Gillette India Limited

September 17,2021

To,
The Corporate Relations
Department The BSE Limited
Department of Corporate Services
Phiroze Jeejeebhoy Towers,
Dalal Street, Mumbai – 400001 **Ref:-**
Scrip Code:- 507815

To,
The Listing Department
The National Stock Exchange of India Limited
Exchange Plaza, Plot No. C/1, G Block,
Bandra Kurla Complex, Bandra (East),
Mumbai – 400051.
Ref:- Scrip Code:- GILLETTE

Subject: Communication to shareholders in respect of deduction of tax at source (TDS) on the amount of Dividend income from Gillette India Limited

Dear Shareholder,

We are pleased to inform you that the Board of Directors of the Company at its Meeting held on August 24, 2021, have recommended a final dividend of Rs. 36 per equity share of face value of Rs. 10 each for the financial year 2020-21. The said dividend, if declared at the ensuing 37th Annual General Meeting, will be payable to those shareholders whose names appear in the Register of Members of the company as on November 23, 2021 in case of physical shares or in the records of the Depositories as beneficial owners of the shares as at the close of business hours on November 16, 2021 in case of dematerialized shares.

As you may be aware, in accordance with the provisions of the Income Tax Act, 1961 as amended by and read with the provisions of the Indian Finance Act, 2020, dividend declared and paid by the Company after April 1, 2020, is taxable in the hands of shareholders and the Company is required to deduct the tax at source ("TDS") on the distribution of dividend income to its shareholders at the applicable rates.

Accordingly, shareholders holding shares in dematerialized mode, are requested to update their records such as tax residential status, permanent account number (PAN) and register their email addresses, mobile numbers and other details with their relevant depositories through their depository participants and shareholders holding shares in physical mode are requested to furnish details to the Company's registrar and share transfer agent MAS Services Limited. This will enable us to determine the appropriate TDS rate (if any).

A. Resident Shareholders

In pursuance to amendment in the Indian Income Tax Provisions, the Company is required to withhold the taxes on dividend income paid to its resident shareholder, as per the prescribed rates under Section 194 of the Income Tax Act, 1961 {"the Act").

Particulars of resident shareholders	Applicable rate	Documents required, if any
Total dividend to be paid to Individual shareholder during F.Y. April 1, 2021 to	Nil	-

March 31, 2022 does not exceed INR 5000		
Valid Form 15G or Form 15H (as applicable) are furnished	Nil	No TDS shall be deducted if the Individual shareholder provides duly signed Form 15G or Form 15H (as applicable), provided that form is accurately filled, and it meets the prescribed eligibility conditions. A fillable PDF Format of Form 15G / 15H is attached with the email.
PAN is available	10%	All resident shareholders are requested to update the PAN, if not already done, with the depositories (in case of shares held in dematerialized mode) and with the Company's Registrar and Transfer Agents ("RTA") – M/s. MAS Services Limited (in case of shares held in physical mode).
PAN is not available/ invalid PAN	20%	-
Life Insurance Corporation ("LIC"), General Insurance Company ("GIC"), Other Insurer for whom Section 194 of the Act is not applicable	Nil	As per the provisions of section 194 of the Act, no tax is required to be deducted on dividend paid to LIC, GIC or its subsidiaries or any other insurer in respect of shares owned by them or in which they have full beneficial interest. Self-attested copy of valid IRDAI registration certificate needs to be submitted.
Persons Covered under Section 196 of the Act (e.g. Mutual Funds, Govt.)	Nil	Self-attested copy of valid SEBI registration certificate/any other documentary evidence that person is covered under provision of section 196 needs to be submitted.
Submitting Order u/s 197*** (i.e. lower or NIL withholding tax certificate)	Rate provided in the Order	Lower/NIL withholding tax certificate obtained from tax authority
Category I and II Alternative Investment Fund	Nil	No TDS is required to be deducted as per Section 197A(1F) of the Act, subject to specified conditions. Self-attested copy of valid SEBI registration certificate needs to be submitted.

B. Non-Resident Shareholders

In pursuance to amendment in the Indian Income Tax Provisions, the Company is required to withhold the taxes on dividend, as per the prescribed rate on dividend payable to its shareholder.

