

PROCTER & GAMBLE HYGIENE AND HEALTH CARE LIMITED

(CIN: L24239MH1964PLC012971)

Registered Office: P&G Plaza, Cardinal Gracias Road, Chakala, Andheri (E), Mumbai - 400 099

Website: www.pg.com/en_IN • Tel: (91-22) 2826 6000; Fax: (91-22) 2826 7337

NOTICE

NOTICE is hereby given that the Fifty-Fourth Annual General Meeting of the Members of the Company will be held on **Thursday, November 29, 2018, at 11.00 a.m.** at Y. B. Chavan Pratishthan, Gen. Jagannathrao Bhonsle Marg, Mumbai 400 021 to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Balance Sheet as at June 30, 2018 and the Statement of Profit and Loss for the Financial Year ended on that date, together with the Reports of the Auditors and Directors thereon.
2. To declare Final Dividend for the Financial Year ended June 30, 2018.
3. To appoint a Director in place of Ms. Sonali Dhawan (DIN 06808527), who retires by rotation and being eligible, offers herself for re-appointment.
4. To appoint a Director in place of Mr. Shaillyamanyu Singh Rathore (DIN 06832523), who retires by rotation and being eligible, offers himself for re-appointment.

SPECIAL BUSINESS

5. To consider and, if thought fit, to pass with or without modification(s), if any, the following Resolution as an **Ordinary Resolution**:

Ratification of Payment of Remuneration to the Cost Auditor for the Financial Year 2018-19

"RESOLVED THAT pursuant to the provisions of Section 148 and all other applicable provisions, if any, of the Companies Act, 2013 ("Act"), Rules framed thereunder (as amended from time to time) and other applicable laws, such other permissions as may be necessary, the Members hereby ratify the remuneration of ₹ 8,50,000/- plus service tax and out-of-pocket expenses payable to Ashwin Solanki & Associates, Cost Accountants, who are

appointed by the Board of Directors of the Company to conduct audit of the Cost records maintained by the Company for the Financial Year 2018-19."

6. To consider and, if thought fit, to pass with or without modification/s, if any, the following Resolution as an **Ordinary Resolution**:

Payment of Commission to the Non-Executive Directors of the Company

"RESOLVED THAT in pursuant to the provisions of Sections 197, 198 and other applicable provisions, if any, of the Companies Act, 2013 and rules made thereunder, the Non-Executive Directors of the Company be paid a commission upto one percent of the net profits of the Company per annum in the aggregate for a period of five years with effect from July 1, 2018, as may be determined by the Board of Directors from time to time."

By Order of the Board of Directors

**Sd/-
Prashant Bhatnagar
Chief Financial Officer**

Mumbai
August 22, 2018

Registered Office:

P&G Plaza,
Cardinal Gracias Road,
Chakala, Andheri (East),
Mumbai - 400 099

NOTES

1. The relevant Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, in respect of business under Item Nos. 5 and 6 is annexed hereto and forms a part of this Notice.

2. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT PROXY(IES) TO ATTEND AND VOTE ON A POLL INSTEAD OF HIMSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. THE INSTRUMENT APPOINTING PROXY, IN ORDER TO BE EFFECTIVE SHOULD BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LATER THAN 48 HOURS BEFORE THE COMMENCEMENT OF THE MEETING.**

Pursuant to the provisions of Section 105 of the Companies Act, 2013, a person can act as a proxy on behalf of not more than fifty members and holding in aggregate not more than ten percent of the total Share Capital of the Company. Members holding more than ten percent of the total Share Capital of the Company may appoint a single person as proxy, who shall not act as a proxy for any other Member. A Proxy Form is annexed to this Report. Proxies submitted on behalf of Corporate Members must be supported by relevant Board Resolution/ authority etc.

3. Corporate Members intending to send their authorized representatives to attend the Meeting are requested to send to the Company, a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the Meeting.
4. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.
5. The Register of Members and the Share Transfer books of the Company will remain closed from **Friday, November 23, 2018, to Thursday, November 29, 2018** (both days inclusive), for the purpose of determining the names of Members eligible for final dividend on Equity Shares, if declared at the Annual General Meeting.
6. The final dividend on Equity Shares for the Financial Year ended June 30, 2018, as recommended by the Directors, if approved at the Annual General

Meeting, will be paid on or before December 21, 2018:

- (a) To all beneficial owners, in respect of shares held in dematerialized form, as per details furnished by the Depositories for this purpose as at the close of business hours on November 22, 2018;
 - (b) To all Members, in respect of shares held in physical form, whose names shall appear on the Company's Register of Members as on November 29, 2018.
7. 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 such as ECS [LECS (Local ECS) / RECS (Regional ECS) / NECS (National ECS)], NEFT 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 Depository Participants ("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 Registrar and Share Transfer Agent, ("RTA"), M/s. Link Intime India Pvt. Ltd.

