



## **SHAREHOLDER GRIEVANCE REDRESSAL AND ESCALATION FRAMEWORK**

Wipro (“The Company”) is committed to maintaining the highest standards of transparency, accountability, and investor service. It believes that timely and effective redressal of investor grievances is fundamental to building trust and fostering long-term relationships with its stakeholders.

The Company has established a robust mechanism to ensure that all investor queries and concerns are addressed promptly, fairly, and in compliance with applicable regulatory requirements. A structured escalation matrix has been put in place to facilitate efficient resolution of grievances, with clearly defined responsibilities at each level.

### **Primary Contact:**

Shareholders may, in the first instance, address their queries or grievances relating to shares, dividend, transfer, dematerialisation, IEPF, annual reports or other related matters to the **Registrar and Transfer Agent (RTA)** of the Company, the details of which are provided below.

### **KFin Technologies Limited (RTA) of the Company**

<b>Address:</b>	<b>KFin Technologies Limited, Unit: Wipro Limited,</b> Selenium Tower B, Plot No. 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad - 500 032, Telangana.  Toll Free No.: 1800-309-4001
<b>Contact Person:</b>	Ms. Baireddy Swati Reddy E-mail ID: <a href="mailto:swati.baireddy@kfintech.com">swati.baireddy@kfintech.com</a>  Ms. Rajitha Cholleti E-mail ID: <a href="mailto:rajitha.cholleti@kfintech.com">rajitha.cholleti@kfintech.com</a>
<b>Designated E-mail ID for Shareholders’ Grievances:</b>	<a href="mailto:einward_ris@kfintech.com">einward_ris@kfintech.com</a>



### **Online application for Investor Query:**

As an alternative to the above process, our RTA, KFin Technologies Limited, also provides an online platform for raising queries, service requests and complaints, which can be accessed at:

<https://ris.kfintech.com/default.aspx#> > Investor Services > Investor Support.

Members are encouraged to register/signup, using the Name, PAN, Mobile and email ID. Post registration, user can login via OTP and execute activities like, raising Service Request, Query, Complaints, check for status, KYC details, Dividend, Interest, Redemptions, e-Meeting and e-Voting details.

A quick link to access the sign-up page is provided below:

<https://kprism.kfintech.com/signup>

### **Escalation level 1 (Executives of the Company)**

In case a query or grievance remains unresolved post correspondence with the RTA, the investors may contact the Company, as per details mentioned below.

Mr. M. Sanaulla Khan  
Senior Vice President and Company Secretary  
Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035  
Ph: +91 80 28440011 (Extn: 226185)  
E-mail: [sanaulla.khan@wipro.com](mailto:sanaulla.khan@wipro.com) / [corp-secretarial@wipro.com](mailto:corp-secretarial@wipro.com)

Mr. Mahadev Prakash  
General Manager & Head-Secretarial  
Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035  
Ph: +91 80 28440011 (Extn: 226183)  
E-mail: [mahadev.prakash@wipro.com](mailto:mahadev.prakash@wipro.com) / [corp-secretarial@wipro.com](mailto:corp-secretarial@wipro.com)

Analysts can reach our Investor Relations Team for any queries and clarification on Financial/Investor Relations related matters:

Mr. Abhishek Jain  
Corporate Treasurer and Head - Investor Relations  
Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035  
Ph: +91 80 28440011 (Extn: 227201)  
E-mail: [abhishek.jain2@wipro.com](mailto:abhishek.jain2@wipro.com) / [investor.relations@wipro.com](mailto:investor.relations@wipro.com)

Mr. Harshad Ambekar  
Senior Manager, Investor Relations  
Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035  
Ph: +91 80 28440011 (Extn: 226126)  
E-mail: [harshad.ambekar@wipro.com](mailto:harshad.ambekar@wipro.com) / [investor.relations@wipro.com](mailto:investor.relations@wipro.com)



## Escalation level 2

In the event that an investor's grievance is not resolved to their satisfaction through the RTA/ Company's internal redressal mechanism, the investor may escalate the matter to the Securities and Exchange Board of India (SEBI) by filing a complaint on its online platform, **SCORES (SEBI Complaints Redress System)**.

SCORES serves as a centralized system that enables investors to lodge and monitor complaints in a transparent and efficient manner. The platform can be accessed at: <https://scores.gov.in>

### Process for Lodging a Complaint on SCORES

- Register on the SCORES portal
- Submit the complaint along with the following details:
  - Name
  - Permanent Account Number (PAN)
  - Address
  - Mobile Number
  - Email ID

## Escalation level 3

In the event that the investor is not satisfied with the outcome of the grievance after exhausting the above escalation levels, the investor may opt for resolution through the **Online Dispute Resolution ("ODR") Portal**.

