplicate Reminder Notice to the Registrar, or may also download the same from the Company's website: www.gennexlab.com. In such a case, however, the shareholder has to fill the DP ID-Client ID, number of partly paid-up equity shares held and amount payable towards the Final Call Money and other desired details.
- v. The shareholder must mention in the Application, his/her PAN number allotted under the Income Tax Act, 1961.
- vi. All correspondence in this regard may be addressed to:
Bigshare Services Private Limited (Unit: GENNEX LABORATORIES LIMITED),
Office No S6-2, 6th floor Pinnacle Business Park,
Next to Ahura Centre, Mahakali Caves Road,
Andheri (East) Mumbai - 400093, India
Telephone: +91 22 6263 8200; Facsimile: +91 22 6263 8299 E-mail: rightsissue@bigshareonline.com;
Investor grievance email: investor@bigshareonline.com;
Contact Person: Mr. Vijay Surana; Website: www.bigshareonline.com;
SEBI Registration No.: INR000001385
- vii. All capitalized terms not defined herein would have the same meaning as attributed to it in the Letter of Offer.

Yours Sincerely,

For GENNEX LABORATORIES LIMITED

Sd/-

Rajesh Vankadara

Company Secretary and Compliance Officer