



RKL/SX/2024-25/43

July 03, 2024

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| BSE Ltd. Phiroze Jeejeebhoy Towers Dalal Street Mumbai – 400 001 Scrip Code: 532497 | National Stock Exchange of India Ltd. Exchange Plaza, 5 th Floor, Plot no. C/1, G Block Bandra-Kurla Complex, Bandra (E) Mumbai – 400 051 Symbol: RADICO |
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Sub: Communication in respect of deduction of tax at source on Dividend payout

Dear Sirs/Madam,

In accordance with the provisions of the Income Tax Act, 1961, dividend paid on or after April 01, 2020, is taxable in the hands of shareholders and the Company is required to deduct tax at source ('TDS') from dividend paid to the shareholders at the applicable rates.

In terms of Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find attached the communication, which is sent to the shareholders of the Company, regarding deduction of TDS on dividend payout for Financial Year 2023-24. The communication is sent to those shareholders whose email IDs are registered with the Company or Depositories.

Shareholders of the Company are requested to upload necessary documents as mentioned in the communication with Company's RTA - Kfin Technologies Limited at <https://ris.kfintech.com/form15> or email to einward.ris@kfintech.com with a copy to investor@radico.co.in within specified timelines.

The above is for your information and record.

Thanking You,

Yours sincerely,

For Radico Khaitan Limited

(Dinesh Kumar Gupta)
Senior Vice president – Legal & Company Secretary
Email Id: investor@radico.co.in

Encl: As above

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E-mail: info@radico.co.in, website: www.radicokhaitan.com
CIN No.: L26941UP1983PLC027278

2nd July, 2024

Dear Shareholder,

Subject: Radico Khaitan Limited ("RKL" / "the Company") - Dividend for the Financial Year ("FY") 2023-24 - Communication on Deduction of tax at source

We hope that you and your family are doing well and are safe and healthy. Please take care of yourselves.

We wish to inform you that the Board of Directors ("Board") of the Company has, at its meeting held on Tuesday, May 14, 2024, recommended a final dividend of Rs. 3/- per equity share having nominal value of Rs. 2/- each for the Financial Year ended on March 31, 2024.

The dividend, if approved at the ensuing Annual General Meeting will be paid to the Members holding equity shares of the Company, in electronic form as at the close of business hours on Thursday, July 25, 2024 on the basis of details of beneficial ownership furnished by the Depositories and to the Members holding shares in physical form whose names appear in the Register of Members of the Company as at the close of business hours on July 25, 2024 after giving effect to valid requests received for transmission / transposition of shares on or before the above said date.

As you may be aware that in terms of the provisions of the Income-tax Act, 1961 ("the Act"), as amended by the Finance Act, 2020, dividend paid or distributed by a Company on or after April 1, 2020 is taxable in the hands of the members. The Company is therefore required to deduct tax at source ("TDS") at the time of payment of dividend at the rates prescribed under the Income tax Act, 1961 read with the Double Taxation Avoidance Agreements (where applicable).

TDS would vary depending on the residential status, category of the member, compliant / non-compliant status based on filing status of income tax return of the preceding year, as per Section 206AB of the Act and is subject to provision of requisite declarations / documents to the Company. Where section 206AB gets triggered, then taxes would be withheld at a higher rate. Therefore, all members should update/verify the PAN and the residential status as per Act, if not already done, with the depositories (in case of shares held in demat mode) and with the Company's Registrar and Transfer Agent (in case of shares held in physical mode).

You are requested to take note of the below stated tax rates and document(s), if any, which are required to be submitted to the Company for your respective category on or before Thursday, July 25, 2024, in order to comply with the applicable TDS provisions.