Particulars of non-resident shareholders	**Applicable rate**	**Documents required, if any**
Non-resident shareholders (including FII/FPI)	20% (plus applicable surcharge and cess) **OR** DTAA Rate* ***(whichever is lower)***	In order to avail the benefit of Double Taxation Avoidance Agreement (DTAA) by Non-resident Shareholders, the following documents are required to be submitted to the Company 1. Self-attested copy of Indian Permanent Account Number (PAN) card. In case of persons not having PAN, substitute of PAN **. 2. Self-attested copy of Tax Residency Certificate issued by the tax revenue department of your home country 3. Copy of Form 10F as per the Rules prescribed in The Income Tax Rules, 1962 (attached) 4. Self-declaration from Non-resident, primarily covering the following (draft declaration is attached in the email): - Non-resident is and will continue to remain a tax resident of the country of its residence during the Financial Year 2021-22. - Non-resident is eligible to claim the benefit of respective DTAA - Non-resident receiving the dividend income is the beneficial owner of such income - Dividend income is not attributable/effectively connected to any Permanent Establishment (PE) or Fixed Base in India.
Submitting Order u/s 197*** (i.e. lower or NIL withholding tax certificate)	Rate provided in the Order	Lower/NIL withholding tax certificate obtained from tax authority

** 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 of the documents submitted by the Non-Resident shareholder and review to the satisfaction of the Company.*

*** Tax Identification Number of the shareholder in the country or specified territory of his residence and in case no such number is available, then a unique number on the basis of which the shareholder is identified by the Government of that country or the specified territory of which he claims to be a resident.*

**** Withholding rate lower than the rates prescribed in the Income Tax Act or the relevant DTAA shall be applied only on submission of a valid lower/nil withholding certificate u/s 197 obtained from the tax authority.*

TDS rate in case of taxpayers in Specified Cases:

The Finance Act, 1961 has inserted the provisions of Section 206AB of the Income Tax Act, 1961 with effect from July 1, 2021, pursuant to which the company would be liable to deduct tax at higher of the below rates on the dividend paid to 'specified persons':

- At twice the rate specified in the relevant provision of the Act; or
- At twice the rate or rates in force; or
- At the rate of 5%

'Specified Person' as defined under section 206AB means a person:

- Who has not filed income tax return for two previous years immediately prior to the previous year in which tax is required to be deducted, for which time limit for filing of return of income under section 139(1) has expired; and
- The aggregate of TDS or TCS in whose case is Rs. 50,000/- or more in each of these two immediate previous years.

Non-resident shareholders who do not have a permanent establishment in India are excluded from the scope of a 'Specified Person'.

In cases where Sections 206AA and 206AB are applicable i.e. the shareholder has not submitted PAN as well as not filed the return, tax will be deducted at higher of the rates prescribed in these sections.

The Income Tax Department has issued a compliance check utility to check whether a person is covered under the 'specified person' as defined under Section 206AB of the Act. Accordingly, for determining TDS rate on Dividend, the Company will be using said utility to determine the applicability of Section 206AB of the Act.

Kindly note that if any Non-Resident is a 'specified person' under the above-mentioned provisions (i.e. they have not filed tax returns for past 2 years within due dates and their aggregate of TDS or TCS exceeds INR 50,000 per year), a No PE Declaration should be submitted to the Company by November 7, 2021. In the event such declaration is not submitted, the Company shall apply withholding tax at a higher rate as per provisions of section 206AB.

Shareholders also please note that linking of PAN and Aadhar is mandatory. Accordingly, shareholders are requested to link their PAN with Aadhar on the Income tax website. In case the PAN is not linked with Aadhar, then the PAN is liable to be treated as invalid and TDS would be deducted at higher rate prescribed in Section 206AA.

Declaration under Rule 37BA

In terms of Rule 37BA of the Income Tax Rules, 1962, if dividend income on which tax has been deducted at source is assessable in the hands of a person other than the deductee, then such deductee

should file declaration with Company in the manner prescribed in the Rules. The draft format of the declaration is attached in the email.

Kindly note that above mentioned declaration for giving credit of taxes deducted to the beneficial owner should be made on or before December 20, 2021. Requests received after December 20, 2021 will not be entertained.

General Instructions:

Shareholders who are exempted from TDS provisions through any circular or notification may provide documentary evidence in relation to the same, to enable the Company in applying the appropriate TDS on Dividend payment to such shareholder.

In order to enable the Company to determine and deduct appropriate TDS / Withholding Tax, shareholders are requested to submit required forms and documents for the Financial Year 2021-22 for the purpose of claiming exemption from tax deduction (duly completed and signed) on **RTA's email ID- investor@masserv.com on or before November 7, 2021. Kindly note any forms, declarations and documents that is incomplete and/or unsigned or submitted after November 7, 2021 (5 pm) will not be considered by the Company.**

Further, please note that all forms/declarations submitted are valid for one Financial Year. Hence, you are requested to submit fresh form for Financial Year 2021-22., It may be noted that the tax documents/forms earlier submitted for Financial Year 2020-21 will not be considered for the purpose of tax deduction at source as per tax law. ***Further, if you have submitted documents for Interim Dividend declared for Financial Year 2021-22, please send revised if the amount of dividend to be received exceeds your earlier submitted disclosure.***

The Company will arrange to email a soft copy of TDS certificate to you at your registered email ID post completion of activities as per the prescribed timelines. Shareholders will also be able to see the credit of TDS in Form 26AS, which can be downloaded from their e-filing account at https://incometaxindiaefiling.gov.in

If the tax on said Dividend is deducted at a higher rate in absence of receipt of or satisfactory completeness of the afore-mentioned details/documents by the Company, the shareholder may claim an appropriate refund in the return of income filed with their respective Tax authorities. No claim shall lie against the Company for such taxes deducted.

