

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 March 3, 2021 informing about declaration of the Second Interim Dividend (“Dividend”) of Rs. 4.50/- per equity share of Re. 1 each, being 450% on the paid-up equity share capital of Rs. 129.13 Crores for the financial year 2020-21, we request the shareholders’ attention on the deduction of tax at source on the said Dividend pursuant to the revised provisions of the Income Tax Act, 1961, as amended by the Finance Act, 2020 (“the Act”) and the relevant documentation required to be furnished to the Company, in this regard.

Shareholders are requested to note that as per the revised provisions of the Act, dividends paid or distributed by a company on or after April 1, 2020 shall be taxable in the hands of the shareholders. The Company shall therefore be required to deduct tax at source (‘TDS’) (at the applicable rates) at the time of payment of the dividend. The withholding tax rate would 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://www.linkintime.co.in/formsreg/submission-of-form-15g-15h.html>. **Shareholder(s) is / are requested to upload all documents at aforesaid link only.**

Further, shareholders are requested to note the below:

- (a) For resident shareholders, tax shall be deducted from the payment of dividend if the aggregate Dividend (i.e. total of Dividend received from First Interim Dividend and Dividend to be received on Second Interim Dividend) in the financial year 2020-21 exceeds Rs. 5,000;
- (b) Shareholders should submit fresh declarations for the Second Interim Dividend even if he/she has already submitted Form 15G/15H earlier;
- (c) Shareholders should upload their necessary tax declarations on the above link by **March 12, 2021** (“cut-off date”).
The Company shall not consider any declarations received post the cut-off date.

The below mentioned communication provides a brief of the applicable Tax Deduction at Source (‘TDS’) provisions under the Act for Resident and Non-Resident shareholder(s) categories.

Resident Shareholder:

Particulars	Applicable Rate	Documents required (if any)
With PAN	7.5%*	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 - Link Intime India Private Limited at https://www.linkintime.co.in/EmailReg/Email_Register.html
Without PAN/ Invalid PAN	20%	If shareholders' PAN is not reflected or correct PAN is not updated in records of the depositories, shareholders are advised to upload a letter requesting to correct the PAN mentioning the Company name & folio number along with the Self Attested Pan Card to - Link Intime India Private Limited at https://www.linkintime.co.in/EmailReg/Email_Register.html In case PAN is not provided/ PAN is invalid, 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 Dividend even if you have already submitted Form 15G/15H.
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) for whom Section 194 of the Act is not applicable)	NIL	Documentary evidence 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.

*Notwithstanding the above, tax would not be deducted on payment of dividend to resident Individuals, if the aggregate dividend to be paid by Marico Limited, in FY 2020-21, does not exceed INR 5,000.

Non-Resident Shareholder:

Particulars	Applicable Rate	Documents required (if any)
Foreign Institutional Investors (FIIs) / Foreign Portfolio Investors (FPIs)	20% (plus applicable surcharge and cess)	None
Other Non-resident shareholders	20% (plus applicable surcharge and cess) OR Tax Treaty Rate** (whichever is lower)	<p>In order to avail the beneficial TDS rate as per respective Tax Treaty, following documents would be required to be submitted by the shareholder at Link Intime India Private Limited at https://www.linkintime.co.in/formsreg/submission-of-form-15g-15h.html:</p> <ol style="list-style-type: none"> 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 3. Form 10F duly filled and signed 4. Self-declaration from Non-resident, primarily covering the following: <ol style="list-style-type: none"> a. I / We, << Name of the shareholder >> confirm that I / we are a tax resident of <<Insert country >> as contemplated in Article <<Insert relevant article >> of the Treaty with Tax identification number <<Insert relevant article number >> and are eligible to claim benefits of the said DTAA. 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. c. I, << Name of the shareholder >> are the beneficial owner of such dividend income

		d. 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 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.

Notes:

- 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.
- Shareholders are requested to refer to the General Communication on Tax Deduction at Source on Dividend issued by the Company and available on the Company's website at <https://marico.com/investorspdf/Communication-of-TDS-on-Dividend.pdf>
- For the purpose of Second Interim Dividend FY2020-21**, the aforesaid documents, as applicable, should be uploaded at <https://www.linkintime.co.in/formsreg/submission-of-form-15g-15h.html>, on or before **cut-off date i.e. March 12, 2021**, to enable the Company to determine the appropriate TDS / withholding tax rate applicable. Any communication **received after the above-mentioned cut-off date will not be considered**, for deduction of applicable tax.
- The Company will arrange to email a soft copy of the TDS certificate to the shareholders at their registered email ID's 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.incometaxindiaefiling.gov.in/>
- If the tax is deducted at a higher rate in absence of receipt of or satisfactory completeness of the aforementioned details / documents by company before Dividend Processing Period, the shareholder may claim an appropriate refund in the return of income filed with their respective Tax authorities.
- 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.

7. 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.

8. Updating of Bank Account:

Shareholders are requested to ensure that their respective bank account details in their respective Demat accounts are updated, to enable the Company makes timely credit of dividend in their respective bank accounts.

In case of any query please reach us by sending an email to investor@marico.com or rnt.helpdesk@linkintime.co.in or call on No. 022-49186270.

Thanking you and anticipating your kind cooperation in this regard.

For **Marico Limited**

Sd/-
Hemangi Ghag
Company Secretary & Compliance Officer