

Mandatory requirement: All Investment Relation Officers on calls has to refer this document before answering any query.

Q1	What is the Offer size?
<i>Ans:</i>	Offer size in terms of shares to be bought back, will be 3,63,63,636 share and in terms of amount will be around Rs.4,000 Crores.

Q2	What is the Buy-Back price?
<i>Ans:</i>	As per the offer document the buyback price is Rs. 1100/- per share.

Q3	What is Record date?
<i>Ans:</i>	Record Date for HCL Buyback offer is 31st, August, 2018 , for determining the Buyback entitlement and the eligibility to participate in this offer.

Q4	If the record date is 31stAug, 2018 can I buy shares of this company on 30th Aug, 2018 to be eligible for this buy back?
<i>Ans:</i>	Any purchase or buy order will be completed on T+2 days (excluding any Saturday, Sunday and public holidays), where T is the day on which you place the order. If you buy on 30 th Aug 2018, you will not be able to participate in the buy back, as you will not be shareholder of the Company.

Q5	I am told by my friend that there is a HCL buy back. Where can I get details?
	Where will a copy of the PA (Public announcement) be available?
<i>Ans:</i>	1) Public announcement is available on the website of SEBI at www.sebi.gov.in . The offer document along with the tender form is available on our website, www.linkintime.co.in

Q6	When is the offer opening?
<i>Ans:</i>	The buyback offer will open on Tuesday 18 th Sept., 2018 and will close on Wednesday 03 Oct., 2018., 2018.
Q7	Record date is announced, I have not received the application form. When will I receive the form?
<i>Ans:</i>	The Letter of Offer along with Tender Form will reach the Eligible Shareholders on or before the offer opening date either via Email or Courier/Registered Post. If in case, you do not receive the form then you can download the same from our website, https://www.linkintime.co.in/Offer/Default.aspx
Q8	My address is changed now and I want my offer document to be posted to my new address and not the old address?
<i>Ans:</i>	If your holding is in Demat, we request you to update your new address details with your DP (Depository Participant) before the record date, so as to receive the offer document at your new address. If your holding is in physical then, we request you to contact / write to Alankit Assignments Ltd. (RTA to the company) with a proof of the new address and have this changed, on or before the Record date i.e 31 st Aug., 2018.
Q9	My address is changed now and I want my offer document to be posted to my new address and not the old address?
	<i>If this call or query is after record date.</i>
<i>Ans:</i>	Sir / Madam, this should have been done ideally before record date. However, you can write to us and request for a Hard copy, with the new address. Please be informed that this new address will not be updated in the records of the Company and if you need this to be updated then you have to write to Alankit Assignments Ltd (RTA to the company).
Q10	Who is appointed as the Company's broker?
<i>Ans:</i>	J M Financial Services Limited is appointed as the Company's broker for the HCL buy back.
Q11	What is the mode of buy back implementation?
<i>Ans:</i>	This buy back offer will be implemented by way of "Tender Offer" Process, through the stock exchange mechanism.

Q12	I read this buy back is via “Tender offer”. What is that? What do you mean by “Tender offer”?
Ans:	<p>In a “Tender offer” process, a shareholder will have to approach a selling member (stock broker) registered with the exchange.</p> <p>For HCL buy back, the shareholder has to approach the selling member registered with BSE for tendering the shares that the shareholder is entitled to, through the selling member (broker), using the Acquisition Window of the Designated Stock Exchange.</p> <p>This process is similar to the secondary market mechanism.</p>

Q13	If I am holding shares in Physical, what am I, supposed to do? Do I need to bid?
Ans:	<p>Yes. Both Physical and Demat shareholders, who intend to participate in the offer, have to bid their share through their respective brokers.</p> <p>Eligible Shareholders who are holding physical Equity Shares and intend to participate in the Buyback will be required to submit the complete set of documents for verification mentioned in Section 20.22.1 in the Letter of Offer.</p> <p>In case of Demat Equity Shares, submission of Tender Form and TRS to the Registrar is not required. After the receipt of the Demat Equity Shares by the Clearing Corporation and a valid bid in the exchange bidding system, the Buyback shall be deemed to have been accepted, for Eligible Shareholders holding Equity Shares in Demat form.</p>

Q15	I am an NRI, am I required submit any approval from RBI for participating in this Buy back offer?
Ans:	<p>Eligible Shareholders, being Non-Resident Shareholders (excluding FPIs) shall also enclose copy(ies) of the approval(s) received by them from RBI under the FEMA and the rules and regulations framed there under, if applicable, to tender the Equity Shares held by them. In case the Equity Shares are held on repatriation basis, the Non-Resident Shareholder should obtain and enclose a letter from its authorized dealer/ bank confirming that at the time of acquiring the Equity Shares, payment for the same was made by the Non-Resident Shareholder from the appropriate account (e.g. NRE account) as specified by RBI in its approval. In case the Non-Resident Shareholder is not in a position to produce the said certificate, the Equity Shares shall be deemed to have been acquired on non-repatriation basis and in that case, the Non-Resident Shareholder shall submit a consent letter addressed to the Company, allowing the Company to make payment on a non-repatriation basis in respect of the valid Equity Shares accepted under the Buyback.</p> <p>Notwithstanding anything contained in this Letter of Offer, if any of the above stated documents (as applicable) are not enclosed along with the Tender Form, the Equity Shares</p>

	tendered under the Buy-back are liable to be rejected.
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Q16	Is it compulsory to participate in this buy back?
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<i>Ans:</i>	Participation in the buyback is voluntary. Eligible Shareholders may choose to participate in part or in full or choose not to participate in the buyback.
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Q17	Do you think, I should participate in this offer? Is this offer good?
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<i>Ans:</i>	Sir/ Madam, we are not in a position to guide you in this matter and request you to contact your financial advisor for this query.
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Q18	If my minor son has a demat account and if want to participate in the offer, can I use my (as a parent) trading account to bid for his shares?
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<i>Ans:</i>	Since a minor cannot open a trading account, you can bid your minor son's shares from your trading account, if he is an Eligible Shareholder as on Record Date.
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You also need to write to the Registrar to the Buyback via letter/email stating the participation of your son in the Buyback along with the scan copy of the TRS, Tender Form, PAN Card of the parent and PAN Card of minor son.
Please note the bid will get rejected if the letter/email does not reach the Registrar before the Buyback Closing Date.

Q19	If my shares are in demat/ physical, am I supposed to submit my form of acceptance along with the TRS slip generated by my broker to Registrar?
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<i>Ans:</i>	Eligible Shareholders who are holding physical Equity Shares and intend to participate in the Buyback will be required to submit the complete set of documents for verification mentioned in Section 20.22.1 in the Letter of Offer.
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In case of demat Equity Shares, submission of Tender Form and TRS to the registrar is not required. After the receipt of the demat Equity Shares by the Clearing Corporation and a valid bid in the exchange bidding system, the Buyback shall be deemed to have been accepted, for Eligible Shareholders holding Equity Shares in demat form.