



3M INDIA LIMITED

CIN: L31300KA1987PLC013543

Registered Office: Plot Nos. 48-51, Electronic City, Hosur Road, Bengaluru 560100,

Corporate Office: WeWork Prestige Central, 3rd floor, 36 Infantry Road, Tasker Town, Bengaluru 560001

Phone: 080-22231414, Email id: investorhelpdesk.in@mmm.com, Website: www.3m.com/in

July 11, 2024

Ref: Folio / DP Id & Client Id No:

Name of the Shareholder:

Sub: Communication on Tax Deduction at Source (TDS) on Dividend for FY 2024-25.

Dear Shareholder,

We hope this E-mail finds you safe and in good health.

We are pleased to inform you that the Board of Directors at their meeting held on May 28, 2024 have recommended payment of a Final Dividend of Rs. 160/- and a Special Dividend of Rs. 525/- per equity share of Rs. 10/- each for the Financial Year 2023-24. The said Dividend will be paid to the shareholders holding shares as on Friday, July 05, 2024 (record date) and is subject to approval of shareholders at the ensuing 37th Annual General Meeting ("AGM") scheduled to be held on Wednesday, August 7, 2024. The said Dividends, if declared, by the shareholders at the ensuing Annual General Meeting will be paid/dispatched within 30 days after the Annual General Meeting

Pursuant to the amendments introduced in the Income-tax Act, 1961 ('the Act') vide Finance Act, 2020, w.e.f. 1st April, 2020, the Company will be required to withhold taxes at the prescribed rates on the dividend paid to its shareholders. However, no tax will be deducted on payment of dividend to the resident individual shareholder if the total dividend, paid during the FY 2024-25, does not exceed ₹ 5,000/- The withholding tax rate would vary depending on the residential status, category of the shareholder and is subject to provision of requisite declarations/documents to the Company.

A. RESIDENT SHAREHOLDERS:

A.1 Tax deductible at source for Resident Shareholders (other than resident individual shareholders receiving dividend not exceeding ₹ 5,000 during the FY 2024-25)

SN.	Particulars	Withholding tax rate	Declaration / documents required
1	Valid PAN updated with Depository Participant (DP) in case shares are held in dematerialized form; or Registrar and Transfer Agent (RTA) in case shares are held in physical form and no exemption sought by Shareholder	10%	If you wish to claim nil/lower tax, please refer instruction below at A.2

2	No/Invalid PAN/Inoperative PAN /PAN is not linked to Aadhaar/Specified person under section 206AB with DP in case shares are held in dematerialized form; or RTA in case shares are held in physical form and no exemption sought by Shareholder	20%	If you wish to claim nil/lower tax, please refer instruction below at A.2
3	Availability of lower/nil tax deduction certificate issued by the Income Tax (IT) Department u/s 197 of the Act	Rate specified in lower tax withholding certificate obtained from IT Department	<ul style="list-style-type: none"> • Copy of PAN card • Copy of lower tax withholding certificate obtained from IT Department

A.2 Nil or lower Tax Deductible at Source on dividend payment to Resident Shareholders if the Shareholders submit documents mentioned in table below with the Company/ RTA

SN	Particulars	Declaration/documents required
1	An Individual furnishing Form 15G/ 15H	<ul style="list-style-type: none"> • Copy of PAN card • Declaration in Form No. 15G (applicable to an individual who is less than 60 years) / Form 15H (applicable to an Individual who is 60 years and above), fulfilling prescribed conditions. Please note that all fields are mandatory. Incomplete or inaccurate form will not be considered.
2	Shareholders to whom section 194 of the Act does not apply such as LIC, GIC, Business Trust (REIT, InVIT) etc.	<ul style="list-style-type: none"> • Copy of PAN card • Self-declaration in Annexure-1, along with adequate documentary evidence (e.g., registration certificate), to the effect that the no tax withholding is required as per provisions of section 194 of the Act.
3	Shareholder covered u/s 196 of the Act such as Government, RBI, Mutual Funds specified u/s 10(23D), corporations established by Central Act and exempt from Income Tax.	<ul style="list-style-type: none"> • Copy of PAN card • Self-declaration in Annexure-1, along with adequate documentary evidence, substantiating applicability of 196 of the Act.

