



**Ref No:** CCL/SEC/2024-25/26

**Date:** August 30, 2024

To,  
The Manager,  
Department of Corporate Services,  
**BSE Limited,**  
Phirozee Jeejeeboy Towers,  
Dalal Street, Fort, Mumbai - 400 001.  
**Scrip Code: 534691**

Dear Sir/Madam,

**Subject: Communication to shareholders for deduction of tax at source on Dividend.**

In terms of the provisions of the Income-tax Act, 1961, as amended by the Finance Act, 2020, dividend paid or distributed by any company on or after 1st April, 2020 shall be taxable in the hands of the Members and such company is therefore required to deduct tax at source ("TDS") at the time of payment of dividend to shareholders at the applicable rates.

Accordingly, pursuant to Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, we herewith enclose a copy of e-mail communication sent to members regarding deduction of tax at source on Dividend which is being sent to those members whose email IDs are registered with the Company/ Register and Share Transfer Agent or Depositories.

The above communication is also available on Company's website at [www.comfortcommotrade.com](http://www.comfortcommotrade.com).

You are requested to take the above information on record.

Thanking you,  
**For Comfort Commotrade Limited**

**Ankur Agrawal**  
**Director**  
**DIN: 06408167**

**Encl:** As above

**COMFORT COMMOTRADE LIMITED**

CIN : L51311MH200PLC175688

Registered Office :- A-301, Hetal Arch, S.V. Road,  
Opp. Natraj Market, Malad (West), Mumbai - 400064

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🌐 www.comfortcommotrade.com



**COMFORT COMMOTRADE LIMITED**

**CIN: L51311MH2007PLC175688**

**Registered & Corporate Office Address:** A-301, Hetal Arch, S. V. Road, Malad (West), Mumbai-400064;

**Phone No.:** 022-6894-8500/08/09, **Fax:** 022-2889-2527;

**Email:** [ipo-commotrade@comfortsecurities.co.in](mailto:ipo-commotrade@comfortsecurities.co.in); **Website:** [www.comfortcommotrade.com](http://www.comfortcommotrade.com).

Dear (Name of Shareholder),

Ref.: Folio No. / DP ID & CLIENT ID No.:

**Sub.: Communication in respect of Deduction of Tax at Source on Final Dividend**

The Board of Directors of **Comfort Commotrade Limited** (“the Company”), at its Meeting held on August 09, 2024, has recommended a final Dividend of 5% (Five per cent) on the Paid-up Equity Share Capital of the Company, i.e. Rs. 0.50/- (Fifty Paise Only) per Equity Share of Face Value of Rs. 10/- (Rupee Ten Only) each for the financial year ended March 31, 2024, subject to approval of the shareholders at the ensuing 17<sup>th</sup> (Seventeenth) Annual General Meeting (“AGM”) of the Company.

The Final Dividend, if declared at the AGM, will be paid to the Shareholders whose names appear in the Register of Members/ Beneficial Owners of the Company as on the **Record date i.e. Monday, September 16, 2024.**

Shareholders may please note that in accordance with the provisions of the Income Tax Act, 1961 (“the Act”), as amended, and read with the provisions of the Finance Act, 2020 and amendments thereof, dividend declared and paid by the Company with effect from 1<sup>st</sup> April, 2020, is taxable in the hands of Shareholders and the Company is required to deduct tax at source (“TDS”) from dividend paid to the Shareholders at the applicable rates.

The TDS rate may vary depending on the residential status of the shareholder and the documents submitted to the Company in accordance with the provisions of the Act. However, in case of individuals, TDS would not apply if the aggregate of total dividend distributed to them by the Company during the financial year 2023-24 does not exceeds Rs. 5,000/-. The TDS for various categories of shareholders along with required documents are provided in Tables below:

**(A) For Resident Shareholders:**

<b>Particulars of resident shareholders</b>	<b>Applicable rate</b>	<b>Documents required, if any</b>
Valid PAN updated in the Company's Register of Members	10%	No document required (if no exemption is sought). Update the PAN, if not already done, with the depositories (in case of shares held in Demat mode) and with the Company's Registrar and Transfer Agents - Link Intime India Private Limited (“Link Intime / RTA”) at <a href="mailto:rnt.helpdesk@linkintime.co.in">rnt.helpdesk@linkintime.co.in</a> (in case of shares held in physical mode).
No PAN/Valid PAN not updated in the Company's Register of Members/Shareholder is specified person in terms of section 206AA/PAN not linked with Aadhar.	20%	No document required (if no exemption is sought).
Availability of lower / Nil tax	Rate specified in	Lower / Nil tax deduction certificate

