



## emami\* limited

CIN: L63993WB1983PLC036030

Registered Office: Emami Tower, 687, Anandapur, E. M. Bypass,  
Kolkata - 700 107, West Bengal, India

Phone No. +913366136264 ,

Website: [www.emamilttd.in](http://www.emamilttd.in) , e-mail: [investors@emamigroup.com](mailto:investors@emamigroup.com)

Date: October 21, 2020

### COMMUNICATION ON TAX DEDUCTED AT SOURCE ON PAYMENT OF DIVIDEND

Dear Member,

Emami Limited has consistent track record of payment of dividend to its shareholders since last several years. We are sharing this general communication so as to inform our shareholders about the revised provisions of the Income Tax Act, 1961, as amended by the Finance Act, 2020 and the relevant documentation required to be furnished by the shareholders to the Company in this regard.

In accordance with the provisions of the Income Tax Act, 1961 as amended and read with the provisions of the Finance Act, 2020, with effect from 1<sup>st</sup> April 2020, the Company would be required to apply withholding tax / deduct taxes at source (TDS) at the prescribed rates on the dividend paid to its shareholders. The withholding tax rate would vary depending on the residential status of the shareholder and the documents submitted by them and as acceptable to the Company.

This communication summarizes the applicable TDS provisions in accordance with the provisions of the Income Tax Act, 1961, for various categories, including Resident or Non-Resident members.

#### 1. For Resident Members:

Sl. No.	Particulars	Standard / Special Rate	Documents required (if any)
(a)	No TDS shall be deducted in the case of resident individual members, if the amount of such dividend in aggregate paid or likely to be paid during the financial year does not exceed Rs. 5,000.	NIL	NA
(b)	With PAN	7.5%	Update/Verify the PAN, and the residential status as per Income Tax Act, 1961 if not already done,

			with the depositories (in case of shares held in demat mode) and with the Company's Registrar and Transfer Agents i.e Maheshwari Datamatics Private Limited (in case of shares held in physical mode). The PAN can be submitted online by clicking on the following link: <a href="http://mdpl.in/form/pan-update">http://mdpl.in/form/pan-update</a>
(c)	Without PAN/ Invalid PAN	20%	NA
(d)	Submitting Form 15G/ Form 15H	NIL	Declaration in Form 15G (for individuals, with no tax liability on total income and income not exceeding maximum amount which is not chargeable to tax) / Form 15H (for individual above the age of 60 years with no tax liability on total income for the FY 2020-21 ). For claiming exemptions, the said forms can be submitted online by clicking on the following link: <a href="http://mdpl.in/form/15g-15h">http://mdpl.in/form/15g-15h</a>
(e)	Submitting Order under Section 197 of the Income Tax Act, 1961 (Act)	Rate provided in the Order	Lower/NIL withholding tax certificate for the FY 2020-21 obtained from tax authority to be submitted to claim the lower tax rates. The said certificate can be submitted online by clicking on the following link: <a href="http://mdpl.in/form/certificate-u-s-197">http://mdpl.in/form/certificate-u-s-197</a>
(f)	Mutual Fund specified under clause (23D) of Section 10 of the Income Tax Act, 1961	NIL	Self-declaration that they are specified and covered under Section 10 (23D) of the Income Tax Act, 1961 along with self-attested copy of PAN and registration certificate. The required documents can be submitted online by clicking on the following link: <a href="http://mdpl.in/form/mutual-fund">http://mdpl.in/form/mutual-fund</a>
(g)	An Insurance Company exempted under Section 194 of the Income Tax Act, 1961	NIL	Self-declaration that it has full beneficial interest with respect to the shares owned by it and documentary evidence that the provisions of section 194 of the Act are not applicable to them along with Self-attested PAN. The required documents can be submitted online by clicking on the following link: <a href="http://mdpl.in/form/insurance-company">http://mdpl.in/form/insurance-company</a>

(h)	Alternative Investment Fund (AIF) established in India	NIL	Documentary evidence (self-attested copy of PAN and registration certificate) to prove that Investment Fund is a fund as defined in clause (a) of the Explanation 1 of section 115UB of the Act and Declaration that its Dividend Income is exempt under Section 10 (23FBA) of the Act. The required documents can be submitted online by clicking on the following link: <a href="http://mdpl.in/form/alternative-investment">http://mdpl.in/form/alternative-investment</a>
-----	--	-----	---

