



May 15, 2020

The Secretary  
BSE Limited  
P.J. Towers - 25<sup>th</sup> 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: Board Meeting – Thursday, May 21, 2020**

This is to inform you that a Meeting of the Board of Directors of the Company will be held on Thursday, May 21, 2020, inter alia, to approve and take on record the Audited Financial Results for the quarter and year ended March 31, 2020 and consider the declaration of interim dividend (if any). Further, the Company has fixed Tuesday, June 02, 2020 as the Record Date for the payment of aforesaid dividend that may be declared by the Board of Directors at the said meeting.

The notice has been issued pursuant to Regulation 29(1) (a) & 29(2) of the Listing Regulations.

Please note that as informed in our letter dated March 24, 2020, the Trading Window has been closed from Wednesday, March 25, 2020 and the said window shall open 48 hours after the outcome of the aforesaid meeting is made public

Please acknowledge receipt.

Thanking you,

Yours Sincerely,

**For Colgate-Palmolive (India) Limited**

K. Randhir Singh  
Company Secretary & Compliance Officer