4	Category I and II Alternative Investment Fund (AIF)	<ul style="list-style-type: none"> • Copy of PAN card • Self-declaration in Annexure-1, that AIF's income is exempt under Section 10 (23FBA) of the Act and they are governed by SEBI regulations as applicable to Category I or Category II AIFs, along with copy of registration certificate.
5	Any other entity exempt from withholding tax under the provisions of section 197A of the Act (including those mentioned in Circular No. 18/2017 issued by CBDT)	<ul style="list-style-type: none"> • Copy of PAN card • Self-declaration in Annexure-1, along with adequate documentary evidence, substantiating the nature of the entity. • Copy of the lower tax withholding certificate obtained from IT Department (except those covered by Circular 18/2017)

B. NON-RESIDENT SHAREHOLDERS:

Tax deductible at source for non-resident shareholders.

SN.	Particulars	Withholding tax rate	Declaration / documents required
1	Foreign Institutional Investors (FIIs)/ Foreign Portfolio Investors (FPIs)/ non-resident shareholders	20% (plus applicable surcharge and cess) or tax treaty rate whichever is beneficial	<ul style="list-style-type: none"> • Copy of PAN card (if available) • Self-declaration in Annexure-2, • Copy of Tax Residency certificate issued by revenue authority of country of residence of shareholder (covering the period from 1st April, 2024 to 31st March, 2025). • For shareholders who are intending to claim treaty benefit, they need to mandatorily file the Form 10F online at the link https://eportal.incometax.gov.in/ with effect from April 1, 2023 to avail the benefit of DTAA. • Self-declaration by the non-resident shareholder of having no permanent establishment/Fixed

			<p>base or place of business/Business Connection /Place of Effective Management/beneficial ownership, in India in accordance with the applicable DTAA (pertaining to FY 2024-25) (Refer Annexure-2).</p> <p>(Note: Application of beneficial Tax Treaty Rate shall depend upon the completeness and satisfactory review by the Company of the documents submitted by the non-resident shareholders. In case the documents are found to be incomplete, the Company reserves the right to not consider the tax rate prescribed under the tax treaty). Tax once deducted will not be refunded. Shareholders are advised to ensure completeness of documents in all respect. Considering short timelines, Company will not intimate shareholders about deficit or give additional time for submitting revised documents.).</p>
2	Alternative Investment Fund-Category III located in International Financial Services Centre	10% (plus applicable surcharge & cess)#	<ul style="list-style-type: none"> • Copy of PAN card (if available) • Self-declaration in Annexure-1 along with adequate documentary evidence substantiating the nature of the entity.
3	Non-Resident Shareholders who are tax residents of Notified Jurisdictional Area as defined u/s 94A(1) of Act	30%	N.A
4	Sovereign Wealth funds and Pension funds notified by Central Government u/s 10(23FE) of the Act	NIL	<ul style="list-style-type: none"> • Copy of the notification issued by CBDT substantiating the applicability of section 10(23FE) of the Act issued by the Government of India. • Self-Declaration that the conditions specified in section 10(23FE) have been complied with.

5	Subsidiary of Abu Dhabi Investment Authority (ADIA) as prescribed under section 10(23FE) of the Act	Nil	Self-Declaration substantiating the fulfillment of conditions prescribed under section 10(23FE) of the Act.
6	Availability of Lower/NIL tax deduction certificate issued by IT Department u/s 195 or 197 of the Act	Rate specified in Lower tax withholding certificate obtained from IT Department	Copy of the lower tax withholding certificate obtained from IT Department

#In case PAN is not updated with the Company's RTA or depository; or PAN is not available; and information sought in the declaration are not provided, higher rate of withholding tax as per section 206AA shall be applied.