The ODR Portal provides a digital mechanism for resolving disputes in a time-bound and efficient manner. Before initiating proceedings through the ODR Portal, the investor shall ensure that the grievance is not pending before any court of law, tribunal, arbitral process, or consumer forum, and that the matter is eligible for resolution under applicable laws in India.

The ODR Portal can be accessed at: <https://smartodr.in/login>

The Administrative and Shareholders/Investors Grievance Committee (also known as Stakeholders Relationship Committee) of the Board of Directors monitors the grievance redressal mechanism implemented by the Company from time to time, and considers and resolves shareholder grievances, including complaints relating to transfer/transmission of shares, non-receipt of annual reports, dividends or meeting notices, issue of duplicate share certificates, and other corporate actions. The Committee undertakes a comprehensive review of such investor grievances on a quarterly basis to ensure their timely and effective resolution. It also reviews adherence to service standards, evaluates measures to facilitate shareholder services and voting rights, and ensures robust processes for handling securities transactions, record maintenance, and dividend payments.



### **Details of the Nodal Officer and Deputy Nodal Officer under IEPF:**

Mr. M. Sanaulla Khan  
Nodal Officer  
Ph: +91 80 28440011 (Extn: 226185)  
E-mail: [sanaulla.khan@wipro.com](mailto:sanaulla.khan@wipro.com)

Mr. Sowrabh S Rao  
Deputy Nodal Officer  
Ph: +91 80 28440011 (Extn: 226680)  
E-mail: [sowrabh.rao1@wipro.com](mailto:sowrabh.rao1@wipro.com)

For the detailed procedure on how shareholders can claim unclaimed dividend amounts and the underlying equity shares transferred to the IEPF, as well as details of shares already transferred to the IEPF Account, please refer to the link below:

<https://www.wipro.com/investors/details-of-shares-transferred-to-iepf-account/>

For details relating specifically to unclaimed dividend amounts, please refer to the link below:

<https://ris.kfintech.com/services/IEPF/IEPFInfo.aspx?q=CGDuk9S8Ttk%3d>

For general queries relating to shareholding, dividend, dematerialisation, transfer procedures, KYC requirements, IEPF claims and other related matters, shareholders may refer to the Frequently Asked Questions (FAQs) available on the Company's website. The FAQs provide detailed guidance on common investor concerns and can be accessed at [:https://www.wipro.com/investors/faqs/](https://www.wipro.com/investors/faqs/)

### **Shareholder Correspondence:**

The Shareholders may send their correspondence by the way of written letters or through Email to Company/RTA on the contact details as provided above.

The Shareholders are requested to note that for the purpose of security of information of shareholders, email communication from any un-registered email id shall not be considered.

Shareholders who have not registered their e-mail address with the RTA or Depositories, are requested to register their e-mail address in the following manner:

- Members holding shares in dematerialised form are requested to contact their respective Depository Participant(s).
  
- Members holding shares in physical form may register their email address by writing to the Company's Registrar and Transfer Agent (RTA), KFin Technologies Limited at Selenium Building, Tower-B, Plot No 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddy, Telangana, India - 500 032 along with the duly completed Form ISR-1, which is available at:

[https://www.wipro.com/investors/faqs/.](https://www.wipro.com/investors/faqs/)



## **Rights of Shareholders:**

Shareholders are entitled to the following rights, in line with applicable laws and good governance practices:

- To participate effectively and exercise their voting rights at general meetings.
- To receive clear information on the rules and procedures governing shareholder meetings, including voting mechanisms.
- To raise queries, seek clarifications from the Board of Directors, and place items or proposals before shareholders at general meetings, within the framework of applicable laws.
- To be involved in key governance decisions, including the appointment and election of Directors.
- To receive important communications such as annual reports, notices of meetings, and details of corporate actions in a timely manner.
- To have access to an effective and transparent mechanism for addressing shareholder grievances.
- To be protected from unfair or prejudicial actions by controlling shareholders, with appropriate avenues for redressal.
- To seek legal remedies, including initiating appropriate proceedings where required, in accordance with applicable laws.
- To receive proportionate benefits such as dividends or residual proceeds, as applicable, in case of corporate actions or winding up.
- To exercise any other rights as provided under relevant statutory and regulatory frameworks.