In the event of any income tax demand (including interest, penalty, etc.) arising from any misrepresentation, inaccuracy or omission of information provided / to be provided by the Shareholder(s), such Shareholder(s) will be responsible to indemnify the Company and also, provide the Company with all information / documents and co-operation in any appellate proceedings. Further, shareholders who have not registered their email address are requested to register the same:

- In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to RTA; and

- In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16-digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to your DP.

Further, please note that, in line with the Securities and Exchange Board of India ("SEBI") directives, the Company is required to update bank details of the Members of the Company to enable usage of the electronic mode of remittance for distributing dividends and other cash benefits to its Members. In this regard, Members holding shares in electronic form are requested to furnish their bank details to their DPs. Members holding shares in physical form are requested to furnish their bank details, along with a photocopy of a blank cancelled cheque pertaining to your bank account to the RTA, M/s MAS Services Limited.

Should you seek any further clarification, please write to us at investor@masserv.com or investorgil.im@pg.com.

Disclaimer: This Communication shall not be treated as an advice from the Company. Shareholders should obtain the tax advice related to their tax matters from a tax professional.

For Gillette India Limited

FLAVIA PETER MACHADO
Digitally signed by FLAVIA PETER MACHADO
Date: 2021.09.17 18:27:35 +05'30'

Flavia Machado
Company Secretary

""FORM NO. 15G

[See section 197A(1), 197A(1A) and rule 29C]

Declaration under section 197A (1) and section 197A(1A) to be made by an individual or a person (not being a company or firm) claiming certain incomes without deduction of tax.

PART I

		2021-22		
			☐	☐

Declaration/Verification[10]

31st March, 2022 2022-23

31st March, 2022

2022-23

PART II

[To be filled by the person responsible for paying the income referred to in column 16 of Part I]

GILLETTE INDIA LIMITED		
AAACI3924J	P&G Plaza, Cardinal Gracias Road, Chakala, Andheri (E), Mumbai - 400099	
	022 2826 6000	

.....

.....

.....

FORM NO. 15H
[See section 197A(1C) and rule 29C]

Declaration under section 197A(1C) to be made by an individual who is of the age of sixty years or more claiming certain incomes without deduction of tax.

PART I

2021-22		
☐ ☐		

Declaration/Verification[8]

31st March, 2022 2022-23

31st March, 2022

PART II

[To be filled by the person responsible for paying the income referred to in column 15 of Part I]

GILLETTE INDIA LIMITED		
	P&G Plaza, Cardinal Gracias Road, Chakala, Andheri (E), Mumbai - 400099	

.....

.....

.....

On the letterhead of Custodian

Date: __/09/2021

To,
Gillette India Limited
P&G Plaza, Cardinal Gracias Road,
Chakala Andheri (E),
Mumbai 400 099.

Sub: Declaration under Rule 37BA

We _____, are currently holding shares of Gillette India Limited on behalf of the _____. We understand that Gillette India Limited has declared a Final dividend of INR 36 per share for FY 2020-21 and shall soon be paying the same to us, as we are a shareholder in books of Gillette India Limited.

We hereby declare that said dividend income on the shares **belongs to and is assessable** in hands of below-mentioned shareholders who are actual beneficial owners and entitled to receive such dividend income. Thus we request you to deduct tax on such dividend income in the name of the said shareholders and report the dividend income against the PAN of the respective shareholders.

Details about the shareholders to whom shares and dividend income belongs and credit to be given are as follows:

Sr. No.	Name (Shareholder)	Address	PAN	No. of Shares held by us	Expected Dividend amount

We undertake and confirm that dividend to be received by us for the above does not belong to us and we shall not claim credit of the TDS applied on the said income.

We request that while furnishing the information to the Income-tax Department in your TDS statement/return, the details of dividend income and corresponding TDS on the same should be stated in name of the above mentioned shareholders instead of us.

On the letterhead of Custodian

The above declaration is in terms of Section 199 of the Income-tax Act, 1961 read with Rule 37BA(2) of the Income-tax Rules, 1962 and is based on which tax is deducted at source by the Company it would be in due compliance of law by the Company.

We seek your co-operation in this regard.

Thanking you,
Yours faithfully

For _____

Signature of Authorised Person

Name: _____

Designation: _____

. *) 0 5, C

*

(*

- *

. * * *)

0 5,) 0 5, *

(B

ction (5) of section 90 or sub-section (5) of , 1961

horised Signatory>> *

(

. ,) **<<name of Company>>***

) 1 5, 5,

Sl. No.	*Nature of Information*		*Details#*
(i)	(*		
(ii)			
(iii)			