To summarize, dividend will be paid after deducting the tax at source as under:

| Particulars | Applicable Rate | Documents required (if any) |
|--|---|---|
| With PAN | 10% | <ul style="list-style-type: none"> Update/Verify the PAN and the residential status as per Act, if not already done, with the depositories (in case of shares held in demat mode) and with the Company's Registrar and Transfer Agent (in case of shares held in physical mode). In case of Individual shareholder, TDS would not apply if the aggregate of total dividend distributed to the member by the Company during financial year 2023-24 does not exceed Rs. 5,000 |
| Without PAN/ Invalid PAN | 20% | N.A |
| Submitting Form 15G/ Form 15H | NIL on the amount of Dividend for which Form 15G/H has been furnished | <p>Duly verified Form 15G or 15H (as may be applicable in duplicate) is to be furnished along with self-attested copy of PAN card. Blank Form 15G and 15H can be downloaded from the below links</p> <p>Click Here to download - 15G</p> <p>Click Here to download - 15H</p> <p>Please note that all fields mentioned in the Form are mandatory and the Company may reject the forms submitted if it does not fulfil the requirement of the law.</p> |
| Submitting Order/ certificate under Section 197 of the Act | Rate provided in the Order | Lower/NIL withholding tax certificate obtained from tax authority. Tax will be deducted at the rate specified in the said certificate, subject to furnishing a self-attested copy of the same. The certificate should be valid for the financial year 2023-24 and should cover the dividend income. |
| An Insurance Company as specified under Sec 194 of the Act | 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 |

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| | | <p>registration certification issued by the IRDAI to the effect that no TDS is required as per provisions of section 194 of the Act.</p> <p>Click Here to download - Self-declaration_form</p> |
| Mutual Fund specified under clause (23D) of Section 10 of the Act | NIL | <p>Self-declaration that they are specified in Section 10 (23D) of the Act along with self-attested copy of PAN card and registration certificate.</p> <p>Click Here to download - Self-declaration_form</p> |
| Alternative Investment Fund (AIF) established in India [Section 197A, CBDT Notification 51/2015] | NIL | <p>Self-declaration that they are specified in Section 10 (23FBA) of the Act and established as Category I or II AIF under the SEBI regulations along with self-attested copy of PAN card and registration certificate issued by SEBI.</p> <p>Click Here to download - Self-declaration_form</p> |
| New Pension System Trust governed by Section 10(44) [subsection 1E to section 197A] | NIL | <p>Self-declaration that they are governed by the provisions of section 10(44) [subsection 1E to section 197A] of the Act self-attested copy of PAN card and registration certificate.</p> <p>Click Here to download - Self-declaration_form</p> |
| Corporation established by or under a Central Act governed by section 196 | NIL | <p>Certificate of registration which indicates that it is corporation established under central act and its income is exempt from income tax along with a self-declaration - Click Here to download - Self-declaration_form.</p> |
| Other Members who are exempted from tax deduction | NIL | <p>Documentary evidence for members who are exempted from deduction of tax under Section 194 of the Act along with a self-declaration - Click Here to download - Self-declaration_form.</p> |

Please note that the Company is not obligated to consider the forms and the declarations submitted by Resident members while deducting tax at source. Deduction of tax at a rate lower than statutory rate or no

deduction of tax shall depend upon the completeness of the documents and the satisfactory review of the forms and the documents, submitted by Resident members, by the Company.

Non-resident members:

| Particulars | Applicable Rate | Documents required (if any) |
|--|--|---|
| Foreign Institutional Investors (FIIs) / Foreign Portfolio Investors (FPIs) | 20% (plus applicable surcharge and cess) | <ul style="list-style-type: none"> • Update / Verify the PAN and legal entity status as per the Act, if not already done, with the depositories or with the Company's Registrar and Transfer Agent ("RTA"), as the case may be. • Self-attested copy of SEBI Registration certificate <p>Click Here to download</p> |
| Other Non-resident members | 20% (plus applicable surcharge and cess) | Update/Verify the PAN, legal entity status and the residential status as per the Act, if not already done, with the depositories or with the Company's RTA, as the case may be. |
| Lower rate prescribed under the tax treaty which applies to the non-resident members/FPI/FII | Tax Treaty Rate | <p>In order to apply the Tax Treaty rate, ALL the following documents would be required:</p> <ul style="list-style-type: none"> • Self-attested copy of PAN allotted by the Indian Tax authorities • Self-attested copy of the Tax Residency Certificate applicable for the period April 01, 2023 to March 31, 2024 obtained from the tax authorities of the country of which the members is a resident. • Form 10F duly filled and signed(Click Here to download). • Self-declaration (Click Here to download) primarily covering the following: <ul style="list-style-type: none"> ✓ Non-resident does not have Permanent Establishment/ fixed base/ Business Connection / Place of Effective Management, in India in accordance with the applicable tax treaty or Dividend income is not attributable/ effectively connected to any Permanent Establishment or Fixed Base in India |

