



May 22, 2023

National Stock Exchange of India Limited

Exchange Plaza, C-1, G Block
Bandra Kurla Complex, Bandra (E)
Mumbai 400 051
Scrip Code – **TATACONSUM**

BSE Limited

Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai 400001
Scrip Code - **500800**

The Calcutta Stock Exchange Limited

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

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

Dear Sir,

In accordance with to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we hereby enclose the copies of Reminder letters dated May 16, 2023 along with Forms ISR-1, ISR-2, ISR-3 and SH-13, sent to the shareholders holding shares in physical form on May 18, 2023 and May 19, 2023, 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) and latest Circular being SEBI/HO/MIRSD/ MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination.

We request you to take this on record and to treat the same as compliance with the applicable provisions of the Listing Regulations.

Thanking you,

Yours Sincerely,

For Tata Consumer Products Limited

Neelabja Chakrabarty

Company Secretary & Compliance Officer

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

Dear Investor,

Subject: Reminder to update KYC details pursuant to SEBI Circular bearing reference no SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 in supersession of earlier circulars issued by SEBI bearing reference nos SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 & SEBI/HO/MIRSD/MIRSD RTAMB/ P/CIR/2021/687 dated 3rd November, 2021 and 14th December, 2021 respectively.

We refer to the above circulars issued by SEBI that mandates all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination of holders of physical securities. Email ID is optional, however the security holders are requested to register email id also to avail online services. This is applicable for all security holders, holding shares in physical mode.

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

- A) **Non – updation of KYC:** Folios wherein any ONE of the cited details/documents, (i.e. PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination) is not available on or after October 01, 2023, shall be frozen as per SEBI circular.

Notes:

- 1) The securities in the frozen folios shall BE ELIGIBLE:

- To lodge any grievance or avail of any service from us, only after furnishing the complete documents / details as mentioned above.
- To receive any payment including dividend, interest or redemption amount (which would be only through electronic mode) only after they comply with the above stated requirements.

- 2) a) The formats for Nomination and Updation of KYC details viz: Forms ISR-1, Annexure to Form ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are available on our website as mentioned below :

<https://www.tcplindia.co.in> → Investor Services → Downloads → Forms → Formats for KYC

In case you hold Shares in multiple Companies, serviced by TSR Consultants Private Ltd., wherein the names of the holders are in the same order, you may download the Annexure to Form ISR-1, from the above mentioned website & provide the details of all such Companies & corresponding folios & submit along with other KYC documents.

- b) For registering new bank details or where there is a change in such details, mandatory submission of **Original cancelled cheque leaf** bearing the name of the first named security holder or alternatively, submission of copy of bank passbook/ statement attested by the bank along with Form ISR-2 is required. In case of joint holding, updation of bank details will be done based on the documents provided by the first holder only.

- B) **Mandatory Linkage of PAN with Aadhaar**—It is mandatory to link PAN with Aadhaar number by June 30, 2023, as per the Central Board of Direct Taxes (CBDT). Security holders who are yet to link their PAN with Aadhaar number are requested to get the same done before June 30, 2023. Post June 30, 2023 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 numbers. The securities held in folios which have no PAN registered against the same or have invalid PAN registered on our records, as on notified cut-off date of June, 30, 2023 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 Govt.

In view of the above, we request you to submit at the earliest the KYC Form printed overleaf and Form ISR-1 duly signed along with the required supporting documents, as applicable.

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). Please note the registered shareholder(s) has to visit the office of the RTA for IPV and not his/her representative.
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 id is already registered with us, you may send the scanned copies of your KYC documents with additionally e-sign affixed on the documents 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 additionally e-sign affixed on the documents 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 CONSULTANTS PRIVATE LIMITED
Investor Services Section

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

KYC FORM

To
TSR Consultants Private Limited
C-101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.
Unit: Tata Consumer Products Limited

Date : / /
Folio No :
No. of Shares :
Category : PL
Status : RI
Serial No :

Dear Sir/Madam,

I/We, refer to the current status of the above-mentioned folio as provided by you in the following table:

| Name of the Security holder(s) | PAN (Mandatory) | Specimen Signature (Mandatory) | Email ID (Optional)* | Mobile No. (Mandatory) | Nominee Details (Mandatory) |
|--------------------------------|--------------------|--------------------------------------|-------------------------|---------------------------|--------------------------------|
| | (A) | (B) | (C) | (D) | (E) |
| | | | | | |
| | | | | | |
| ----- | | | | | |
| ----- | | | | | |

*Email ID even though Optional, security holders are requested to register email ID also to avail online services.