deduction certificate issued by Income Tax Department u/s 197 of the Act.	Lower tax Withholding certificate Obtained from Income Tax Department	obtained from Income Tax Authority and Self attested Copy of PAN card.
Submission of form 15G/15H	Nil	Declaration in Form 15G (applicable to individuals Below 60 years)/ Form 15H (applicable to an Individual who is 60 years and above), fulfilling certain conditions.
Securitisation Trust	Nil	Copy of registration/ document evidencing the shareholder being a securitisation trust (as defined in clause (d) of the Explanation below section 115TCA of the Act).
Shareholders to whom section 194 of the Act does not apply viz. Insurance Companies such as LIC, GIC, etc.	Nil	Documentary evidence that the said provisions are not applicable.  For Public & Other Insurance companies, a declaration that it has full beneficial interest with respect to the shares owned by it along with self-attested copy of PAN and certificate of registration with Insurance Regulatory and Development Authority (IRDA).
Shareholder covered u/s 196 of the Act such as Government, RBI, corporations established by Central Act & mutual funds specified under section 10(23D) of the Act	Nil	Documentary evidence for coverage u/s 196 of the Act.
Category I and II Alternative Investment Fund	Nil	SEBI AIF registration certificate to claim benefit under section 197A(1F) read with section 10(23FBA) of the Act.
<ul style="list-style-type: none"> <li>• Recognised provident funds</li> <li>• Approved superannuation fund</li> <li>• Approved gratuity fund</li> </ul>	Nil	Necessary documentary evidence as per Circular No. 18/2017 issued by Central Board of Direct Taxes (CBDT) dated 29 May 2017
New Pension System (NPS) Trust referred to in section 10(44) of the Act	Nil	No TDS as per section 197A (1E) of the Act. Self-declaration that it qualifies as NPS trust and income is eligible for exemption under section 10(44) of the Act and being regulated by the provisions of the Indian Trusts Act, 1882 along with self-attested copy of the PAN card.
Submitting Order u/s 197 (i.e. lower or Nil withholding tax certificate)	Rate provided in the Order	Lower/Nil withholding tax certificate obtained from tax authority
Shareholder exempted from TDS provisions in terms of any CBDT Circular or notification.	Nil	Relevant documentary evidence in relation to the same and PAN (self-attested).

**(B) For Other Non-Resident Shareholders:**

<b>Particulars of resident shareholders</b>	<b>Applicable rate</b>	<b>Documents required, if any</b>
For Non-Resident Shareholders [including Foreign Institutional Investors (FII) and Foreign Portfolio Investors (FPI)]: taxes are required to be withheld in accordance with the provisions of section 195 of the Income Tax Act, 1961, and section 196D of the Act at applicable rates in force.	20% (plus applicable surcharge and cess) or tax treaty rate whichever is beneficial	To avail beneficial rate of tax as per the treaty following documents would be required: <ol style="list-style-type: none"><li>1. In case of FPI/FII, Copy of SEBI registration certificate.</li><li>2. Self-attested copy of Tax Residency Certificate (TRC) of Financial Year 2024-25 obtained from the tax authorities of the country of which the Shareholder is resident;</li><li>3. Copy of Form 10F as per the Rules prescribed in The Income Tax Rules, 1962.</li><li>4. Self-attested copy of the Permanent Account Number (PAN) Card allotted by the Indian Income Tax Authorities;</li><li>5. In case of Foreign Institutional Investors and Foreign Portfolio Investors, self-attested copy of SEBI registration certificate.</li><li>6. Self-declaration, certifying the following points:<ol style="list-style-type: none"><li>i. Shareholder is and will continue to remain a tax resident of the country of its residence during the Financial Year 2023-24;</li><li>ii. Shareholder is eligible to claim the beneficial DTAA rate for the purposes of tax withholding on dividend declared by the Company;</li><li>iii. Shareholder has no reason to believe that its claim for the benefits of the DTAA is impaired in any manner;</li><li>iv. Shareholder is the ultimate beneficial owner of its shareholding in the Company and dividend receivable from the Company; and</li><li>v. Shareholder does not have a taxable presence or a permanent establishment in India during the Financial Year 2023-24.</li></ol></li></ol>
Availability of Lower / NIL tax deduction certificate issued by Income Tax Department u/s 197 of the Act	Rate specified in the Certificate/ Order	Lower / Nil tax deduction certificate obtained from Income Tax Authority.

*Note 1: Please note that the Company is not obligated to apply the beneficial DTAA rates at the time of tax deduction / withholding on dividend amounts. Application of beneficial DTAA rate shall depend upon the completeness and satisfactory review by the Company, of the documents submitted by Non-Resident Shareholder.*

*Note 2: Tax Identification Number of the shareholder in the country or specified territory of his residence and in case no such number is available, then a unique number on the basis of which the shareholder is identified by the Government of that country or the specified territory of which he claims to be a resident.*

*Note 3: Government vide Notification No 03/2022 have mandated non-resident to issue Form 10F in electronic format duly verified in manner as prescribed in Notification. This requirement is applicable if prescribed information is not contained in Tax Residence Certificate. Accordingly, furnishing of Form 10F in any other format will not be considered valid.*

