



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

March 24, 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),

Sub: Email Communication to shareholders on Dividend payment.

This is to inform you that post declaration of second interim dividend for the FY 2020-21 by the Board of Directors of the Company at its Meeting held on March 22, 2021 the Company has sent the enclosed email communication to its shareholders, whose email addresses are registered with the Company / Depositories. The said email communication pertains to tax provisions related to dividend payment.

Kindly take the above on record.

Thanking you,

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

K. Randhir Singh
Company Secretary & Compliance Officer

Encl: a/a

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



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Date: 23/03/2021

Dear Shareholder,

We are pleased to inform you that the Board of Directors at their Meeting held on March 22, 2021 have declared a Second Interim Dividend of Rs. 20/- per Equity Share of Re. 1 each for FY 2020-21.

As amended by the Finance Act, 2020, dividends paid or distributed by a Company after April 1, 2020 shall be taxable in the hands of the Shareholders. Your Company shall therefore be required to deduct tax at source at the time of making the payment of the said Dividend on and from April 16, 2021. The said dividend will be payable to those shareholders whose names appear in the Register of Members of the Company as on March 31, 2021.

For Resident Shareholders, taxes shall be deducted at source under Section 194 of the Income tax Act, 1961 at 10% on the amount of dividend, if you have provided Permanent Account Number (PAN). If no PAN is provided, then the tax shall be deducted at source at 20%. However, no tax shall be deducted on the dividend payable to a resident individual if the aggregate total dividend to be received by the resident shareholders during Financial Year 2021-22 does not exceed Rs 5,000. In cases where the shareholder provides duly filled Form 15G (applicable to any person other than a Company or a Firm. Format is attached herewith) / Form 15H (applicable to an Individual above the age of 60 years. Format is attached herewith) for **FY 2021-22** complete in all respects and all the required eligibility conditions are met, no taxes will be deducted at source. Needless to say that having a Permanent Account Number (PAN) is mandatory for providing 15G/15H forms.

For Foreign Portfolio Investor (FPI)/(FII) category Shareholders, taxes shall be deducted at source under Section 196D of the Income tax Act, 1961 at 20% on the amount of dividend payable. Taxes may be deducted as per beneficial rate of the relevant Double Tax Avoidance Agreement (Treaty) between India and the country of tax residence of the FPI/ FII, as per Section 90(2) of the Income tax Act, 1961, subject to provision of SEBI Registration Certificate as FII/FPI and related documents as prescribed from Serial number 1 to 4 under the Para "For Other Non-Resident Shareholders". This beneficial rate will be subject to the condition

that proposed changes to Section 196D of the Income Tax Act, 1961 by Finance Bill 2021 receive presidential assent and is enacted in the same form as proposed.

For other Non-resident Shareholders, taxes are required to be deducted in accordance with the provisions of Section 195 of the Income tax Act, 1961, at the rates in force. Accordingly, as per the current prevailing provisions, the tax shall be deducted at the rate of 20% on the amount of dividend payable. However, as per Section 90(2) of the Income tax Act, 1961, the non-resident shareholder has the option to be governed by the provisions of the Double Tax Avoidance Agreement (tax treaty) between India and the country of tax residence of the shareholder, if they are more beneficial to them. For this purpose, i.e. to avail a lower rate of deduction of tax at source under an applicable tax treaty, such non-resident shareholders will have to provide the following:

1. Self-attested copy of the PAN allowed by the Indian Income Tax authorities;
2. Self-attested copy of Tax Residency Certificate (TRC) obtained from the tax authorities of the country of which the shareholder is resident for FY 2021-22. In case, the TRC is furnished in a language other than English, the said TRC would have to be translated from such other language to English language and thereafter duly notarized and apostilled copy of the TRC would have to be provided.
3. Self-declaration in Form 10F (attached herewith) for FY 2021-22 if all the details required in this form are not mentioned in the TRC;
4. Self-declaration (Refer Self Declaration Annexure 1 attached) by the non-resident shareholder for FY 2021-22

In case of Other Category Shareholders, viz. Mutual Fund, Insurance Company, Alternate Investment Fund (AIF) Category I and II, Government (Central/State Government) etc., Self Declaration as per Annexure 2 to be provided.

In order to enable us to determine the appropriate tax rate at which tax has to be deducted at source under the respective provisions of the Income-tax Act, 1961, we request you to provide the above-mentioned details and documents as applicable to you on or before April 1, 2021. The Second Interim dividend will be paid after deduction of tax at source as determined on the basis of the aforementioned documents provided by the respective shareholders as applicable to them and being found to be satisfactory.

The rate at which taxes are to be deducted at source based on the category of shareholders are mentioned hereunder:

Shareholder Category	Rate of TDS
Resident Shareholders	
Shareholders providing Form 15G/15H	NIL

If Dividend income < Rs. 5,000	NIL
If Dividend income > Rs. 5,000	- 10% in case where PAN is provided / available - 20% , in other cases where PAN is not provided / not available
Non – resident shareholders	
Other Non-resident Shareholders (Including investments made under FPI/FII route) (Treaty benefit/ requirement of related document for FPI/FII may be subject to the condition that proposed changes to Section 196D of the Income Tax Act, 1961 by Finance Bill 2021 receives presidential assent and is enacted in the same form as proposed)	20% or lower rate as mentioned in tax treaty, if the applicable details / documents are satisfactorily provided as aforementioned

Note :

- 1) All the above referred tax rates shall be duly enhanced by the applicable surcharge and cess.

Kindly note that the aforementioned documents are required to be submitted to our Registrars & Transfer Agents, Link Intime India Private Limited at its dedicated link mentioned below - <https://linkintime.co.in/formsreg/submission-of-form-15g-15h.html> on or before April 1, 2021, 5.00 p.m. Indian Standard Time (IST) in order to enable the Company to determine and deduct appropriate TDS / withholding tax rate.

No communication on the tax determination/deduction in respect of the said interim dividend shall be entertained post April 1, 2021, 5.00 p.m. (IST). It may be further noted that in case the tax on said interim dividend is deducted at a higher rate in absence of receipt of the aforementioned details/documents from you, there would still be an option available with you to file the return of income and claim an appropriate refund, if eligible. All communications/ queries in this respect should be addressed and sent to our RTA, Link Intime India Private Limited at its email address rnt.helpdesk@linkintime.co.in

[Click here](#) for Form 10F

[Click here](#) for Form 15G

[Click here](#) for Form 15H

[Click here](#) for Self Declaration for avilment of treaty benefits Annexure 1

[Click here](#) for Declaration about category Annexure 2

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

We request your cooperation in this regard.

For Colgate-Palmolive (India) Limited

K. Randhir Singh

Company Secretary & Compliance Officer

Note: Please do not reply to this email as this email id is not monitored.