



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 31, 2023

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: Intimation to furnish valid PAN, KYC details and Nomination by shareholders holding physical shares

Pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, the Company has sent letters to its shareholders holding physical shares who have not yet updated their PAN, KYC, Nomination, Bank Account Details or Specimen Signature.

The requisite standardized Forms for the aforesaid purposes are available on the website of the Company i.e. www.colgatepalmolive.co.in under the Investors section.

The copy of intimation sent to physical shareholders is attached for reference.

You are requested to kindly take the same in your records.

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

Surender Sharma
Whole-time Director - Legal &
Company Secretary
DIN: 02731373

Encl a/a

URGENT & IMPORTANT- ACTION REQUESTED – FAILING WHICH THE SHARES SHALL BE FROZEN

Dear Investor,

Subject: Reminder to update KYC details pursuant to SEBI Circular bearing reference no SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 in supersession of earlier circulars issued by SEBI bearing reference nos SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 & SEBI/HO/MIRSD/MIRSD RTAMB/ P/CIR/2021/687 dated 3rd November, 2021 and 14th December, 2021 respectively.

We refer to the above circulars issued by SEBI that mandate all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination of holders of physical securities. Please note that the Email ID is optional; however, the security holders are requested to register email id also to avail online services. This is applicable for all security holders holding shares in physical mode.

The salient features and requirements of the circular are as follows:

- A) **Non – updation of KYC: Folios wherein any ONE** of the above cited details/documents, (i.e. PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination) is/are not available on or after October 01, 2023, shall be **frozen** by the Registrar & Share Transfer Agents (RTA) of the company as per SEBI circular.

Notes:

- 1) The security holder(s) whose folio(s) have been frozen shall BE ELIGIBLE:
- To lodge any grievance or avail of any service from us, only after furnishing the complete documents / details as mentioned above.
 - To receive any payment including dividend, interest, or redemption amount (which would be only through electronic mode w.e.f April 01,2024.) only after the compliance with the above stated requirements.

- 2) a) The formats for Nomination and Updation of KYC details viz; Forms ISR-1, Annexure to Form ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are also available on our website as mentioned here below:

<https://www.linkintime.co.in> → Resources → Downloads → KYC → Formats for KYC

<https://www.linkintime.co.in> → Resources → Downloads → CIRCULARS → SEBI

In case you hold shares in multiple Companies, serviced by Link Intime India Pvt. Ltd., wherein the names of the holders are in the same order, you may download the Annexure to Form ISR-1, from the above-mentioned website & provide the details of all such Companies & corresponding folios & submit along with other KYC documents.

- b) For registering new bank details or where there is a change in such details, mandatory submission of **Original cancelled cheque leaf** bearing the name of the first named security holder or alternatively, submission of copy of bank passbook/ statement attested by the bank along with Form ISR- 2 is required. In the case of joint holding, updation of bank details will be done based on the documents provided by the first holder only.

- B) **Mandatory Linkage of PAN with Aadhaar–It is mandatory to link PAN with Aadhaar number by June 30,2023**, as per the Central Board of Direct Taxes (CBDT). Security holders who are yet to link their PAN with Aadhaar number are requested to get the same done before June 30, 2023. Post June 30, 2023 or any other date as may be specified by the CBDT, we will accept for registration only valid PANs which have been linked to their corresponding Aadhaar numbers. **The securities held in folios which have no PAN registered against the same or have invalid PAN registered on our records, as on notified cut-off date of June, 30, 2023 or any other date as may be specified by the CBDT, shall also be frozen.**

Note: - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport OR any other identity proof as issued by the Govt.

In view of the above, we request you to submit at the earliest, the KYC Request Form printed overleaf, i.e. Form ISR -1 duly signed along with the required supporting documents, as applicable.

You may use any ONE of the following modes for submission:

1. **In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s). Please note **the registered shareholder(s) has to** visit the office of the RTA for IPV and not his/her representative.
2. **In hard copy:** by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. **With e-sign:**
 - (a) In case your email id is already registered with us, you may send the scanned copies of your KYC documents with additionally e-sign affixed on the documents at our dedicated email-id: kyc@linkintime.co.in. Kindly mention the email subject line as "**KYC Updation - (Company Name) - Folio No:** _____"
 - (b) Securities holders can also upload KYC documents with additionally e-sign affixed on the documents on our website <https://www.linkintime.co.in> → Investor Services → KYC Compliance.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user. You may approach any of the empaneled e-sign service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.

Yours faithfully,
For Link Intime India Pvt. Ltd.
Investor Relation Cell (IRC)

This is a computer generated letter and hence no signature is required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.