## 2. For Non-Resident Members:

	Particulars	Applicable Rate	Documents required (if any)
(a)	TDS shall be Deducted/Withheld	20% (plus applicable surcharge and cess)	NA
(b)	Foreign Institutional Investors (FIIs) / Foreign Portfolio Investors (FPIs) Investors (FPIs)	20% (plus applicable surcharge and cess)	NA
(c)	Other Non-resident shareholders	20% (plus applicable surcharge and cess) <b>OR</b> Tax Treaty Rate <b>(whichever is lower) provided documents are received</b>	Update/Verify the PAN and the residential status as per Income Tax Act, 1961, if not already done, with the depositories (in case of shares held in demat mode) and with the Company's Registrar and Transfer Agents i.e Maheshwari Datamatics Private Limited (in case of shares held in physical mode).  In order to apply the Tax Treaty rate, <b>ALL</b> the following documents would be required:  1) Tax Residency Certificate (TRC) obtained from the tax authorities of the country of which the shareholder is a resident certifying status during Financial Year 2020-21. 2) Form 10F duly filled and signed (Format attached herewith). 3) Self-declaration from Non-resident, primarily covering the following:

			<ul style="list-style-type: none"> <li>- Non-resident is eligible to claim the benefit of respective tax treaty.</li> <li>- Non-resident receiving the dividend income is the beneficial owner of such income.</li> <li>- Dividend income is not attributable/effectively connected to any Permanent Establishment (PE) or Fixed Base in India. (Format attached herewith).</li> </ul> <p>The required documents can be submitted online by clicking on the following link:  <a href="http://mdpl.in/form/10f">http://mdpl.in/form/10f</a></p>
(d)	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 to be submitted. The required documents can be submitted online by clicking on the following link: <a href="http://mdpl.in/form/certificate-u-s-197">http://mdpl.in/form/certificate-u-s-197</a>

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 and satisfactory review by the Company, of the documents submitted by Non-Resident member.

Tax shall be deducted at source at the rate of 20% (plus applicable surcharge, and health and education cess) on dividend payable to Foreign Institutional Investors (FII) and Foreign Portfolio Investors (FPI). Such TDS rate shall not be reduced on account of the application of the beneficial DTAA Rate or lower tax deduction order, if any.

#### Other Important Instructions

- i) In view of the prevailing COVID 19 situation, only scanned copies of the aforementioned tax relief documents such as PAN, Forms 15G/15H/10F/Self-declaration/documentary evidence etc. will be accepted by the Company through the link given above. The documents (duly completed and signed) are required to be submitted by uploading the documents on the link. **The shareholders are requested to submit the necessary documents within 10<sup>TH</sup> November 2020. All the links given above will be disabled thereafter.**
- ii) Members holding shares under multiple accounts under different status / category and single PAN, may note that, higher of the tax as applicable to the status in which shares held under a PAN will be considered on their entire holding in different accounts.
- iii) In case of joint shareholders, the shareholder named first in the Register of Members is required to furnish the requisite documents for claiming any applicable beneficial tax rate.
- iv) Members may note that in case the tax on said dividend is deducted at a higher rate in absence of receipt, or insufficiency / incorrectness/ incomplete of the aforementioned details/documents from

you, an option is available to you to file the return of income as per Income Tax Act, 1961 and claim an appropriate refund, if eligible. **No claim shall lie against the Company for such taxes deducted.**

- v) The Company will arrange to email a soft copy of the TDS certificate at the shareholders registered email ID in due course, post payment of the said Final 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://incometaxindiaefiling.gov.in>
- vi) In case, the dividend income is assessable to tax in the hands of a person other than the registered Shareholder as on the Record Date, the registered shareholder is required to furnish a declaration containing the name, address, PAN of the person to whom TDS credit is to be given and reasons for giving credit to such person.
- vii) 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.
- viii) 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 provide the Company with all information / documents and co-operation in any appellate proceedings.

**Bank Details:**

Members holding shares in dematerialized mode are requested to update their bank details with their depository participants with whom they are maintaining their demat account. Members holding shares in physical mode are requested to visit [www.mdpl.in](http://www.mdpl.in) and upload scanned copy of completed NACH Mandate Form and other enclosures as stated therein and send the physical documents to the Registrar of the Company – Maheshwari Datamatics Pvt. Ltd. 23 R.N. Mukherjee Road, 5<sup>th</sup> Floor, Kolkata-700001 for verification and updation.

*Disclaimer: This Communication is not to be treated as an advice from the Company or its affiliates or the Registrar and Share Transfer Agent. Members should obtain independent tax advice related to their tax matters from a tax professional.*

Yours sincerely,  
**For Emami Limited**

**A K Joshi**  
**Company Secretary & VP-Legal**  
**FCS 4976**