8. Members holding shares in the physical form are requested to intimate the following directly to the Company's RTA, M/s. Link Intime India Private Limited, C-101, 247 Park, LBS Marg, Vikhroli (West), Mumbai 400 083.

Tel: (022) 4918 6279,
Fax: (022) 4918 6060,
E-mail: rnt.helpdesk@linkintime.co.in.

- (a) Bank Mandate with full particulars for remittance of dividend directly into their Bank Accounts, if declared at the Meeting;
- (b) Intimate changes, if any, in their address/name, bank details, NECS/ECS, mandates, nominations, power of attorney etc. at an early date;

- (c) Apply for consolidation of folios, if shareholdings are under multiple folios in identical names or joint holding in the same order of names;
- (d) Send their share certificates for consolidation, and
- (e) Request for nomination forms for making nominations, as per the format prescribed under the Companies Act, 2013.

Members holding shares in the dematerialized form are requested to intimate the aforesaid changes directly to their DPs, as applicable.

9. SEBI has mandated submission of Permanent Account Number ("PAN") for all transactions in the securities market. Members who are holding shares in dematerialized form are requested to submit their PAN details to their respective DP. Members holding shares in physical form can submit their PAN details to the Company's RTA, M/s. Link Intime India Private Limited.
10. Members are requested to note that effective December 5, 2018, transfer of shares held in physical form will not be accepted as per the amended SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015.
11. In the case of dematerialized Shares, the Company is obliged to print Bank details on the dividend warrants, as are furnished by the National Securities Depository Limited ("NSDL") and the Central Depositories Services (India) Limited ("CDSL") ("the Depositories") to the Company and the Company cannot entertain any request for deletion/change of Bank details without confirmation from the Depositories. In this regard, Members are advised to contact their DPs and furnish them the particulars of any change(s) desired.
12. Non-resident Indian Members are requested to immediately inform the Company or its RTA or the concerned DP, as the case may be, about the following:
 - (a) The change in the residential status on return to India for permanent settlement;

- (b) The particulars of the NRE account with a Bank in India, if not furnished earlier.

13. As an austerity measure, copies of the Annual Report will not be distributed at the Annual General Meeting. Members are requested to bring their copies to the Meeting. Members desiring any information as regards the Accounts are requested to write to the Company at an early date so as to enable the management to keep the information ready at the Meeting.
14. The Ministry of Corporate Affairs has notified provisions relating to unpaid / unclaimed dividend under Sections 124 and 125 of the Companies Act, 2013 and Investor Education and Protection Fund (Accounting, Audit, Transfer and Refund) Rules, 2016. As per these Rules, dividends which are not encashed / claimed by the shareholder for a period of seven consecutive years shall be transferred to the Investor Education and Protection Fund (IEPF) Authority. The new IEPF Rules mandate the companies to transfer the shares of shareholders whose dividends remain unpaid / unclaimed for a period of seven consecutive years to the demat account of IEPF Authority. Hence, the Company urges all the shareholders to encash / claim their respective dividend during the prescribed period. The details of the unpaid / unclaimed amounts lying with the Company as on November 16, 2017 (date of last Annual General Meeting) are available on the website of the Company at www.pg.com/en_IN. The shareholders whose dividend / shares are transferred to the IEPF Authority can now claim their shares from the Authority by following the Refund Procedure as detailed on the website of IEPF Authority <http://iepf.gov.in/IEPFA/refund.html>.
15. Members are requested to contact the Company's RTA, M/s. Link Intime India Private Limited, for claiming the unclaimed dividends. The detailed dividend history and due dates for transfer to IEPF are provided in the "Corporate Governance" section of the Annual Report.

