

## Sundaram Finance Limited

21 Patullos Road, Chennai 600002

7<sup>th</sup> February 2022

### IMPORTANT MESSAGE TO SHAREHOLDERS OF SUNDARAM FINANCE LIMITED

#### A. DIVIDEND DECLARED DETAILS & TAX DEDUCTION THEREON

1. The Board of Directors of the company at their meeting held on 7<sup>th</sup> February 2022 has declared **an Interim dividend of ₹10/- per share** (100%) for the financial year 2021-22.
2. The record date for the above **dividend is 18<sup>th</sup> February 2022** and the dividend is payable on 4<sup>th</sup> March 2022.

#### GENERAL INFORMATION WITH REGARD TO THE TAX DEDUCTED AT SOURCE (TDS)

##### **1. Resident Shareholders:**

- a. TDS will be deducted @ 10% on the amount of dividend where the total dividend in a Financial Year would exceed Rs.5,000/-, if a valid PAN has been registered by the shareholders in their demat account with the DP/ Physical folio with RTA (for the shares held in dematerialised form/ Physical form respectively).
- b. **TDS will be deducted @ 20%, in case if a valid PAN has not been registered.**
- c. TDS will be deducted at the twice the applicable rate, in case the shareholder is classified as **“Specified Person”** as per Section 206AB of the Income Tax Act, 1961

**“Specified Persons”** for the above purpose are those persons:

- Who have not filed with the Income Tax Department, their return of Income for the previous two financial years.
  - Been subjected to Tax deductions /collection at source aggregating to ₹ 50, 000/- or more in each of those financial years.
- d. A Resident individual shareholder with PAN and who is not liable to pay income tax can submit a yearly declaration in Form No. 15G/15H (which can be downloaded from the <https://investors.cameoindia.com>) and from the Company's website; to avail the benefit of non-deduction of tax at source. Shareholders may submit the declaration form 15G/15H online on <https://investors.cameoindia.com> by 11.59 P.M. IST on 18<sup>th</sup> February 2022. Shareholders are requested to note that in case their PAN is not registered, tax will be deducted at a higher rate of 20%.

##### **2. Non-Resident Shareholders:**

- a. TDS will be deducted @ 20% (plus applicable surcharge & cess) or at the Tax Treaty Rates, whichever is lower on the amount of the dividend payable to the Non-Resident Shareholders.
- b. Non-resident shareholders can avail beneficial rates under the Tax Treaty between India and their country of residence, subject to providing necessary documents, i.e. No Permanent Establishment and Beneficial Ownership Declaration, Tax Residency Certificate, Form 10F, any other document which may be required to avail the Tax Treaty benefits, by sending an email to [investor@cameoindia.com](mailto:investor@cameoindia.com) . The aforesaid declarations and documents should be submitted by the shareholders on or before 11.59 P.M. IST, 18<sup>th</sup> February 2022.

- **The last date for receipt of filled in forms – 18.02.2022**
- The form should be filled in all respect and incomplete forms are subject to rejections
- The Tax Exemption Forms or the Forms for availing the benefit of Tax Treaty Rate submitted earlier for the Dividend paid during September 2021 will not be considered relevant for this Dividend. Fresh Forms and Documents will be required to be submitted for availing such benefits.

## B. SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM

The Securities and Exchange Board of India ('SEBI') vide its Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 3<sup>rd</sup> November 2021, has mandated all the **investors holding securities in physical form** to furnish the below mentioned forms duly filled in with proper details and the relevant self-attested documents with date, to the Company or its Registrar and Share Transfer Agent ('RTA'). The company has also intimated the Physical security holders about the deficiency of documents individually.

**Kindly note all physical folios without valid PAN, KYC and Nomination details shall be frozen by our RTA w.e.f. 1<sup>st</sup> April 2023.**

All non-compliant physical holders are requested to make use the respective following documents to avoid freezing of their folios: (kindly click on the below links as required)

S.No.	Form	Purpose
1.	<a href="#">ISR-1</a>	Request for registering PAN, KYC details or changes / updation thereof
2.	<a href="#">ISR-3</a>	Declaration Form for Opting-out of Nomination by holders of physical securities (if any)
3.	<a href="#">SH-13</a>	Nomination Form
4.	<a href="#">SH - 14</a>	Cancellation or Variation of Nomination (if any)

The Securities and Exchange Board of India ('SEBI') vide its Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated 25<sup>th</sup> January 2022, has mandated Issuance of Securities in dematerialized form in case of Investor Service Requests..

All physical holders are requested to furnish the following document for getting their shares dematerialised.

S.No.	Form	Purpose
1.	<a href="#">ISR-4</a>	Issuance of Securities in dematerialized form in case of Investor Service Requests

In view of the above, you are advised to furnish the aforesaid documents / forms / details to the Company or the RTA (Cameo Corporate Services Limited) at the earliest possible at the following address.

Contact details of the Company	Contact details of RTA
<b>Sri P Viswanathan,</b> Secretary & Compliance Officer Sundaram Finance Limited 21, Patullos Road Chennai – 600002 Ph: 044-28881207, M:9444399168 Email – Investorservices@sundaramfinance.in	<b>M/S Cameo Corporate Services Ltd</b> Subramanian Buiding, No.1 Club House Road, Chennai – 600002 Ph: 0442846 0390 to 0395 investor@cameoindia.com Contact person: R Komalavalli, Senior Manager

## C. FOR SHARES HELD IN THE DEMAT FORM, THE SHAREHOLDERS MAY KINDLY CONTACT THEIR RESPECTIVE DEPOSITORY PARTICIPANT FOR REGISTERING EMAIL ID, MOBILE NUMBER, AND BANK ACCOUNT DETAILS.