



**Procter & Gamble Hygiene
and Health Care Limited**
CIN: L24239MH1964PLC012971
Registered Office:
P&G Plaza
Cardinal Gracias Road, Chakala
Andheri (E), Mumbai 400 099
Tel: (91-22) 2826 6000
Fax: (91-22) 2826 7337
Website: in.pg.com

REMINDER 4
FOR IMMEDIATE ATTENTION OF THE SHAREHOLDERS

Ref. No.
Date : 14th March, 2023

Name
Folio No./DP-CLID :
Shares:
Address:

Subject:- Reminder Letter for furnishing PAN, KYC, Nomination and Bank details by holders of Physical Shares.

Dear Sir/Madam,

We again draw your attention to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 03rd November, 2021 and further clarification vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021, wherein it was directed by SEBI to mandatorily update the PAN, KYC, Nomination details, Bank details, Contact details and Specimen Signature of all the Shareholders holding Shares in physical form and compulsory linking of PAN with AADHAAR on or before April 1, 2023.

SEBI has issued another circular for providing extension on above, vide Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, whereby all shareholders are instructed to complete their KYC as detailed in letter below **on or before September 30, 2023**. Please be informed that if any of the aforesaid documents / details as mentioned in the aforesaid SEBI Circulars are not available with the Company / RTA on or after September 30, 2023, the securities of such Shareholder shall be frozen and Shareholder will not be eligible to lodge grievance or avail service request from the RTA and will not be eligible for receipt of dividend in physical mode. Further, Shareholders holding shares in physical form are requested to ensure that their PAN is linked to AADHAAR as specified by the Central Board of Direct Taxes to avoid freezing of Folio.

In order to ensure that your Folio is not frozen, you are requested to provide the KYC details, as per the records of the Company / RTA, the following is the status of your KYC and Nomination details:

Sr. No.	Particulars	Status
1.	Permanent Account Number (PAN)	
2.	Postal Address	
3.	Email ID	
4.	Mobile No.	
5.	Registered bank account	
6.	Specimen Signatures	
7.	Nominee details	



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Members may download the below mentioned Forms from the Website of the Company which is available at <https://in.pg.com/india-investors/pghh/guidance/#shareholder-services> or from the Website of RTA viz. Link Intime India Private Limited at <https://web.linkintime.co.in/KYC-downloads.html> and forward the same along with all the supporting documents based on requirements considering the above mentioned points:

Sr. No.	Form	Purpose
1	ISR-1	Request for registering PAN, KYC Details or Changes / Updation thereof.
2	ISR-2	Confirmation of Signature of securities holder by the Banker
3	ISR-3	Declaration Form for Opting-out of Nomination
4	SH-13	Nomination Form
5	SH-14	Cancellation or Variation of Nomination

You are also requested to kindly update your Email ID and Mobile Number with the RTA for records as well as receiving communication by electronic means.

Please note the following contact details of our RTA to submit your PAN/KYC/Nomination/Bank details etc.:

Link Intime India Private Limited

Address: C-101, 247 Park, L.B.S Marg, Vikhroli (West), Mumbai - 400 083.

Email:

rnt.helpdesk@linkintime.co.in

Tel No: 022-49186000

Thanking you,

Yours faithfully,

For Procter & Gamble Hygiene and Health Care Limited

Sd/-

Ghanashyam Hegde

Executive Director and Company

Secretary