



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 22, 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: Annual Secretarial Compliance Report for the Financial Year ended March 31, 2020**

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 19, 2020 for the Financial Year 2019-20 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](mailto:snaco@snaco.net) | W: [www.snaco.net](http://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 2019-20.**

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 08<sup>th</sup> 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 which involved such examinations and verifications as considered necessary and adequate for the said purpose. Annual Secretarial Compliance Report is enclosed.

Annual Secretarial Compliance Report is enclosed.

ANANTHASUBRAMANIAN  
ANIAN  
NARAYANAN  
SATYAMANGALAM

Digitally signed by  
ANANTHASUBRAMANIAN  
AN NARAYANAN  
SATYAMANGALAM  
Date: 2020.05.20  
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**S.N. Ananthasubramanian**  
**Partner**  
**FCS: 4206 | COP No.: 1774**  
**20<sup>th</sup> May, 2020**  
**Thane**



**SECRETARIAL COMPLIANCE REPORT OF COLGATE PALMOLIVE (INDIA) LIMITED  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020**

We have examined:

- (a) all the documents and records made available to us and explanation 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 year ended **31<sup>st</sup> March, 2020** (“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 thereunder; and
- b) the Securities Contracts (Regulation) Act, 1956 (“SCRA”), rules made thereunder and the Regulations, circulars, guidelines issued thereunder by the Securities and Exchange Board of India (“SEBI”);

The specific Regulations, whose provisions and the circulars/ guidelines issued thereunder, 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 under review;**
- (c) Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
- (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;**





**S. N. ANANTHASUBRAMANIAN & CO**  
**Company Secretaries**

- (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 thereunder.

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 thereunder including SEBI circular CIR/CFD/CMD1/114/2019 dated 18<sup>th</sup> October 2019 on changes in terms of appointment of Statutory Auditors, the Company has amended the terms of appointment of the Statutory Auditor to give effect to the said Circular.
- (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 thereunder:

Sr. No.	Action taken by	Details of violation	Details of action taken E.g. fines, warning letter, debarment, etc.	Observations/ remarks of the Practicing Company Secretary, if any.
				NIL

- (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.**

**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**

**FCS: 4206 | COP No.: 1774**

**ICSI UDIN: F004206B000255094**

**20<sup>th</sup> May, 2020 | Thane**