



February 28, 2022

**The National Stock Exchange
of India Ltd.**

Exchange Plaza, 5th Floor,
G Block, Bandra-Kurla
Complex, Bandra East,
Mumbai – 400 051
Scrip Code: **TATACONSUM**

BSE Ltd.

Corporate Relationship Dept,
1st Floor, New Trading Wing,
Rotunda Building, PJ Towers,
Dalal Street, Mumbai – 400 001
Scrip Code: **500800**

**The Calcutta Stock Exchange
Ltd.**

7, Lyons Range,
Kolkata – 700 001
Scrip Code: **10000027 (Demat)
27 (Physical)**

Dear Sir,

Sub: Letter to shareholders for updating their PAN, KYC details and Nomination details.

In accordance with to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we hereby enclose the copies of intimation letters dated February 24, 2022 along with Forms ISR-1, ISR-2, ISR-3 and SH-13, sent to the shareholders holding shares in physical form on February 26 and February 28, 2022, requesting them to update their PAN, KYC details and Nomination details pursuant to SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P /CIR/2021/655 dated November 03, 2021 (as amended) on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination.

This is for your information and necessary records.

Yours Sincerely

For **TATA CONSUMER PRODUCTS LIMITED**



Neelabja Chakrabarty
Company Secretary

Encl: as above

TATA CONSUMER PRODUCTS LIMITED

11/13 Botawala Building 1st Floor Office No 2-6 Horniman Circle Fort Mumbai 400 001 India

Tel: 91-22-6121-8400 | Fax: 91-22-61218499

Registered Office: 1, Bishop Lefroy Road, Kolkata – 700 020

Corporate Identity Number (CIN): L15491WB1962PLC031425

Email: investor.relations@tataconsumer.com

Website: www.tataconsumer.com

SPECIMEN

Dear Investor,

Subject: Request for Updating KYC details as per SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November 2021

We refer to the above Circular issued by SEBI that mandates all listed companies to record the PAN, Address with PIN code, Email address, Mobile Number, Bank Account details, Specimen Signature and Nomination by holders of physical securities. This is applicable for all the security holders in physical mode.

The salient features and requirements of the Circular are as follows:

A) Non – Updation of KYC :

1. Folios wherein any ONE of the cited details/documents (i.e. PAN, Address with PIN code, Email address, Mobile Number, Bank Account details, Specimen Signature and Nomination) are not available with us, on or after April 01, 2023, shall be frozen as per the aforesaid SEBI Circular.

Notes:

The security holders in the frozen folios shall **NOT BE ELIGIBLE:**

- To lodge any grievance or avail of any service from us, unless they have furnished the complete documents / details as required.
 - To receive any payment including dividend, interest or redemption amount (which would be only through electronic mode) unless they comply with the above stated requirements.
2. a) The formats for Nomination and Updation of KYC details viz., Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI Circular are available on our website <https://www.tcplindia.co.in> → Investor Services → Downloads → KYC Formats.
b) For registering the new bank details, mandatory submission of Original cancelled cheque leaf bearing the name of the 1st holder or alternatively, the latest copy of the bank passbook / statement of account, with details of bank name, branch, account number and IFSC, duly attested by the bank branch is required.
- B) Mandatory Linkage of PAN with Aadhaar -** It is also mandatory to link PAN with Aadhaar number, as per the Central Board of Direct Taxes (CBDT) by March 31, 2022. Security holders who are yet to link the PAN with Aadhaar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, we will accept for registration only valid PANs which have been linked to their corresponding Aadhaar number. The folios which have no PAN registered against the same / or have invalid PAN registered in our records, as on the notified cut-off date of March 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen.

Note: - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport or any other identity proof as issued by the Government.

In view of the above, we request you to submit the KYC Form printed on the reverse of this letter, duly completed along with Investor Service Request Form ISR-1 and the required supporting documents as stated in Form ISR-1 at the earliest.

We also wish to draw attention to recent SEBI notification dated 24th January, 2022 read with SEBI circular dated 25th January, 2022, according to which a listed entity shall effect issuance of duplicate securities certificate, renewal / exchange, endorsement, sub-division / split, consolidation of securities certificate, transfer, transmission and transposition, as applicable in Dematerialised form only with effect from 24th January, 2022. Please refer to <https://tcplindia.co.in/client-downloads.html> to know more about the aforesaid circular. In view of this, Members holding shares in physical form are requested to update their KYC details and consider converting their holdings to dematerialized form.