16. Members are requested to address all correspondences, including Share Transfer documents and dividend matters to the Company's RTA, M/s. Link Intime India Private Limited, C-101, 247 Park, LBS Marg, Vikhroli (West), Mumbai 400 083. Tel: (022) 4918 6279, Fax: (022) 4918 6060, e-mail: rnt.helpdesk@linkintime.co.in.

Members are requested to quote their ledger folio numbers in all their correspondence to enable the Company to provide better services to the Members.

17. At the beginning of the Financial Year, there were 38,978 shares in name of 301 shareholders lying in the demat suspense account. During the Financial Year, the Company received claims from 3 shareholders, which was duly transferred to the claimant shareholders. As on June 30, 2018, 38,657 shares in name of 298 shareholders are lying in the demat suspense account.

18. This Annual Report alongwith Notice convening the Annual General Meeting is being sent in the electronic form to all the Members who have furnished their e-mail ids to the Company or updated/ provided their e-mail ids to their respective DPs. Members may kindly note that as Members of the Company they are entitled to be furnished, free of cost a printed copy of the Annual Report of the Company, upon receipt of requisition at any time. The communications/ documents issued by the Company would also be made available on the Company's website: www.pg.com/en_IN. Members holding shares in physical form, who have not registered/ updated their respective e-mail it's, are requested to intimate their respective e-mail ids to rnt.helpdesk@linkintime.co.in. Members holding shares in dematerialized form, who have not registered/updated their respective e-mail ids, are requested to do so with their respective DPs.

19. In compliance with Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the provisions of Section 108 of the Companies Act,

2013 and the Rules framed there under, Members may cast their votes electronically, through the e-voting services, on all the resolutions set forth in this Notice. The e-voting period commences on Saturday, November 24, 2018 at 9:00 a.m. and ends on Wednesday, November 28, 2018 at 5:00 p.m. During this period, Members of the Company, holding shares either in physical form or in dematerialized form, as on November 22, 2018, may cast their vote electronically. The e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by a Member, he shall not be allowed to change it subsequently. The Company has appointed Mr. B. V. Dholakia, Practicing Company Secretary and in his absence, Mr. Nrupang Dholakia, to act as the Scrutinizer, for conducting the scrutiny of the votes cast. The Members desiring to vote through electronic mode may refer to the detailed procedure on e-voting given hereinafter.

Procedure For E-Voting

A. The Company has entered into an arrangement with National Securities Depository Limited ("NSDL") for facilitating e-voting for the Annual General Meeting. The instructions for e-voting are as under:

a) In case of Members receiving an e-mail from NSDL:

- (i) Open the PDF file 'PGHH e-voting.pdf' attached to the e-mail, using your Client ID / Folio No. as password. The PDF file contains your User ID and Password for e-voting. Please note that the Password provided in PDF is an 'Initial Password'.
- (ii) Launch an internet browser and open <https://www.evoting.nsdl.com/>
- (iii) Click on Shareholder - Login.
- (iv) Insert 'User ID' and 'Initial Password' as noted in step (i) above and click 'Login'.

- (v) Password change menu will appear. Change the Password with a new Password of your choice. Please keep a note of the new Password. It is strongly recommended not to share your Password with any person and take utmost care to keep it confidential.
 - (vi) Home page of e-voting will open. Click on e-Voting – Active E-voting Cycles.
 - (vii) Select 'EVEN' of Procter & Gamble Hygiene and Health Care Limited.
 - (viii) Now you are ready for e-voting as 'Cast Vote' page opens.
 - (ix) Cast your vote by selecting appropriate option and click on 'Submit'. Click on 'Confirm' when prompted.
 - (x) Upon confirmation, the message 'Vote cast successfully' will be displayed.
 - (xi) Once you have voted on the resolution, you will not be allowed to modify your vote.
 - (xii) For the votes to be considered valid, the Institutional shareholders (other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution / Authority Letter etc. together with attested specimen signatures of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail at pghhagm2018@dholakia-associates.com with a copy marked to evoting@nsdl.co.in.
- b) In case of Shareholders receiving physical copy of the Notice of Annual General Meeting and Attendance Slip**
- (i) Initial Password is provided at the bottom of the Attendance Slip.
 - (ii) Please follow all steps from Sr. No. (ii) to Sr. No. (xii) above, to cast vote.
 - B. In case of any queries, you may refer to the 'Frequently Asked Questions' ("FAQs") and 'e-voting user manual' available at the Downloads section of NSDL's e-voting website www.evoting.nsdl.com.
 - C. If you are already registered with NSDL for e-voting then you can use your existing User ID and Password for casting vote.
 - D. Facility for voting through polling paper shall also be made available at the meeting and Members attending the meeting who have not already cast their vote by e-voting shall be able to exercise their right at the meeting.
 - E. The Members who have cast their vote by e-voting prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again.
 - F. The results along with the Scrutinizer's Report, shall be placed on the website of the Company.
- Members may kindly note that no gifts in any form shall be given to any Member and the Company will not entertain any requests in this regard.**
- By Order of the Board of Directors**
- Sd/-**
Prashant Bhatnagar
Chief Financial Officer
- Mumbai
August 22, 2018
- Registered Office:**
P&G Plaza, Cardinal Gracias Road,
Chakala, Andheri (East),
Mumbai - 400 099

