MOREPEN LABORATORIES LIMITED
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THIS COMMUNICATION REQUIRES YOUR IMMEDIATE ATTENTION

Date: 2nd September, 2026

Dear Member,

Subject: Communication on Tax Deduction at Source (‘TDS’) on Final Dividend

We are pleased to inform you that the Board of Directors of the company at its meeting held on Tuesday, 26th May, 2026, have recommended a final dividend of ₹ 0.20/- per equity share of the face value of ₹ 2/- each for the financial year ended 31st March 2026, subject to the approval of the members at its ensuing Annual General Meeting (“AGM”).

The important details in this regard are as follows:

Event	Date
AGM date	Saturday, 26th September, 2026
Record date	Saturday, 19th September, 2026
Last date for submission tax related documents	Wednesday, 23rd September, 2026

As you may be aware that in accordance with the provisions of the Income Tax Act, 2025 (the 'IT Act'), dividend declared and paid by the company is taxable in the hands of members and the company is required to deduct the tax at source (“TDS”) on the distribution of dividend income to its members at the applicable rates.

Please note that Securities and Exchange Board of India (“SEBI”) vide master circular no. HO/38/13/(4)2026-MIRSD-POD/I/4298/2026 dated 6th February 2026, has mandated that dividend to security holders (holding securities in physical form), shall be paid only through electronic mode, provided the folio being KYC compliant, A folio will be considered KYC compliant on registration of details *viz.* postal address with the PIN code, Permanent Account Number (“PAN”) linked with Aadhaar, contact details including mobile no., bank account details, specimen signature and nomination etc.

Thus, members holding shares in physical form are requested to get details updated at the earliest by submitting requisite forms available on the website of the company’s Registrar to an Issue and Share Transfer Agent (‘RTA’) *i.e.* MAS Services Limited i.e., www.masserv.com under ‘download’ tab, at the address T-34, 2nd Floor, Okhla Industrial Area, Phase – II, New Delhi- 110020.

PAYMENT OF DIVIDEND AND UPDATION OF BANK ACCOUNT DETAILS

Pursuant to the amendment to Regulation 12 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the company is mandated to pay the dividend only through electronic modes.

Accordingly, the members are requested to ensure that their bank account details in their respective demat accounts/physical folios are updated, to enable the company to make timely credit of dividend in their bank accounts.

In view of above, dividend warrants, demand drafts, or cheques in physical form will no longer be issued by the company for payment of dividend.

Further, the members holding shares in dematerialized mode, are requested to update their records such as tax residency status, PAN and register their email id's, mobile numbers and other details with their relevant depositories through their Depository Participants ("DP's"). Similarly, members holding shares in physical mode are requested to furnish details to the company's registrar to an issue and share transfer agent ("RTA") *i.e.* MAS Services Limited. The tax deduction rates would vary depending on the residential status of the members, documents submitted by the members and accepted by the company.

Accordingly, the final dividend will be paid after deducting the tax at source as follows:

I. For Resident Members

Pursuant to section 393(1) read with section 393(4) of the IT Act, the company is required to deduct tax at source as under:

Particulars	Applicable Tax rate	Documents required, if any
Total dividend to be paid to individual member during April 1, 2026 to March 31, 2027 does not exceed ₹ 10,000/- (Rupees Ten Thousand Only)	Nil	-
Individual furnishing valid Form 121 *(erstwhile Form 15G/15H)**	Nil	No TDS shall be deducted if the Individual member provides duly signed Form 121, provided that form is accurately filled, and it meets the prescribed eligibility conditions. The format of 121 is available at the link given below.
PAN is available	10%	All resident members are requested to update the PAN, if not already done, with the depositories (in case of shares held in dematerialized mode) and with the company's RTA - MAS Services Limited (in case of shares held in physical mode).
PAN is not available/ invalid PAN/inoperative PAN**	20%	-