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| | | <p>(Non-resident having PE in India would need to comply with provisions of section 206AB)</p> <p>It may be noted that where a non-resident member is reflected as a "specified person" as per the Compliance Check Functionality of the Income Tax Department, the taxes will be withheld at a higher rate in accordance with Section 206AB, as mentioned below unless a self-declaration, as mentioned at point no. (iv) above, is provided by such non-resident member. Click Here for Declaration .</p> <ul style="list-style-type: none"> • Non-resident complies with any other condition prescribed in the relevant Tax Treaty and provisions under the Multilateral Instrument ('MLI'); ✓ Any other documents prescribed under the Act for lower or nil withholding tax, if applicable <p>Please note that 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 of the documents submitted, by Non-Resident member/FPI, by the Company.</p> |
| Non-Resident member who are tax residents of Notified Jurisdictional Area | 30% | N/A |
| Non-resident members who are Alternative Investment Fund | 10% plus applicable surcharge and cess | Self-declaration Click Here to download |
| Members who are covered and notified by Central Government under Section 10(23FE) of the Act | NIL | Copy of the notification issued by CBDT substantiating the applicability of Section 10(23FE) of the Act issued by the Government of India along with self- |

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| | | <p>declaration that the conditions specified in section 10(23FE) of the Act have been complied with.</p> <p>Click Here to download - Self-declaration_form</p> |
| <p>Non-Resident members obtaining lower / nil tax deduction certificate issued by Income Tax Department under Section 195 or Section 197 of the Act</p> | <p>Rate specified in order</p> | <p>Copy of Lower/nil tax withholding certificate obtained from Income Tax Department</p> |

Provisions applicable for all category of members

- i. Members holding shares under multiple accounts under different residential status/ member category and single PAN, may note that, higher of the tax rate as applicable to different residential status/ category, will be considered on their entire shareholding which is held under different accounts.
- ii. Determination of tax rate is subject to necessary verification by the Company of the details of the member as available with the Company / RTA as on the record date. In this respect, the Company reserves the right to independently verify the PAN number of the member from the utility provided by the income tax department for Section 206AB compliance verification. and if the same is found contrary to the PAN quoted/ provided, the Company will disregard the PAN and proceed as per the prevalent law.
- iii. The Resident Non-Individual Members such as Insurance companies, Mutual Funds, Alternative Investment Fund (AIF) and other domestic financial institutions established in India and Non-Resident Non-Individual Members such as Foreign Portfolio Investors may submit the relevant forms, declarations and documents through their respective custodians who are registered with NSDL for tax services, on or before the aforesaid timelines.
- iv. Further, after receipt of any of the above declarations, if the Company on the basis of its independent assessment, finds any information that is contrary to the declarations received by it, the Company reserves right to rely on the results of its independent assessment and make a deduction of taxes at a higher rate as per applicable provisions of the Act.
- v. In case, the dividend income is assessable to tax in the hands of a person other than the registered member as on the July 25, 2024, the registered member 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. In this regard, a declaration must be filed with the Company where the whole or any part of the dividend income is assessable, under the provisions of the Act, in the hands of a person other than the member in accordance with Rule 37BA(2) of the Income-tax Rules, 1962. The declaration must consist of name, address, PAN, along with other documents mentioned above depending upon the tax residency status of such person to whom credit is to be given and proportion of credit to be given in respect of dividend income. In case such details are furnished to the Company after July 25, 2024, the Company shall reject such documents/ communication.

