

Godrej Consumer Products Ltd.
Regd. Office: Godrej One,
4th Floor, Pirojshanagar,
Eastern Express Highway,
Vikhroli (E), Mumbai - 400 079, India.
Tel : +91-22-2518 8010/8020/8030
Fax : +91-22-2518 8040
Website : www.godrejcp.com

CIN : L24246MH2000PLC129806

November 02, 2023

BSE Limited

Corporate Relations Department
Phiroze Jeejeebhoy Towers, 25th Floor, Dalal Street,
Fort, Mumbai - 400 001
Scrip Code: 532424

The National Stock Exchange of India Ltd

Exchange Plaza, 4th Floor, Bandra-Kurla Complex,
Mumbai 400 050
Symbol: GODREJCP

Dear Sirs,

Subject: Communication in respect of deduction of tax at source on Dividend

Pursuant to the declaration of interim dividend by the Board of Directors of the Company at its Board Meeting held on November 1, 2023, the Company has sent the enclosed email communication to its shareholders, whose email addresses are registered with the Company / Depository Participants.

The specimen of the communication is appended for your information and record.

Thank you.

Yours faithfully,

For Godrej Consumer Products Limited

R Shivshankar

Dy. General Manager (Corporate Secretarial)





Godrej Consumer Products Limited

CIN - L24246MH2000PLC129806

Registered Office: Godrej One, 4th Floor, Pirojshanagar, Eastern Express Highway, Vikhroli East, Mumbai 400 079.

Tel: +91-22-25188010/20/30, Fax: +91-22-25188040, website: www.godrejcp.com

Email: investor.relations@godrejcp.com

Date: 02/11/2023

Dear Shareholder,

Greetings from Godrej Consumer Products Ltd.!

We request you to note that a meeting of the Board of Directors of the Company held on Wednesday, November 1, 2023, the Board has declared an interim dividend for FY 2023-24 at Rs.5 per equity share. The Record date for the dividend would be **Thursday, November 9, 2023**.

As you may be kindly aware, in terms of the extant provisions of the Income Tax Act, 1961 ("Act"), dividend paid or distributed by a company shall be taxable in the hands of shareholders. The Company will, therefore, be required to deduct tax at source at the applicable rates, at the time of payment of dividend.

UPDATION OF MANDATORY INFORMATION BY ALL SHAREHOLDERS

All Shareholders are requested to ensure that the following details are updated, as applicable, through their Depository Participant (if shares are held in dematerialized form) or with Link Intime India Private Limited, the Registrar and Share Transfer Agent of the Company ("RTA") (if shares are held in physical form), latest by **Thursday, November 9, 2023**:

1. Permanent Account Number (PAN)
2. Aadhaar number (In case of individual shareholders)
3. Residential status as per the Act i.e., Resident or Non-Resident for FY 2023-24
4. Category of the shareholder:
 - Mutual Fund
 - Insurance Company
 - Alternate Investment Fund (AIF) Category I and II
 - AIF Category III: Located in any International Financial Services Centre (IFSC) of which all the units are held by non-residents other than unit held by a sponsor or manager
 - AIF Category III: Others
 - Government (Central / State)

- Foreign Portfolio Investor (FPI) / Foreign Institutional Investor (FII): Foreign Company
 - FPI / FII: Others (being Individual, Firm, Trust, AJP, etc.)
 - Individual
 - Hindu Undivided Family (HUF)
 - Firm
 - Limited Liability Partnership (LLP)
 - Association of Persons (AOP), Body of individuals (BOI) or Artificial Juridical Person (AJP)
 - Trust
 - Domestic company
 - Foreign company
5. Email ID
 6. Address
 7. Contact phone number

Please note that for the purpose of complying with the applicable provisions on Tax Deducted at Source (TDS), the Company will rely on the above-mentioned details in the Register of Members **as on the Record date**.