The aforesaid documents such as Form 15G/ 15H, documents under section 196, 197A, FPI Registration Certificate, Tax Residency Certificate, Lower Tax certificate etc. shall be uploaded on the link <https://ris.kfintech.com/form15/> on or before July 25, 2024 to enable the Company to determine the appropriate withholding tax rate applicable. In case where copy of documents (such as, PAN card, Registration certificate, etc.) is provided, the copy should be self-attested by the Shareholder or its authorized signatory. ***Any communication in relation to tax rate determination/deduction received post July 25, 2024 shall not be considered.***

Notes:

- **Update your KYC data to receive all communications and dividend information-**
The shareholders are requested to update their KYC data viz., PAN Number, email id, address, mobile number and bank account details by submitting the relevant details with our RTA whose address is given below. Shareholders holding shares in dematerialized mode are requested to update the same with their respective DP to ensure ease of communication and seamless remittances.
- The documents furnished by the shareholders (such as Form 15G/15H, TRC, Form 10F, Self-Attested Declaration etc.) shall be subject to review and examination by the Company before granting any beneficial rate or NIL Rate. The Company reserves the right to reject the documents in case of any discrepancies or the documents are found to be incomplete.
- Shareholders will be able to download the tax credit statement from the Income Tax Department's website <https://incometaxindiaefiling.gov.in> (refer to Form 26AS).

- Additionally, in case a resident shareholder or a non-resident shareholder having a PE in India qualifies as a "specified person" as per section 206AB of the Act, ***higher rate of TDS as per section 206AB of the Act shall be applied.***
- **In case withholding tax is deducted at a higher rate, an option is still available with the shareholder to file the return of income and claim an appropriate refund. No claim shall lie against Company for any taxes deducted by the Company.**
- In the event of any income tax demand (including interest, penalty, etc.) arising from any misrepresentation, inaccuracy or omission of information provided by the shareholder, the shareholder will be responsible to indemnify the Company and also provide the Company with all information / documents and co-operation in any tax proceedings.
- This Communication is not exhaustive and does not purport to be a complete analysis or listing of all potential tax consequences in the matter of dividend payment. The Shareholders should consult their tax advisors for requisite action to be taken by them.
- In case of any discrepancy in documents submitted by the shareholder, the Company will deduct tax at higher rate as applicable, without any further communication in this regard.
- All communication/queries in respect of above should be addressed to Mr. Rajeev Kumar, our RTA, KFin Technologies Ltd at einward.ris@kfintech.com at its address, , Corporate Registry (Unit: **3M India Limited**), KFin Technologies Limited, Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500032.
- 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 shareholder in accordance with Rule 37BA(2) of the Income-tax Rules, 1962. The declaration must consist of Name, address, PAN of the person to whom credit is to be given and proportion of credit to be given in respect of dividend income.

With best regards,

For 3M India Limited

Sd/-

Pratap Rudra Bhuvanagiri

Company Secretary and Compliance Officer

Date:

To

3M India Limited

Plot No 48-51, Electronics City,
Bangalore 560100

Subject: Declaration regarding Category and Beneficial Ownership of shares

Ref: PAN –

Folio Number / DP ID/ Client ID –

With reference to the captioned subject, and in relation to the appropriate withholding of taxes on the Dividend payable to me / us by 3M India Limited, I / We hereby declare as under:

1. I/We, _____, holding share/shares of the Company as on the record date, hereby declare that I am /we are tax resident of India for the period April 2024-March 2025 (Indian Fiscal Year).
2. I/We hereby declare that (Select Applicable)
 - I am an Individual has linked the Aadhar number with PAN Card.
 - We are **Insurance Company** and are the beneficial owner of the share/shares held in the Company; and we are submitting self-attested copy of PAN Card.
 - We are **Mutual Fund** specified in Section 10(23D) of the Income Tax Act, 1961 and are the beneficial owner of the share/shares held in the Company; and we are submitting self-attested copy of PAN Card and registration certificate.
 - We are **Alternative Investment fund** established in India and are the beneficial owner of the share/shares held in the Company; and our income is exempt under Section 10(23FBA) of the Act and are governed by SEBI regulations as Category I or Category II AIF; and we are submitting self-attested copy of the PAN card and registration certificate.
 - We are **New Pension System Trust** established in India and are the beneficial owner of the share/shares held in the Company; and our income is exempt under Section 10(44) of the Act and being regulated by the provisions of the Indian Trusts Act, 1882; and we are submitting self-attested copy of the PAN card and registration certificate, as applicable.
 - We are **category of the entity** and are the beneficial owner of the share/shares held in the Company; and are not subject to withholding tax under section 196 of the Income Tax Act; and we are submitting self-attested copy of the documentary evidence supporting the exemption status along with self-attested copy of PAN card.
 - Other category - we are exempted from withholding of Tax u/s194 of the Act and we are submitting self-attested copy of the documentary evidence supporting the exemption status along with self-attested copy of PAN card documents.