You may use any ONE of the following modes for submission:

1. **In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s).
2. **In hard copy:** by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. **With e-sign:**
 - (a) In case your email is already registered with us, you may send the scanned copies of your KYC documents with e-sign at our dedicated email-id: kyc@tcplindia.co.in. Kindly mention the email subject line as "KYC Updation - (Company Name) - Folio No : _____".
 - (b) Investors can also upload KYC documents with e-sign on our website <https://www.tcplindia.co.in> → Investor Services → KYC Compliance.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user.

You may approach any of the empanelled e-sign Service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.

Yours faithfully,
For TSR Darashaw Consultants Pvt. Ltd.
Investor Services Section (ISS)

This is a computer generated letter and hence no signature required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.

Form ISR – 1

(SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

A. I / We, request you to Register / Change / Update the following (Tick ✓ relevant box)

Date : / /

| | | |
|---|---|---|
| <input type="checkbox"/> PAN | <input type="checkbox"/> Signature | <input type="checkbox"/> Mobile Number |
| <input type="checkbox"/> Bank details | <input type="checkbox"/> Registered Address | <input type="checkbox"/> E-mail address |
| Kindly Quote the Serial No as printed in your KYC Form >> | | [] |

B. Security and KYC Details [to be filled in by the First Holder]

| | | | |
|---|--------------------------------|----------------------|-------------|
| Name of the Issuer Company | Tata Consumer Products Limited | | Folio No(s) |
| Face value of Securities | | Number of Securities | |
| Distinctive number of Securities (Optional) | From | To | |
| E-mail Address | | | |
| Mobile Number | | | |

C. I/We are submitting documents as per Table below (tick✓ as relevant, refer to the instructions):

| Name(s) of the Security holder(s) in Capital as per PAN Copies of PAN of all the Holder(s) duly self-attested with date to be enclosed with this Form. | PAN | PAN Linked to Aadhaar -Y/N Tick any one [✓] * |
|---|-----|--|
| 1. | | Yes / No |
| 2. | | Yes / No |
| 3. | | Yes / No |
| 4. | | Yes / No |

Note: * PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any other date as may be specified by CBDT.

To know the status of your Pan Linked to Aadhaar check on this link: <https://www.incometax.gov.in/iec/foportal>

| Bank Account Details of First Holder | | |
|--------------------------------------|---|--|
| Name of the Bank & Branch | IFSC | |
| Bank A/c No. | Tick any one [✓]- Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other [] | |

Note: Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

| | |
|----------------------|--------------------|
| Demat Account Number | 16 digit DP/CL [] |
|----------------------|--------------------|

Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our above folio(s) (use Separate Annexure if extra space is required) in which I / we are the holder(s). [strike off what is not applicable]

Declaration: All the above facts and documents enclosed are true and correct.

| First Holder | Joint Holder - 1 | Joint Holder - 2 | Joint Holder - 3 |
|--------------|------------------|------------------|------------------|
| Signature | | | |
| Name | | | |
| Address | | | |
| PIN | | | |

Note: If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf.

I/We are submitting documents as per Table below (tick✓ as relevant, refer to the instructions):

| No. | ✓ | Document/Information/Details | Instruction/Remark |
|-----|--------------------------|--------------------------------------|---|
| 1 | <input type="checkbox"/> | PAN of (all) the (joint) holder(s) | PAN copies of all the holder(s) duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular. |
| 2 | <input type="checkbox"/> | Demat Account Number | Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant. |
| 3 | <input type="checkbox"/> | Proof of Address of the first Holder | <p>Provide self attested copy of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by the Depository Participant. <input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill* <input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. <input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. <input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken. <input type="checkbox"/> The proof of address in the name of the spouse* <p>* Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant.</p> |
| 4 | <input type="checkbox"/> | Bank details | Provide the latest copy of the bank statement with details of bank name, branch, account number and IFSC or Original cancelled cheque leaf bearing the name of first holder. Alternatively, Bank details available in the CML as enclosed will be updated in the folio. |
| 5 | <input type="checkbox"/> | E-mail address | As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio. |
| 6 | <input type="checkbox"/> | Mobile | As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio. |
| 7 | <input type="checkbox"/> | Specimen Signature | Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder. |
| 8 | <input type="checkbox"/> | Nomination | <p>Submit Form(s) as per any ONE of the following options.</p> <ul style="list-style-type: none"> <input type="checkbox"/> SH-13 For First Time Nomination <input type="checkbox"/> SH-14 For Change in Existing Nomination <input type="checkbox"/> SH-14 and ISR-3 For Cancellation of existing Nomination and to "Opt-Out" <input type="checkbox"/> ISR-3 To "OPT-Out" of Nomination or if No-Nomination is required |

Note: All the above forms are also available on the website of the RTA.

