



**Gillette India Limited**

CIN: L28931MH1984PLC267130

Regd. Office

P&G Plaza, Cardinal Gracias Road,  
Chakala, Andheri (E),

Mumbai - 400099

Tel : 91-22-2826 6000

Fax : 91-22-2826 7337

Website: in.pg.com

February 04, 2021

To,

FOLIO-DPID-CLID

First Name

Dear Shareholder,

We are pleased to inform you that the Board of Directors of the Company at its Meeting held on February 4, 2021, have declared an Interim dividend of Rs.33/- per equity share of face value of Rs. 10 each for the Financial Year 2020-21. The said dividend, will be payable to those shareholders whose names appear in the Register of Members of the company or in the records of the Depositories as beneficial owners of the shares as at the close of business hours on Friday, February 12, 2021 (Record date).

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"}.

<b>Particulars of resident shareholders</b>	<b>Applicable rate</b>	<b>Documents required, if any</b>
Total dividend to be paid to Individual shareholder during F.Y. April 1, 2020 to	Nil	-



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March 31, 2021 does not exceed ₹ 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 filed, and it meets the prescribed eligibility conditions. Please download Form 15G / 15H from the Income Tax website <a href="https://www.incometaxindia.gov.in/Pages/downloads/most-used-forms.aspx">https://www.incometaxindia.gov.in/Pages/downloads/most-used-forms.aspx</a>
PAN is available	7.5%	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") – 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.



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		Self-attested copy of valid SEBI registration certificate needs to be submitted.
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**B. Non-Resident Shareholders**

Particulars of non-resident shareholders	Applicable rate	Documents required, if any
Foreign Institutional Investors (FIIs) / Foreign Portfolio Investors (FPIs)	20% (plus applicable surcharge and cess)*	-
Other Non-resident shareholders	20% (plus applicable surcharge and cess) <b>OR</b> DTAA Rate** <i>(whichever is lower)</i>	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 (draft attached) 4. Self-declaration from Non-resident, primarily covering the following (draft declaration is attached herewith): - Non-resident is and will continue to remain a tax resident of the country of its residence during the Financial Year 2020-21. - 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.

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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
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*\* Please note that benefit of Double Tax Avoidance Agreement (DTAA) shall not be provided to FIIs and FPIs.*

*\*\* 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.*

**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.

The aforementioned documents (duly completed and signed) are required to be mailed to Company's RTA, at [investor@masserv.com](mailto:investor@masserv.com).

Typically, applicable forms and documents are valid for a financial year. Accordingly, if you have not submitted required forms and documents during FY 2020-21 earlier for the purpose of claiming exemption from tax deduction at source, you are requested to submit the same on the e-mail address mentioned above. Please note that the documents (duly completed and signed) should be shared via e-mail **on or before February 10, 2021** in order to enable the Company to determine and deduct appropriate TDS / Withholding Tax. Incomplete and/or unsigned forms, declarations and documents will not be considered by the Company.

Further, if there are any changes/amendments to the forms, declaration or documents already submitted during FY 2020-21, the shareholder is requested to submit the amended forms, declaration or documents **on or before February 10, 2021**. It may be noted that the tax documents/forms earlier submitted will be considered (to the extent eligible) for the purpose of tax deduction at source as per tax law.

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



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<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:

- a. 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
- b. 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.

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, alongwith 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](mailto:investor@masserv.com) or [investorgil.im@pg.com](mailto:investorgil.im@pg.com).

You may courier hard copies to Company's RTA at T-34, 2nd floor, Okhla Industrial Area, Phase II, New Delhi – 110 020.

You may download the forms by clicking on the below mentioned links:

[Form 15 G](#)

[Form 15 H](#)

[Form 10 F](#)



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[Non Resident Tax Declaration Form](#)

*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.*

Signed for and behalf of

For **Gillette India Limited**

Sd/-

**Ghanashyam Hegde**

Company Secretary