**For the Attention of all Shareholders:**

1. Shareholders who are exempted from TDS provisions through any circular or notification may provide documentary evidence in relation to the same, to enable the Company in applying the appropriate TDS on Dividend payment to such shareholder.
2. If the tax on said Dividend is deducted at a higher rate in absence of receipt of satisfactory completeness of the aforementioned details/documents by the Company, the shareholder may claim an appropriate refund in the return of income filed with their respective Tax authorities. No claim shall lie against the Company for such taxes deducted.
3. In the event of any income tax demand (including interest, penalty, etc. arising from any misrepresentation, inaccuracy or omission of information provided / to be provided by the Shareholder(s), such Shareholder(s) will be responsible to indemnify the Company and also, provide the Company with all information/ documents and co-operation in any appellate proceedings.
4. Shareholders holding shares under multiple accounts under different status / category and single PAN, may note that, higher of the tax as applicable to the status in which shares held under a PAN will be considered on their entire holding in different accounts.
5. In case of joint shareholders, the shareholder named first in the Register of Members is required to furnish the requisite documents for claiming any applicable beneficial tax rate.
6. In case, the dividend income is assessable to tax in the hands of a person other than the registered shareholder as on the Record Date, the registered shareholder is required to furnish a declaration containing the name, address, PAN of the person to whom TDS credit is to be given and reasons for giving credit to such person. Company will not be obligated to amend TDS return or any other form after due date of filing of TDS return for said quarter expires.

Shareholders may download Form 15G / 15H and Form 10F from the website of the Company <http://www.comfortcommotrade.com/InvestorsRelation.aspx> or from the website of Link Intime India Private Limited [www.linkintime.co.in](http://www.linkintime.co.in) and send physical copies of the duly filled forms/documents to Company's Registered Office at A-301, Hetal Arch, S. V. Road, Malad (West), Mumbai-400064 or e-mail us to [ipo-commotrade@comfortsecurities.co.in](mailto:ipo-commotrade@comfortsecurities.co.in) for updating against their Folios / Client/DP Ids. The aforesaid declarations and documents need to be submitted by the Shareholders on or before the Record date fixed by the Company in relation to its proposed dividend(s).

It may please be noted that Forms received after the said date and incomplete or incorrect forms shall not be considered and shall not be eligible for non-deduction or lower deduction of tax.

In case of any queries / difficulties in submission of these forms, Shareholders may write to us at [ipo-commotrade@comfortsecurities.co.in](mailto:ipo-commotrade@comfortsecurities.co.in) or [mt.helpdesk@linkintime.co.in](mailto:mt.helpdesk@linkintime.co.in)

**UPDATION OF BANK ACCOUNT DETAILS FOR DIRECT CREDIT OF DIVIDEND:**

- a. **Shareholders holding shares in physical mode**, who have not provided the information regarding bank particulars, are requested to register/update their Bank details (e.g. name of the bank and the branch, bank account number, 9 digits MICR number, 11 digit IFS Code and the nature of account) online with Link Intime on its website at [www.linkintime.co.in](http://www.linkintime.co.in) along with the copy of the signed request letter mentioning the name and address of the Shareholder, scanned copy of the Share Certificate (front and back), self-attested copy of the PAN Card, and self-attested copy of any document (e.g.: Driving License, Election Identity Card, Passport) in support of the address of the Shareholder along with a copy of latest cancelled cheque with the Shareholder's name.
- b. **Shareholders holding shares in demat mode** are requested to register their Bank details with the relevant Depository Participant. This will enable the Company to make timely credit of dividend to the Shareholders in their respective bank accounts. For Shareholders who have not updated their bank account details, Dividend Warrants / Demand Drafts will be sent to their registered addresses.

**UPDATION OF PAN, E-MAIL ADDRESS AND OTHER DETAILS**

Shareholders holding shares in dematerialized mode, are requested to update their records such as tax residential status, PAN, registered email addresses, mobile numbers and other details with their relevant depositories through their depository participants. Shareholders holding shares in physical mode are requested to furnish details to Link Intime. The Company is obligated to deduct tax at source based on the records available with RTA and no request will be entertained for revision of TDS return. This will enable us to determine the appropriate TDS rate, if any.

**TDS TO BE DEDUCTED AT HIGHER RATE IN CASE OF NON-FILERS OF RETURN OF INCOME:**

The Finance Act, 2020, has inter alia inserted the provisions of section 206AB of the Act with effect from July 1, 2021. The provisions of section 206AB of the Act require the deductor to deduct tax at higher rate being twice the rate specified in the under the provision of the Act i.e. 20% of the amount paid/ credited to 'specified person'.

We request for your kind co-operation in this regard.

**For Comfort Commotrade Limited**

**Sd/-  
Rajeev Pathak  
Whole Time Director  
& Chief Financial Officer  
DIN: 08497094**

**Sd/-  
Apeksha Kadam  
Chairperson  
& Director  
DIN: 08878724**

**Disclaimer:** *This communication shall not be treated as an advice from the Company or its affiliates or Link Intime Private Limited. Shareholders should obtain the tax advice related to their tax matters from a tax professional.*