TDS PROVISIONS AND DOCUMENTS REQUIRED FROM RESPECTIVE CATEGORY OF SHAREHOLDERS

The relevant provisions of the Act in relation to TDS for Resident and Non-Resident Shareholder categories, are as follows:

I. Resident Shareholders

A. Resident Shareholders - Individuals:

Tax shall be deducted at source under Section 194 of the Act at the rate of 10% on the amount of dividend declared and paid by the Company during the Financial Year 2023-24, provided a valid Permanent Account Number (PAN) is provided by the Shareholder.

TDS would be deducted @ 20% as per Section 206AA and 206AB of the Act, if PAN is not submitted / valid or Shareholder has not filed, the return of income for the immediately preceding financial year who is subject to tax deduction / collection at source aggregating to Rs. 50,000/- or more in the said financial year.

No tax shall be deducted on the dividend payable to resident individuals if –

- i. The aggregate of total dividend distributed or paid to them by the Company during the Financial Year 2023-24 does not exceed Rs. 5,000/
- ii. The Shareholder provides a written declaration in prescribed Form 15G (applicable to any person other than a Company or a Firm) / Form 15H (applicable to an Individual above the age of 60 years), subject to eligibility conditions being met.

[Click here](#) to download Form 15G

[Click here](#) to download Form 15H

B. Resident Shareholders - Other than Individuals:

In case of certain class of resident Shareholders other than individuals, who are covered under Section 194 or Section 196 or Section 197A of the Act, no tax shall be deducted at source ('Nil rate') provided sufficient documentary evidence thereof, to the satisfaction of the Company, is submitted. The minimum details required in case of such resident Shareholders, are given below:

Insurance Companies: declaration that they have full beneficial interest with respect to the shares owned by them along with self-attested PAN and valid IRDAI registration certificate.

Mutual Funds: Self-declaration that they are specified and covered under Section 10 (23D) of the Act along with a self-attested copy of PAN card and registration certificate.

Alternative Investment Fund (AIF): Self-declaration that their income is exempt under Section 10 (23FBA) of the Act and they are governed as Category I or Category II AIF under SEBI regulations along with a self-attested copy of the PAN card and registration certificate.

Corporation established by or under a Central Act which is, under any law for the time being in force, exempt from income-tax on its income: Self-declaration specifying the specific Central Act under which such corporation is established and that their income is exempt under the provisions of the Act along with a self-attested copy of the PAN card and registration certificate.

Benefit under Rule 37BA of the Act: In case where shares are held by intermediaries / stock brokers and TDS is to be applied by the Company on the PAN of the beneficial Shareholders, then such intermediaries / stock brokers and beneficial shareholders will have to provide a declaration in the prescribed format under Rule 37BA of the Act.

Other Resident Non-Individual Shareholders: Shareholders who are exempted from the provisions of TDS as per Section 194 of the Act and who are covered under Section 196 of the Act shall also not be subjected to any TDS, provided they submit a self-attested copy of the PAN card along with the documentary evidence in relation to the exemption from the provisions of TDS as per the Act.

In addition, above-mentioned entities should also give a self-declaration. [Click here](#) to download the format of the self-declaration.

Application of Nil rate at the time of tax deduction / withholding on dividend amounts will depend upon the completeness and satisfactory review by the Company of the documents submitted by such Shareholders.

II. **Non-resident Shareholders or Foreign Companies ('non-resident payee')**

Tax is required to be withheld in accordance with the provisions of Section 195 and / or section 196D of the Act at applicable rates in force. As per the relevant provisions of the Act, the withholding tax shall be at the rate of 20% (plus applicable surcharge and cess) on the amount of dividend payable to them. However, as per Section 90 of the Act, a non-resident payee has the option to be governed by the provisions of the Double Tax Avoidance Agreement (DTAA) read with Multilateral Instrument (MLI) provisions, if any, 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 Tax Treaty benefits, the Non-resident Shareholders will have to provide the following:

