



COLGATE-PALMOLIVE (INDIA) LIMITED

Regd. Office :
Colgate Research Centre,
Main Street,
Hiranandani Gardens,
Powai,
Mumbai - 400 076.
Tel. : 67095050
Fax : (91 22) 25705088
www.colgatepalmolive.co.in
CIN : L24200MH1937PLC002700

May 14, 2021

The Secretary
BSE Limited
P.J. Towers – 25th Floor
Dalal Street
Mumbai-400001

Scrip Code: 500830

The Manager – Listing Department
National Stock Exchange of India Limited
Exchange Plaza, C-1, Block – G
Bandra-Kurla Complex
Bandra (East), Mumbai 400 051

Symbol: COLPAL
Series: EQ

Dear Sir(s),

Re: Annual Secretarial Compliance Report for the Financial Year ended March 31, 2021

Pursuant to Regulation 24A of SEBI Listing Regulations read with SEBI Circular No. CIR/CFD/CMD1/27/2019 dated February 08, 2019 please find enclosed copy of Annual Secretarial Compliance Report dated May 13, 2021 for the Financial Year 2020-21 issued by M/s. S.N. Ananthasubramanian & Co., Practicing Company Secretaries.

Kindly take the same on record.

Thanking you,

Yours sincerely,
For **Colgate-Palmolive (India) Limited**

K. Randhir Singh
Company Secretary & Compliance Officer

Encl: a/a

COLGATE-PALMOLIVE (INDIA) LIMITED

CIN: L24200MH1937PLC002700

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Tel.: (022) 6709 5050, Fax: (022) 2570 5088

Website: www.colgatepalmolive.co.in e-mail ID: investors_grievance@colpal.com



S. N. ANANTHASUBRAMANIAN & CO
Company Secretaries

10/25-26, 2nd Floor, Brindaban,
Thane (W) - 400 601
T: +91 22 25345648 | +91 22 25432704
E: snaco@snaco.net | W: www.snaco.net
ICSI Unique Code: P1991MH040400

To,
The Board of Directors
Colgate-Palmolive (India) Limited
CIN : L24200MH1937PLC002700
Colgate Research Centre,
Main Street, Hiranandani Gardens,
Powai, Mumbai 400076.

Sir/ Madam,

Annual Secretarial Compliance Report for the Financial Year 2020-2021.

We have been engaged by **Colgate-Palmolive (India) Limited** (hereinafter referred to as 'the Company') bearing **CIN: L24200MH1937PLC002700** whose equity shares are listed on National Stock Exchange of India Limited (Symbol: **COLPAL**) and BSE Limited (Security Code: **500830**) to conduct an audit in terms of Regulation 24A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended read with SEBI's Circular No. CIR/CFD/CMD1/27/2019 dated 08th February, 2019 and to issue the Annual Secretarial Compliance Report thereon.

It is the responsibility of the management of the Company to maintain records, devise proper systems to ensure compliance with provisions of all applicable SEBI Regulations and circulars/ guidelines issued there under from time to time and to ensure that the systems are adequate and are operating effectively.

Our responsibility is to verify compliances by the Company with provisions of all applicable SEBI Regulations and circulars/ guidelines issued there under from time to time and issue a report thereon.

Our audit was conducted in accordance with Guidance Note on Annual Secretarial Compliance Report issued by the Institute of Company Secretaries of India and in a manner

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NARAYANAN SATYAMANGALAM
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Company Secretaries

which involved such examinations and verifications as considered necessary and adequate for the said purpose.

Due to the pandemic caused by COVID-19 and prevailing lockdowns/ restrictions on movement of people imposed by the Government, for the purpose of issuing this report, we have conducted our audit remotely based on the records and information made available to us by the Company electronically.

Annual Secretarial Compliance Report is enclosed.

For S. N. ANANTHASUBRAMANIAN & CO.

Company Secretaries

ICSI Unique Code: P1991MH040400

Peer Review Cert No.: 606/2019

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S. N. Ananthasubramanian

Partner

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ICSI UDIN: F004206C000293198

13th May, 2021 | Thane



SECRETARIAL COMPLIANCE REPORT OF COLGATE-PALMOLIVE (INDIA) LIMITED
FOR THE YEAR ENDED 31ST MARCH, 2021

We have examined:

- (a) all the documents and records made available to us and explanations provided by **Colgate-Palmolive (India)Limited** (“the listed entity”),
- (b) the filings/ submissions made by the listed entity to the stock exchanges,
- (c) website of the listed entity,
- (d) any other document/ filing, as may be relevant, which has been relied upon to make this certification,

for the financial year ended **31st March, 2021** (“Review Period”) in respect of compliance with the provisions of :

- (a) the Securities and Exchange Board of India Act, 1992 (“SEBI Act”) and the Regulations, circulars, guidelines issued there under; and
- (b) the Securities Contracts (Regulation) Act, 1956 (“SCRA”), rules made there under and the Regulations, circulars, guidelines issued there under by the Securities and Exchange Board of India (“SEBI”);

The specific Regulations, whose provisions and the circulars/ guidelines issued there under, have been examined, include: -

- (a) Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015;
- (b) Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 - **Not Applicable as there was no reportable event during the financial year during the financial year under review;**
- (c) Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;

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Company Secretaries

- (d) Securities and Exchange Board of India (Buyback of Securities) Regulations, 2018 - **Not Applicable as there was no reportable event during the financial year under review;**
- (e) Securities and Exchange Board of India (Share Based Employee Benefits) Regulations, 2014 - **Not Applicable as there was no reportable event during the financial year under review;**
- (f) Securities and Exchange Board of India (Issue and Listing of Debt Securities) Regulations, 2008 - **Not Applicable as there was no reportable event during the financial year under review;**
- (g) Securities and Exchange Board of India (Issue and Listing of Non- Convertible and Redeemable Preference Shares) Regulations, 2013 - **Not Applicable as there was no reportable event during the financial year under review;**
- (h) Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015; and circulars/ guidelines issued there under.

Based on the above examination, we hereby report that, during the Review Period:

- (a) The listed entity has complied with the provisions of the above Regulations and circulars/ guidelines issued there under, except in respect of matters specified below:

| Sr. No. | Compliance Requirement (Regulations/ Circulars/ guidelines including specific clause) | Deviations | Observations/ remarks of the Practicing Company Secretary, if any. |
|---------|---|------------|--|
| | NIL | | |

- (b) The listed entity has maintained proper records under the provisions of the above Regulations and circulars/ guidelines issued there under in so far as it appears from my/our examination of those records.
- (c) The following are the details of actions taken against the listed entity/ its promoters/ directors/ material subsidiaries either by SEBI or by Stock Exchanges (including under the Standard Operating Procedures issued by SEBI through various circulars) under the aforesaid Acts/ Regulations and circulars/ guidelines issued there under:

NIL

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- (d) The listed entity has taken the following actions to comply with the observations made in previous reports: **Not Applicable since there was no observation in the previous Report/ clean report and accordingly no action was required to be taken by the Company.**
- (e) The listed entity has complied with the provisions of Para 6 of Circular No. CIR/ CFD/ CMD1/114/2019 issued by SEBI on 18th October, 2019.

For S. N. ANANTHASUBRAMANIAN & CO.

Company Secretaries

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S. N. Ananthasubramanian

Partner

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13th May, 2021 | Thane