3. I/We hereby confirm that the above declaration should be considered to be applicable for all the shares held in the Company under PAN/ accounts declared in the form.
4. I/ We further indemnify the Company for any penal consequences arising out of any acts of commission or omission initiated by the Company by relying on my/ our above averment.

Thanking you.
Yours faithfully,
For Name of the shareholder

Authorized Signatory - Name and designation

Note: Kindly strikethrough whichever is not applicable

Date:

To
3M India Limited,
Plot No 48-51, Electronics City,
Bangalore 560100

Subject: Declaration regarding Tax Residency and Beneficial Ownership of shares

Ref: PAN – Mention PAN of Shareholder

Folio Number / DP ID/ Client ID – Mention all the account details

With reference to the captioned subject, and in relation to the appropriate withholding of taxes on the Dividend payable to me / us by 3M India Limited (the Company), I / We hereby declare as under:

1. I / We, Full name of the shareholder , holding share/shares of the Company as on the record date, hereby declare that I am /we are tax resident of country name for the period April 2024-March 2025 (Indian Fiscal Year) as per tax treaty between India and country name (hereinafter referred to as 'said tax treaty').
2. I / We hereby declare that, I am /we are the beneficial owner of the share/shares held in the Company as well as the dividend arising from such shareholding; and I/ we have the right to use and enjoy the dividend received/ receivable from the above shares and such right is not constrained by any contractual and/ or legal obligation to pass on such dividend to another person.
3. I/We confirm that I/We are entitled to claim the benefits under the Treaty as modified by the multilateral convention to implement tax treaty related measures to prevent base erosion and profit shifting (MLI) including but not limited to the Principal Purpose Test (PPT), limitation of benefit clause (LOB), Simplified Limitation of Benefits (SLOB), period of holding of shares etc. as applicable. We specifically confirm that my affairs / affairs were not arranged such that the main purpose or the principal purpose thereof was to obtain tax benefits available under the applicable tax treaty.
4. I/We hereby furnish a copy of valid Tax Residency Certificate dated _____ having Tax Identification number _____ issued by _____ along with digital Form 10F duly filled in accordance with law.
5. I/We further declare that I/we do not have and will not have any taxable presence, fixed base or Permanent Establishment in India as per the said tax treaty during the period April 2024 – March 2025.

6. I /We have any PE or fixed base in India as construed under relevant Articles of the applicable tax treaty but the dividend income receivable by me/us from investment in the shares of 3M India Limited is not effectively connected to said permanent establishment in India. Further I/We hereby declare and confirm that I/We do not fall under the definition of 'specified person' as provided in section 206AB of the IT Act

7. I/ We further indemnify the Company for any penal consequences arising out of any acts of commission or omission initiated by the Company by relying on my/ our above averment.

8. I/We hereby confirm that the above declaration should be considered to be applicable for all the shares held in the Company under PAN/ accounts declared in the form.

The shareholders are required to provide a Declaration strictly as per the specified format given above, failing which the Company reserves the right to deny the Treaty benefits.

Thanking you.
 Yours faithfully,
 For *Name of the shareholder*
 <<insert signature>>

Authorized Signatory - *Name and designation*

Contact address: _____ [Please insert]
 Email address: _____ [Please insert]
 Contact Number: _____ [Please insert]
 Tax Identification Number _____ [Please insert]

Note: Kindly strikethrough whichever is not applicable

(*In case of any Authorised Signatory being other than Director/ Managing Director, please attach the valid Power of Attorney authorising the individual as an Authorised Signatory)

The shareholders are required to provide a Declaration strictly as per the specified format given above, failing which the Company reserves the right to deny the Treaty benefits.