- Self-attested copy of the Permanent Account Number (PAN), if any, allotted by the Indian Income Tax authorities.
- In case PAN is not available, the Non-Resident Shareholder shall furnish (a) name, (b) email id, (c) contact number, (d) address in residency country, (e) tax residency certificate from the Government of that country or specified territory and (f) Tax Identification Number of the residency country;
- Self-attested copy of Tax Residency Certificate (TRC) obtained from the tax authorities of the country of which the shareholder is resident
- Form 10F filed electronically on the Indian Income Tax web portal pursuant to Notification no. 03/2022 dated 16th July, 2022 issued by the Central Board of Direct Taxes (CBDT), as required under the Income-tax Act, 1961.
- Self-declaration by the Non-resident Shareholder having no Permanent Establishment in India in accordance with the applicable Tax Treaty. Declaration of no Permanent Establishment will be mandatorily required, failing which tax would be deducted at a higher rate in accordance with the Act. [Click here](#) to download the format of No Permanent Establishment Declaration.

- In case of Foreign Institutional Investors and Foreign Portfolio Investors, in addition to the above details, copy of SEBI registration certificate will also be required

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.

Lower withholding certificate (Resident as well as Non-Resident Shareholders)

Notwithstanding anything contained above, in the case where the Shareholders provide a certificate under Section 195 or Section 197 of the Act for lower / NIL withholding of taxes, the rate specified in the said certificate shall be considered based on submission of self-attested copy of the same.

Shareholders holding shares in physical form are requested to update their PAN details with RTA.

Shareholders having multiple accounts under different status / category:

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.

General Information

1. To enable us to determine the appropriate TDS / withholding tax rate applicability, the aforementioned documents are required to be uploaded with RTA at <https://web.linkintime.co.in/formsreg/submission-of-form-15g-15h.html> no later than **Thursday, November 9, 2023**. Please note that no communication on the tax determination / deduction shall be entertained thereafter.
2. The Company is obligated to deduct tax at source (TDS) based on the records available with RTA and no request will be entertained for revision of TDS return.
3. In the event the benefit of lower tax on dividend cannot be provided by the Company in the absence of or due to late receipt of the aforesaid documents, Shareholders will still have an option to claim appropriate refund, if eligible, at the time of filing their income tax returns. **No claim shall lie against the Company for taxes once deducted.**
4. In the event the dividend income, is assessable to tax in the hands of a person other than the registered Shareholder (viz., the shares are held by a clearing member, broker etc. on behalf of the actual beneficial owner), such registered Shareholder (i.e. the said clearing member, broker etc.) is required to furnish to the Company latest by the **Record Date**, a declaration containing the name, address, residential status and PAN of the actual beneficial owner to whom TDS credit is to be given, and reasons for giving credit to such person. **No request in this regard will be considered by the Company after the Record Date.**
5. Incomplete and / or unsigned forms, declarations and documents will not be considered by the Company for granting any exemption.

6. Shareholders who have not registered their bank details/email addresses are requested to register the same in respect of shares held in electronic form with the Depository through their Depository Participants. In respect of shares held in physical form, shareholders are requested to update the same by completing the KYC documents (ISR -1, ISR-2, Nomination Form-SH 13 or opting out of nomination form-ISR 3) available at the link below and sending duly signed hard copy of the same to Link Intime India Private Limited, C 101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai - 400083, India.

<https://web.linkintime.co.in/KYC-downloads.html>

We request your co-operation in this regard.

Yours faithfully,

For **Godrej Consumer Products Ltd**

Rahul Botadara

Company Secretary & Compliance Officer

Disclaimer: The information set out herein above is included for general information purposes only and does not constitute legal or tax advice. Since the tax consequences are dependent on facts and circumstances of each case, shareholders are advised to consult their own tax consultants with respect to specific tax implications arising out of receipt of dividend.

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