EXPLANATORY STATEMENT

(Pursuant to Section 102 of the Companies Act, 2013)

Item No. 5

Ratification of Payment of Remuneration to the Cost Auditor for the Financial Year 2018-19

The Board of Directors at their meeting held on August 22, 2018, on the recommendation of the Audit Committee, approved the appointment of Ashwin Solanki & Associates, Cost Accountants as the Cost Auditors to conduct the audit of the cost records of the Company for the Financial Year 2018-19 at a remuneration of ₹ 8,50,000/- plus service tax and out-of-pocket expenses.

In terms with the provisions of Section 148 of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014, remuneration payable to the Cost Auditors is required to be ratified by the Members of the Company.

The Board recommends passing of the resolution at item no. 5 as an Ordinary resolution.

None of the Directors or Key Managerial Personnel of the Company and their relatives, are concerned or interested, financially or otherwise, in this item.

Item No. 6

Payment of Commission to the Non-Executive Directors of the Company

The Members of the Company had at their 51st Annual General Meeting held on October 28, 2015 approved payment of Commission to Non-Executive Independent Directors upto 1% of the net profits of the Company per annum in the aggregate for a period of five years effective July 1, 2016. It is proposed to extend the said approval to Non-Independent Non-Executive Directors. Hence, the Company seeks an approval from the Members at the ensuing 54th Annual General Meeting for payment of commission to Non-Executive Directors upto 1% of the net profits of the Company per annum in the aggregate for a period of five years effective July 1, 2018.

The Board recommends the passing of the resolution at item no. 6 as an Ordinary Resolution.

All the Non-Executive Directors are deemed to be interested and concerned in this item of business.

By Order of the Board of Directors

**Sd/-
Prashant Bhatnagar
Chief Financial Officer**

Mumbai
August 22, 2018

Registered Office:

P&G Plaza, Cardinal Gracias Road,
Chakala, Andheri (East),
Mumbai - 400 099.

Details of Directors proposed to be re-appointed by rotation at the forthcoming 54th Annual General Meeting

Name of Director	Ms. Sonali Dhawan	Mr. Shailymanyu Singh Rathore
Age	42 years	42 years
Date of appointment on the Board	07/05/2014	15/03/2014
Expertise in specific field	M.B.A. in Marketing	Masters in Law
Names of other Companies in which he holds Directorships	<ol style="list-style-type: none"> 1. Gillette India Limited 2. The Indian Society of Advertisers 	<ol style="list-style-type: none"> 1. Temple Trees Impex and Investments Private Limited 2. Indian Beauty & Hygiene Association
Chairman/Member of the Committee(s) of the Board of Directors of the Company	Member of Committees: <ol style="list-style-type: none"> 1. Corporate Social Responsibility Committee 	Chairman of Committees: <ol style="list-style-type: none"> 1. Stakeholder Relationship Committee Member of Committees: <ol style="list-style-type: none"> 1. Cash & Investment Committee 2. Risk Management Committee
Chairman/Member of the Committee(s) of Board of Directors of other Companies in which he is a Director	Gillette India Limited: Member of Committees: <ol style="list-style-type: none"> 1. Stakeholder Relationship Committee 2. Nomination & Remuneration Committee 3. Corporate Social Responsibility Committee 	Gillette India Limited: Member of Committees: <ol style="list-style-type: none"> 1. Risk Management Committee
Shareholding in the Company	Nil	Nil

Route Map for venue of the 54th Annual General Meeting of Procter & Gamble Hygiene and Health Care Limited

