

Dear Shareholder(s),

Sub: Marico Limited – General Communication on Tax Deduction at Source on Dividend

Further to the e-mail sent by the Company on February 27, 2024 informing *inter-alia* about declaration of the Second Interim Equity Dividend of Rs. 6.50/- per equity share of Re. 1/- each for the financial year 2023-24 (“Dividend”), we request the shareholders’ attention on the deduction of tax at source on the said Dividend pursuant to the provisions of the Income Tax Act, 1961, as amended by the Finance Act, 2020 (“Finance Act”) and the relevant documentation required to be furnished to the Company, in this regard.

Shareholders are requested to note that as per the provisions of the Finance Act, dividends paid or distributed by a company shall be taxable in the hands of the shareholders. The Company shall therefore deduct tax at source (‘TDS’) (at the applicable rates) at the time of payment of the dividend. The withholding tax rate will vary depending on the residential status of the shareholder(s) and subject to verification of documents, uploaded by the shareholder(s) in this regard at <https://liiplweb.linkintime.co.in/formsreg/submission-of-form-15g-15h.html>.

Shareholders are requested to upload all documents at the aforesaid link only.

Further, shareholders are requested to note the below:

- a. Record date for the purpose of reckoning the list of shareholders entitled to receive the aforesaid Dividend is **Wednesday, March 6, 2024**, which is also the cut-off date for Shareholders to upload their necessary tax declarations on the above link. **The Company shall not consider any declarations received post the cut-off date.**
- b. For resident shareholders, tax shall be deducted from the payment of dividend if the aggregate Dividend amount (i.e. total of Dividend received from First Interim Equity Dividend and Dividend to be received on Second Interim Equity Dividend) exceeds Rs. 5,000/- in a financial year.
- c. Shareholders should submit fresh declarations for the Second Interim Equity Dividend even if he/she has already submitted Form 15G/15H to the Company earlier.
- d. Shareholders intending to receive the TDS certificates in the name of the beneficial owners should communicate the details of the same to the Company before the cut-off date in the prescribed manner.

The below mentioned communication provides a brief of the applicable TDS provisions under the Finance Act for Resident and Non-Resident shareholder(s) categories.

Resident Shareholder:

Particulars	Applicable Rate	Documents required (if any)
With PAN	10%*	In case of shares held in Demat: Update the PAN, if not already done, with the depositories. In case of shares held physically: Update the PAN, if not already done, with the Company's Registrar and Transfer Agents (RTA) - Link Intime India Private Limited by sending a letter requesting correction of PAN mentioning the Company name & folio number along with the Self Attested PAN Card to RTA.
Without PAN/ Invalid PAN/ Inoperative PAN/ In case income-tax return not filed for last one assessment year for which due date of return filing has expired^	20%	If shareholders' PAN is not reflected or correct PAN is not updated in records of the depositories, shareholders are advised to send a letter requesting correction of PAN mentioning the Company name & folio number along with the Self Attested PAN Card to the RTA. In case PAN is not provided/ PAN is invalid/ PAN is inoperative/ Specified person as per section 206AB of the Act, TDS will be deducted at 20%.
Submitting Form 15G/ Form 15H	NIL	Declaration in Form No. 15G (applicable to resident individual) / Form 15H (applicable to a resident Individual who is 60 years and older), fulfilling certain conditions. Please download Form 15G / 15H from the Income Tax website www.incometaxindia.gov.in (Please ensure to submit fresh form 15G/15H for the Second Interim Equity Dividend even if you have already submitted Form 15G/15H earlier.)
Submitting Order under Section 197 of the Income Tax Act, 1961 ("Act")	Rate provided in the Order	Lower/NIL withholding tax certificate obtained from tax authority.
Shareholders (e.g. LIC, GIC etc.) for whom Section 194 of the Act is not applicable)	NIL	Self-declaration that it has full beneficial interest with respect to the shares owned by it along with Self attested copy of PAN card and copy of registration certification to satisfy that the said provisions are not applicable.

Persons Covered under Section 196 of the Act (e.g. Mutual Funds, Govt., RBI)	NIL	Documentary evidence that the person is covered under said Section 196 of the Act along with self-attested copy of PAN card and SEBI registration certificate needs to be submitted.
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*Notwithstanding the above, tax will not be deducted on payment of dividend to resident Individuals, if the aggregate Dividend amount to be paid by Marico Limited, does not exceed Rs. 5,000/- in a financial year.

Non-Resident Shareholder:

Particulars	Applicable Rate	Documents required (if any)
Foreign Institutional Investors (FIIs) / Foreign Portfolio Investors (FPIs)	20% (plus applicable surcharge and cess) OR Tax Treaty Rate** (whichever is lower)	Self-attested copy of certificate of registration accorded under the relevant regulations of SEBI.
Other Non-resident shareholders	20% (plus applicable surcharge and cess) OR Tax Treaty Rate** (whichever is lower)	In order to avail the beneficial TDS rate as per respective Tax Treaty, following documents are required to be submitted by the shareholder to Link Intime India Private Limited at https://liiplweb.linkintime.co.in/formsreg/submission-of-form-15g-15h.html : 1. Copy of Indian Tax Identification number (PAN), if available. 2. Tax Residency Certificate (TRC) obtained from the tax authorities of the country of which the shareholder is a resident. Since the calendar year has changed, request you to kindly share the TRC for calendar year 2024. 3. Electronic Form 10F~ duly filled and signed. 4. Self-declaration from Non-resident, primarily covering the following: a. I / We, <<Name of the Shareholder>> confirm that I / we am/ are a tax resident of <<Insert country>> as

