



May 13, 2023

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),

**Sub: Email Communication to shareholders on tax provisions on Dividend Payment**

This is to inform you that post declaration of interim dividend by the Board of Directors of the Company at its meeting held on May 12, 2023 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.

This is for your reference and records.

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

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

Encl: a/a



## COLGATE-PALMOLIVE (INDIA) LIMITED

CIN: L24200MH1937PLC002700

**Regd. Office:** Colgate Research Centre, Main Street, Hiranandani Gardens, Powai, Mumbai 400 076

**Tel.:** (022) 6709 5050; **Fax:** (022) 2570 5088

**Website:** [www.colgatepalmolive.co.in](http://www.colgatepalmolive.co.in); **E-mail:** [investors\\_grievance@colpal.com](mailto:investors_grievance@colpal.com)

Date: 12/05/2023

Dear Shareholder,

We are pleased to inform you that the Board of Directors at their Meeting held today i.e. May 12, 2023, have declared the Second interim Dividend of Rs. 21/- per Equity Share of Re. 1/- each for the financial year 2022-23, which will be paid to the shareholders whose names appear in the Register of Members on May 20, 2023 i.e. the Record Date fixed for the purpose. The payment of the said dividend shall be made on and from June 8, 2023.

As you are aware that as per the Income-tax Act, 1961, 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. Therefore, the Company shall be required to deduct tax at source (TDS) at the time of making the payment in the following manner:

**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%. Also, if the shareholder is a 'specified person' as per Section 206AB of Income Tax Act, 1961, tax shall be deducted at source at twice the applicable rates i.e. at 20%. However, no tax shall be deducted on the dividend payable to a resident individual if the total dividend to be received by the resident shareholders during Financial Year 2023-24 does not exceed Rs. 5,000 and to the certain categories of shareholders as specified in Section 194 of the Income-tax Act, 1961. In cases where the shareholder provides Form 15G (applicable to Resident Individual whose tax liability on his estimated total income for FY 2023-24 is Nil; Format is attached herewith) / Form 15H (applicable to Resident Individual who is 60 years and above whose tax liability on his estimated total income for FY 2023-24 is Nil; Format is attached herewith) and provided that all the required eligibility conditions are met, no tax will be deducted at source.

**For Foreign Portfolio Investor (FPI) 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.

**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 relevant provisions of the Income tax Act, 1961, the tax shall be deducted at the rate of 20% on the amount of dividend payable to them.

However, as per Section 90(2) of the Income tax Act, 1961, the non-resident shareholder (**including FPI category shareholders**) 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 allotted by the Indian Income Tax authorities;
2. Self-Attested copy of the Tax Residency Certificate (TRC) applicable for the period April 2023 to March 2024 obtained from the tax authorities of the country of which the shareholder is a resident and intending to claim Treaty benefit. 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 for FY 2023-24 furnished electronically on the e-filing portal of the shareholder, if all details as required in the Form are not available in the TRC.

However, in view of the CBDT notification vide F No. DGIT(S)-ADG(S)-3/e-Filing Notification/Forms/2022/9227, dated 12-12-2022 and F No. DGIT(S)-ADG(S)-3/e-Filing Notification/Forms/2023/13420, dated 28-03-2023, Non-resident taxpayers not having PAN and also not required to have PAN as per the relevant provisions of the Income Tax Act, 1961 have been exempted from mandatory electronic filing of Form 10F till 30th September 2023. Therefore, such category of taxpayers may make the statutory compliance of furnishing of Form 10F in manual mode till 30th September 2023.

4. Self-declaration (attached herewith) by the non-resident shareholder as to:
  - Eligibility to claim tax treaty benefits based on the tax residential status of the shareholder, including having regard to the Principal Purpose Test (if any), introduced in the applicable tax treaty with India;
  - No Permanent Establishment / fixed base in India in accordance with the applicable tax treaty;
  - Shareholder being the beneficial owner of the dividend income to be received on the equity shares.
5. In case of shareholder being tax resident of Singapore, please furnish the letter issued by the competent authority or any other evidences demonstrating the non applicability of Article 24 - Limitation of Relief under India-Singapore Double Taxation Avoidance Agreement (DTAA)

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://web.linkintime.co.in/formsreg/submission-of-form-15g-15h.html> on or before May 20, 2023, 5 p.m. Indian Standard Time (IST) in order to enable the Company to determine and deduct appropriate TDS/withholding tax rate.

The 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.

**Tax once deducted will not be refunded or adjusted against future payment. Decision of Company on applicable TDS rate based on its review of document will be final. Further shareholders will be allowed only once to submit their documents.**

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

<b>Shareholder Category</b>	<b>Rate of TDS</b>
<b>Resident Shareholders</b>	
Shareholders providing Form 15G/15H	Nil
If Total Dividend paid during FY 2023-24 is up to Rs. 5,000	Nil
If Total Dividend paid during FY 2023-24 exceeds Rs. 5,000	- 10% in case where PAN is provided / available -20%, in other cases where PAN is not provided / not available -20%, if shareholder is a 'specified person' as per Section 206AB of Income Tax Act, 1961
<b>Non – resident shareholders</b>	
FPI Shareholders	20% or lower rate as mentioned in tax treaty, if the applicable details / documents are satisfactorily provided as aforementioned
Other Non-resident Shareholders (not having permanent establishment in India)	
All the above referred tax rates for non-resident shareholders shall be duly enhanced by the applicable surcharge and cess, if tax is deducted under Income-tax Act, 1961	

Kindly note that no communication on the tax determination/deduction in respect of the said interim dividend shall be entertained post May 20, 2023 5 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@linkinme.co.in](mailto:rnt.helpdesk@linkinme.co.in). FAQ's on dividend is available at <https://www.colgateinvestors.co.in/media/2510/questions-tax-on-dividends.pdf>

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

[Click here](#) Form\_15G\_Fillable\_Version

[Click here](#) Form\_15H\_Fillable\_version

[Click here](#) Form\_10F

[Click here](#) for Self Declaration for availment of treaty benefits

Disclaimer: This Communication is not to be treated as an 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

**Surender Sharma**

**Whole-time Director – Legal & Company Secretary**

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