- vi. 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 members(s), such member(s) will be responsible to indemnify the Company and also, provide the Company with all information/documents and co-operation in any appellate proceedings.
- vii. Kindly note that the aforementioned documents should be uploaded with KFin Technologies Limited, the Registrar and Transfer Agent ("KFin") at <https://ris.kfintech.com/form15> only. No communication on the tax determination / deduction shall be entertained after July 25, 2024.
- viii. In case tax on dividend is deducted at a higher rate in the absence of receipt of the aforementioned details / documents, you would still have the option of claiming refund of the excess tax paid at the time of filing your income tax return. No claim shall lie against the Company for such taxes deducted.
- ix. The Company will send out the email with a soft copy of the TDS certificate at the members' registered Email ID in due course, post payment of the Dividend. Members 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/>.
- x. Above communication on TDS sets out the provisions of law in a summary manner only and does not purport to be a complete analysis or listing of all potential tax consequences. This communication shall not be treated as an advice from the Company or its affiliates or its Registrar and Share Transfer Agent. Members should obtain the tax advice related to their tax matters from a tax professional.

DATA UPDATION FOR SMOOTH PROCESSING-

A. Updation of PAN, email address and other details

Members holding shares in dematerialized mode, are requested to update their records such as tax residential status, permanent account number (PAN), registered email addresses, mobile numbers and other details with their relevant Depositories through their Depository Participants. Members holding shares in physical mode are requested to furnish details to the Company's Registrar and Share Transfer Agent i.e. KFin Technologies Limited. The Company is obligated to deduct tax at source (TDS) based on the records available with RTA and no request will be entertained for revision of TDS return.

B. Update of Bank account details:

We request you to submit / update your bank account details with your Depository Participant, in case you are holding shares in the electronic form. In case your shareholding is in the physical form, you will have to submit a scanned copy of a covering letter, duly signed by the first member, along with a cancelled cheque leaf with your name and bank account details and a copy of your PAN card, duly self-attested, with KFin. This will facilitate receipt of dividend directly into your bank accounts. In case the cancelled cheque leaf does not bear the members name, please attach a copy of the bank pass-book statement, duly self-attested. We also request you to register your email.

Annexure - Introduction of Section 206AB applicable to all members (resident and non-resident)

Effective from July 1, 2021, Finance Act, 2021 has inserted Section 206AB of the Act as a special provision

for TDS in respect of non-filers of income-tax return whereby tax has to be deducted at twice the rate specified in the relevant provision of the Act.

Section 206AB(1) of the Act provides that where TDS is required to be deducted under Chapter XVIIIB, other than sections 192, 192A, 194B, 194BB, 194LBC or 194N on any sum or income or amount paid or payable or credited, by a person to a specified person, the tax shall be deducted at the higher of the below rates:-

- 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%.

Further, sub section (2) of section 206AB provides that where sections 206AA and 206AB are applicable, i.e. the specified person has not submitted the PAN as well as not filed the income tax return (and the TDS/TCS for the previous year exceeds INR 50,000); the tax shall be deducted at the higher rate between both the said sections.

The term 'specified person' is defined in sub section (3) of section 206AB who satisfies the following conditions:

- A person who has not filed the income tax return for the previous year immediately prior to the previous 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 his case is Rs. 50,000 or more in the said previous year.

The non-resident who does not have the permanent establishment is excluded from the scope of a specified person.

The Income Tax Department has also released a Compliance Check Functionality to determine whether a payee is a specified person under section 206AB of the Act and the Company would be relying on the report generated from the said facility for compliance with section 206AB of the Act. We seek your co-operation in the matter. We seek your co-operation in the matter.

Thanking you,

Yours faithfully,
For **Radico Khaitan Limited**

(Dinesh Kumar Gupta)
Senior VP - Legal & Company Secretary