		<p>contemplated in Article <<Insert relevant article>> of the Treaty with Tax identification number <<Insert relevant number>> and am / are eligible to claim benefits of the said DTAA.</p> <p>b. I / we am / are entitled to claim the treaty benefits under DTAA between India and <<Insert Country Name>>, read with the provisions laid down in Multilateral Instrument (MLI), wherever applicable.</p> <p>c. I / we << Name of the shareholder>> am / are the beneficial owner of such dividend income.</p> <p>d. Dividend income is not attributable / effectively connected to any Permanent Establishment (PE) or Fixed Base in India.</p>
Submitting Order u/s 197 (i.e. lower or NIL withholding tax certificate)	Rate provided in the Order	<p>Lower/NIL withholding tax certificate obtained from tax authority.</p> <p>^Note: In case the Non-resident's PAN falls under the specified category definition as per section 206AB of the Act, provide the No-PE declaration to exclude from the applicability of higher rate under the said section 206AB.</p>

^ Section 206AB of the Act:

Rate of TDS @ 10% under Section 194 of the Act is subject to provisions of Section 206AB of the Act (effective from July 1, 2021) which provides that tax is to be deducted at higher of the following rates in case of payments to the 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(3) of the Act, is someone who satisfies the following conditions:

- A person who has not filed income tax return for previous year immediately preceding the financial year in which tax is required to be deducted, for which the time limit of filing of return of income under Section 139(1) of the Act has expired; and
- The aggregate of TDS and TCS in whose case is Rs. 50,000/- or more in the said previous year. Further, Non-resident shareholders who do not have permanent establishment in India are excluded from the scope of a 'specified person'.

In cases where Sections 206AA and 206AB of the Act are applicable i.e. the shareholder has not submitted PAN and has not filed the income tax return, tax will be deducted at higher of the rates prescribed in the respective sections. The Central Board of Direct Taxes has provided a new functionality for compliance check under Section 206AB of the Act. Accordingly, for determining TDS rate on Dividend, the Company will be using the said functionality to determine the applicability of Section 206AB of the Act.

****The Company is not obligated to apply the beneficial Tax Treaty rates at the time of tax deduction/withholding on dividend amounts. Application of beneficial Tax Treaty Rate shall depend upon the completeness of the documents submitted by the Non-Resident shareholder and review to the satisfaction of the Company.**

~Form 10F:

In pursuance of Notification no. 03/2022 dated 16th July 2022, non-resident shareholders are required to furnish Form 10F electronically on income tax portal with their login credentials at <https://eportal.incometax.gov.in/iec/foervices/#/login>.

For non-resident shareholders who do not have a Permanent Account Number ('PAN') or who are not required to obtain PAN, the extended timeline for accepting self-certified manual Form 10F from such shareholders has expired on 30th September 2023. Accordingly, from 1st October 2023, the income tax department has now enabled a new category for obtaining Form 10F, while registering on the Income Tax Portal. The new category is "non-residents not having a PAN and not required to have PAN", which enables such non-residents to register on the Income Tax portal without PAN and file Form 10F electronically.

The above is not applicable to non-residents who have PAN in India. Such non-residents are required to furnish Form 10F electronically using their PAN login on income tax portal only.

Notes:

1. Shareholders who are exempted from TDS provisions through any circular or notification may need to provide documentary evidence in relation to the same to enable the Company in applying the appropriate TDS on Dividend payment to such shareholder.
2. **For the purpose of the Second Interim Equity Dividend FY 2023-24**, the aforesaid documents, as applicable, should be uploaded at <https://liiplweb.linkintime.co.in/formsreg/submission-of-form-15g-15h.html>, on or before **cut-off date i.e. March 6, 2024**, to enable the Company to determine the appropriate TDS / withholding tax rate that will be applicable. Any communication **received after the above-mentioned cut-off date will not be considered**, for deduction of applicable tax.
3. The Company will arrange to email a soft copy of the TDS certificate to the shareholders at their registered email ID in due course, post payment of the said Dividend. 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://www.incometax.gov.in/iec/foportal>.

4. If the tax is deducted at a higher rate in absence of receipt of or satisfactory completeness of the aforementioned details / documents by the Company before dividend processing period, 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.
5. 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.
6. The above communication on TDS sets out the provisions of the law in a summary only and does not purport to be a complete analysis or listing of all potential tax consequences. Shareholders should consult with their own tax advisors for the tax provisions that may be applicable to them.
7. **Updating Bank Account details:**

Shareholders are requested to ensure that their bank account details are updated with the Depository/ RTA, as the case may be, to enable the Company to make timely credit of dividend in their bank accounts.

8. **Updating email ID:**

Shareholders are requested to ensure that their latest email ID is updated with the Depository/ RTA for receiving the communication from the Company.

In case of any query, please reach out to us by sending an email to investor@marico.com or maricodivtax@linkintime.co.in or call on contact no. 08108116767.

Any communication(s)/letter(s) to the RTA can also be sent to the following address - Link Intime India Private Limited, C - 101, 247 Park, L B S Marg, Vikhroli West, Mumbai - 400 083.

Thanking you and anticipating your kind co-operation in this regard.

For **Marico Limited**

Vinay M A
Company Secretary & Compliance Officer