Bank Details*:

| | | | |
|---------------------|--|----------|--|
| Name of the Bank | | | |
| Bank Account Number | | | |
| IFSC | | MICR No: | |

* Original cancelled cheque leaf stating the name of the first named account holder is attached

I/We, are enclosing herewith Investor Service Request Form ISR-1 along with the required supporting KYC documents for updation.

Signature(s):

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



Postal No : 3001

Serial No: 1001 1000

Mr/

City - PIN -

Unit Name : Tata Consumer Products Limited

Print Date: 16-05-2023

Form ISR – 1

(SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16,2023 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 |

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

| | | | |
|---|--------------------------------|----------------------|--|
| Name of the Issuer Company | Tata Consumer Products Limited | Folio No. | |
| 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 Cards 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 June 30, 2023, or any other date as may be specified by CBDT.

Check Status of PAN linked with Aadhaar at <https://www.incometax.gov.in/iec/foportal> For Exemptions/Clarifications on PAN refer Instruction.

| 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 DPid /Client id [] |
|----------------------|------------------------------|

Also provide Client Master List (CML) of your Demat Account, duly signed by the Depository Participant with stamp.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our above Folio No, provided by me/us.

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

| First Named 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 Card copies of all the holders duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by June 30, 2023, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to <u>Objection Memo</u> as specified in SEBI circular. |
| 2 | <input type="checkbox"/> | Demat Account Number | Provide Client Master List (CML) of your Demat Account, duly signed by the Depository Participant with stamp. |
| 3 | <input type="checkbox"/> | Proof of Address of the first Holder | <p>Provide self attested copy with date stamp 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 the Demat Account of the holder/claimant, duly signed by the Depository Participant with stamp. <input type="checkbox"/> Unique Identification Number (UID) (Aadhaar) <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 duly attested by the employer with date and organization stamp. <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/ spouse.</p> |
| 4 | <input type="checkbox"/> | Bank details | Original cancelled cheque leaf bearing the name of first holder OR latest copy of the bank passbook/statement with details of bank name, branch, account number and IFSC duly attested by the bank. Alternatively, Bank details as per CML enclosed will be updated in the folio. |
| 5 | <input type="checkbox"/> | E-mail address (Optional) | 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 these Form(s) separately for each listed company. <i>(Use any ONE of the following options.)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> SH-13 For First Time Nomination <input type="checkbox"/> SH-14 For Cancellation or Variation in Nomination <input type="checkbox"/> SH-14 and ISR-3 For Cancellation of 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 blank forms along with the mode of submission are available on our website.

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) | | | |
| <div style="border: 1px solid black; height: 100px; width: 150px; margin: 0 auto; text-align: center;">i)- Holder Photo</div> | | <div style="border: 1px solid black; height: 100px; width: 150px; margin: 0 auto; text-align: center;">ii)- Holder Photo</div> | |
| | | | |
| <div style="border: 1px solid black; height: 100px; width: 150px; margin: 0 auto; text-align: center;">iii)- Holder Photo</div> | | <div style="border: 1px solid black; height: 100px; width: 150px; margin: 0 auto; text-align: center;">iv)- Holder Photo</div> | |
| 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) | | | |
| i)  | | <div style="border: 1px solid black; height: 60px; width: 150px; margin: 0 auto;"></div> <p style="text-align: center;">Bank Manager's Signature and Bank Seal</p> | |
| 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 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.

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: / /

Name of the Company : Tata Consumer Products Limited

Serial No: _____
(As mentioned in KYC Form)

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