

**IMPORTANT & URGENT NOTICE FOR YOUR IMMEDIATE ACTION**

|           |                   |   |            |
|-----------|-------------------|---|------------|
| Ref. No : | Date              | : | 04/09/2024 |
| Name      | Folio No./DP-CLID | : |            |
| Add1      |                   |   |            |
| Add2      |                   |   |            |
| Add3      |                   |   |            |
| City Pin  |                   |   |            |

Dear Shareholder,

**Sub: Transfer of Unclaimed Dividend(s) and shares to Investor Education and Protection Fund (IEPF)**

While reviewing the Unclaimed Dividend accounts of Godrej Consumer Products Limited (“GCPL / the Company”) for the period starting from November 2017 , it has been observed that some or all of the Dividend have not been encashed as of June 30, 2024.

We would like to inform you that as per Section 124(5) of the Companies Act, 2013 (“the Act”) [including any amendment(s) / modification(s) / re-enactment(s) thereof], all Unpaid / Unclaimed Dividend for a period of 7 (seven) years, are required to be transferred by the Company to the Investor Education and Protection Fund (IEPF) established by the Central Government. Further, Section 124(6) the Act [including any amendment(s) / modification(s) / re-enactment(s) thereof], requires that all Shares in respect of which Dividend has not been paid or claimed for 7 (seven) consecutive years or more, shall also be transferred by the Company to IEPF.

In respect of the Interim Dividend paid in November 2017, the seven year period will be completing on December 7, 2024 and accordingly in respect of unpaid or unclaimed dividends for a continuous period of seven years starting from the above date, the said unclaimed dividend and the underlying shares will also be transferred to the IEPF Authority as per above provisions.

Full details of such unpaid or unclaimed dividends from November 2017 are available at the following link in our website <https://godrejcp.com/investors/unclaimed-dividend>.

In the view of the above, the Shareholders are requested to lodge their claims **on or before November 20, 2024** by writing to our R&T Agent whose address is **M/s. Link Intime India Private Limited, C-101, 247 Park, LBS Marg, Vikhroli (W), Mumbai – 400 083** (Telephone: 8108116767, Email: [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)).

Shareholders holding shares in physical form are also requested to complete their KYC by giving the required documents stated in the para below on KYC updation.

Where shares are held in Demat form, Shareholders are requested to submit a copy of latest Client Master List (CML) duly self-attested.

You are requested to note that if your claims are not submitted to the Company by **November 20, 2024**, the Company will be compelled to transfer your Equity Shares (whether held in physical or electronic form) to IEPF, without any further notice, in accordance to the requirement of the said rule, by following the stipulated process.

Please note that no claim shall lie against the Company in respect of such unclaimed dividend amount and shares transferred to IEPF Authority pursuant to the said Rules.

**General Information relating to KYC / Nomination updation:**

This is to bring to your notice that the Securities and Exchange Board of India (“SEBI”) vide various Circulars has mandated furnishing of the following details by all the holders of physical securities:

- PAN (PAN to be furnished should be linked to Aadhaar)
- Contact details (postal address with pin code, mobile number and email address)
- Specimen signature(s)
- Bank account details (bank name and branch, bank account number, MICR Code, IFSC Code etc.)
- Nomination Details

With effect from April 1, 2024, dividend/interest etc., declared and paid by Godrej Consumer Products Limited (“the Company”), if any, shall be paid only through electronic mode, upon furnishing all the aforesaid details in entirety, as may be applicable.

Further, upon updation of PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 1, 2024, as may be applicable, you will receive all the dividends/interest etc. declared during that period (from April 1, 2024 till date of updation), pertaining to the securities held after the said updation automatically, if any is declared and paid by the Company.

In case of non-updation of the KYC, such folios will also not be eligible to lodge grievance or avail service request from the RTA. The security holder shall be:

- eligible to lodge grievance or avail any service request from the Company / RTA only after furnishing the complete documents / details as aforesaid.
- eligible for any payment including dividend, interest or redemption payment only through electronic mode and an intimation from the RTA to the holder that the payments are due and shall be made electronically only upon complying with the requirements as aforesaid.

Please note that the PAN to be furnished by you **should be linked with Aadhaar**. In case the same is not linked, you are requested to do the same. In the event such linkage is not done, your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which PAN has not been furnished.

Accordingly, we request you to furnish the documents/details, as per the table below, to our RTA immediately on receipt of this letter either 'In Person Verification' (IPV) or Post (self-attested copies) or electronic mode with e-sign, if not done earlier:

| Sr. No. | Particulars           | Please furnish details in                                 |
|---------|-----------------------|---|
| 1       | PAN                   | Form No. ISR-1  |
| 2       | Address               | Form No. ISR-1  |
| 3       | Email Address         | Form No. ISR-1  |
| 4       | Mobile Number         | Form No. ISR-1  |
| 5       | Specimen Signature(s) | Form No. ISR - 1 / Form No. ISR - 2 (In case of mismatch) |
| 6       | Bank Account Details  | Form No. ISR-1  |
| 7       | Nomination Details    | Form No. SH-13/ SH-14 / ISR-3                             |

The aforesaid forms can also be downloaded from the website of the Company at <https://godrejcp.com/investors/investor-service-request-formats> or from the website of our RTA at <https://liiplweb.linkintime.co.in/KYC-downloads.html>

You are requested to take note of the above and furnish the aforesaid documents at the earliest. In case you have already furnished the aforesaid documents, then kindly ignore this communication.

Shareholders with NIL shares (Physical/Demat) as of date but having unclaimed dividends, have to submit their claim with Indemnity Letter as per format enclosed along with a copy of cancelled cheque / passbook for processing the claim.

It may be noted that in case the total claim amount lodged exceeds Rs.10,000/- (Rupees Ten Thousand Only), the Indemnity Letter needs to be provided on a Non-Judicial Stamp Paper of Rs.500/- duly signed along with a witness. Wherever the claim amount is upto Rs.10,000/-, the Indemnity Letter can be given on a plain paper duly signed along with a witness

**Process to claim the shares / unpaid dividend from IEPF:**

After the transfer of Equity Shares to IEPF, you may claim from IEPF authority, both Unclaimed Dividend amount(s) and the Equity Shares, by making an online application in the prescribed E-Form IEPF-5 and by sending physical copy of the same duly signed (as per registered specimen signature) along with requisite documents enumerated in the said E-Form IEPF-5 to the Company at its Registered Office or to Link Intime India Private Limited Limited, Registrar and Share Transfer Agents of the Company, for verification of your claim. We shall send a verification report to IEPF for refund of Unclaimed Dividend amount(s) and transfer of the Equity Shares back to the credit of the concerned Shareholder.

The said Rules and the Application Form (E-Form IEPF-5), as prescribed by the MCA for claiming back the Equity Shares / Unpaid Dividend(s) are available on the website of MCA at [www.iepf.gov.in](http://www.iepf.gov.in).

We would like to inform you that subsequent to transfer of such shares to IEPF Authority, all future benefits, if any, (except right issue) which may accrue on subjected shares including dividend will be credited to IEPF Demat Account.

Yours faithfully,

**For Godrej Consumer Products Limited**

**Tejal Jariwala**  
**Company Secretary & Compliance Officer**  
**(FCS 9817)**

(This is a computer-generated letter, hence does not require signature.)