Form ISR – 2

SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

Confirmation of Signature of Securities Holder by the Banker

Serial No : _____
as mentioned in KYC Form

| | | | |
|--|------------------------------|---|-------------------|
| 1. Bank Name and Branch | | | |
| 2. Bank contact details | | | |
| Postal Address | | | |
| Mobile/Tel number | | | |
| E-mail address | | | |
| 3. Bank Account number | | | |
| 4. Account opening date | | | |
| 5. Account holder's PAN | Account Holder's Name | | |
| i) | i) | | |
| ii) | ii) | | |
| iii) | iii) | | |
| iv) | iv) | | |
| 6. Latest photograph of the account holder(s) | | | |
| i)- Holder Photo | ii)- Holder Photo | iii)- Holder Photo | iv)- Holder Photo |
| 7. Account holder(s) details as per Bank Records | | | |
| a) Address | | | |
| | | | |
| b) Mobile/Tel number | | | |
| c) Email address | | | |
| d) Signature(s) of the Holder(s) | | <div style="border: 1px solid black; width: 200px; height: 100px; margin: 0 auto;"></div> <p>Bank Manager's Signature and Bank Seal</p> | |
| i) | | | |
| ii) | | | |
| iii) | | | |
| iv) | | | |
| -- (To be Mandatorily Filled by the Bank Official) -- | | | |
| Place: | | Name of the Bank Manager : | |
| Date: | | Employee Code : | |
| Mobile / Tel no: | | Email_id : | |

Form ISR - 3

Declaration Form for Opting-out of Nomination by Holders of Physical Securities in Listed Companies

(SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021)

Date: / /

Serial No: _____
(As mentioned in KYC Form)

Name of the Company : Tata Consumer Products Limited

Address of the Company : 1, Bishop Lefroy Road, Kolkata – 700 020

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

| Nature of Securities Tick ✓ as relevant | Folio No. | No. of Securities * | Certificate No. | Distinctive No(s) (From – To) |
|--|-----------|---------------------|-----------------|------------------------------------|
| Equity / Debentures | | | | |

I / We the holder(s) of the securities particulars of which are given hereinabove, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

I / We understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Signature(s) as per Specimen recorded with the Company.

| First Holder | Joint Holder -1 | Joint Holder -2 | Joint Holder -3 |
|------------------|-----------------|-----------------|-----------------|
| <u>Signature</u> | | | |
| <u>Name</u> | | | |

Witness Details:

| Name of Witness | | Signature | |
|-----------------------|--|-----------|--|
| Address of Witness | | | |
| | | | |

* Use of ISR-3 (ie to Opt-Out of Nomination OR if "No_Nomination" is required by the investor) will be applied for the entire securities against the said Folio.

Form No. SH-13

Nomination Form

Pursuant to section 72 of the Companies Act, 2013 and rule
19(1) of the Companies (Share Capital and Debentures) Rules 2014]

Date: / /

To,
Name of the Company : Tata Consumer Products Limited
Address of the Company: 1, Bishop Lefroy Road, Kolkata - 700 020

Serial No: _____
(As mentioned in KYC Form)

I/We, the holder(s) of the securities particulars of which are given hereunder, wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made) :

| Nature of Securities | Folio No. | No. of Securities* | Certificate No. | Distinctive No(s) (From - To) |
|-------------------------|-----------|--------------------|-----------------|------------------------------------|
| Tick ✓ as relevant | | | | |
| Equity / Debs/ Bonds | | | | |

(2) PARTICULARS OF NOMINEE/S — [Use photocopies of this blank nomination form in case of additional Multiple Nominations in the same folio]

| | | | |
|--|--|---------------|---------|
| Name of Nominee | | | |
| Address of Nominee | | Date of Birth | { - - } |
| Father's/Mother's/ Spouse's name | | Occupation | |
| Relationship with the security holder | | Nationality | |
| E-mail_id | | Mobile No | |

(3) IN CASE NOMINEE IS A MINOR —

| | | | |
|------------------------|--|-------------------------------|---------|
| Name of Guardian | | Date of Birth | { - - } |
| Address of Guardian | | Date of attaining majority | { - - } |

Signature(s) as per Specimen recorded with the Company.

| First Holder | Joint Holder -1 | Joint Holder -2 | Joint Holder -3 |
|--------------|-----------------|-----------------|-----------------|
| Signature | | | |
| Name | | | |

Witness Details:

| | | | |
|--------------------|--|-----------|--|
| Name of Witness | | Signature | |
| Address of Witness | | Date | |

* Nomination will be registered for entire holding in the folio. In case of more than one nominee, the ratio should be furnished & separate form to be filled for each nominee.