Insurance Companies	Nil	Self-declaration that it qualifies as 'Insurer' as per Section 2(7A) of the Insurance Act, 1938 and has full beneficial interest with respect to the equity shares owned by it along with self-attested copy of PAN and certificate of registration with Insurance Regulatory and Development Authority of India (IRDAI) / Life Insurance Corporation of India (LIC) / General Insurance Corporation of India (GIC), is required to be submitted through the link provided below.
Mutual Funds	Nil	Self-declaration that it is registered with SEBI and is specified at Schedule VII to section 11 of the Act alongwith self-attested copy of PAN card and certificate of registration with SEBI, is required to be submitted through the link provided below.
Alternative Investment Fund ("AIF")	Nil	Self-declaration that its income is exempt under Schedule V to section 11 of the Act, and they are registered with SEBI as Category I or Category II AIF along with self-attested copy of the PAN card and certificate of AIF registration with SEBI, is required to be submitted through the link provided below.
New Pension System ("NPS") Trust:	Nil	Self-declaration that it qualifies as NPS Trust and income is eligible for exemption under Schedule VII to section 11 of the Act and being regulated by the provisions of the Indian Trusts Act, 1882 along with self-attested copy of the PAN card, is required to be submitted through the link provided below.
Submitting certificate under Section 395(1) of the Act (i.e. lower or NIL withholding tax certificate)	Rate provided in the certificate	Lower/Nil withholding tax certificate obtained from income tax authority alongwith declaration in the link given below.
Members exempted from TDS provisions in terms of any provisions of the Act or CBDT Circular or notification.	Nil	Documentary evidence supporting the exemption status in terms of any provisions of the Act or CBDT Circular or notification alongwith declaration in the link given below.

Notes:

**Form 121 (erstwhile Form15G/15H) needs to be furnished only if dividend amount exceeds ₹ 10,000. Considering that the company has declared dividend of ₹ 0.20/- per share, need for submitting Form 121 will arise only if your shareholding in the company exceeds 50000 equity shares.*

***As per section 262 of the Act, every person who has been allotted a PAN and who is eligible to obtain Aadhaar, shall be required to link its PAN with Aadhaar, except person exempted under relevant notification(s). In the event of failure to comply with this requirement, the PAN allotted shall be deemed to be inoperative and tax shall be deducted at the rate of 20% as provided under Section 397(2) of the Act. For determining TDS rate on Dividend, the company will be using the compliance check utility issued by Income Tax Department to determine the status of PAN (operative/inoperative).*

II. <u>For Non- Resident Members</u>

Particulars	Applicable Tax rate	Documents required, if any
Non-resident members (including FII/FPI)$	20% (plus applicable surcharge and cess) **OR** DTAA Rate* ***(whichever is lower)***	In order to avail the benefit of Double Taxation Avoidance Agreement (DTAA) by non-resident members, the following documents are required to be submitted to the company ➢ Self-attested copy of Indian PAN. In case of persons not having PAN, substitute of PAN**. ➢ Self-attested copy of Tax Residency Certificate (TRC)^ issued by the tax revenue department of your home country for the current financial year 2026-27 ➢ Form 41 *(erstwhile Form 10F)* executed in electronic mode from Income tax portal which can be downloaded from https://eportal.incometax.gov.in/ and also from the link given below. ➢ Self-declaration from non-resident, primarily covering the following: (format given at the link below), certifying that:- • Member is and will continue to remain a tax resident of the country of its residence during the financial year 2026-27; • Member is eligible to claim the benefit of respective DTAA for the purposes of tax withholding on dividend declared by the company; • Member is the ultimate beneficial owner of shares held in the company and dividend receivable from the company and • Member does not have a taxable presence or a permanent establishment in India for the financial year 2026-27.
Submitting certificate under Section 395(1) of the Act (i.e. lower or Nil withholding tax certificate)	Rate provided in the certificate	Lower/Nil withholding tax certificate obtained from tax authority alongwith declaration in the link below.

Notes:

**The company is not obligated to apply the beneficial DTAA rates at the time of tax deduction/withholding on dividend amounts. Application of beneficial DTAA Rate shall depend upon the completeness of the documents submitted by the Non-Resident member and review to the satisfaction of the company.*

*** Tax Identification Number of the member in the country or specified territory of his residence and in case no such number is available, then a unique number on the basis of which the member is identified by the Government of that country or the specified territory of which he claims to be a resident.*

$ In case member being tax resident of Singapore, letter issued by the competent authority or any other evidence demonstrating the non-applicability of Article 24 - Limitation of Relief under India-Singapore DTAA, is required to be submitted.

^ In case, the TRC is furnished in a language other than English, the said TRC would have to be translated from such other language to English language and thereafter duly notarized and apostilled copy of the TRC would have to be provided.

Declaration under Rule 203

In case the dividend income is assessable to tax in the hands of a person other than the registered shareholder, In terms of Rule 203 of the Income Tax Rules, 2026, such registered shareholder will be required to furnish a declaration containing the name, address, PAN of the person to whom TDS credit is to be given and reasons for giving credit to such person. The format of the declaration is available at the link below.

For members having multiple accounts under different status / category

Members holding equity shares under multiple accounts under different status / category and single PAN, may note that higher of the tax as applicable to the status in which shares held under a PAN shall be considered on their entire holding in different accounts.

General Instructions For all member (Resident and Non- Resident):

Members who are exempted from TDS provisions through any circular or notification may provide documentary evidence in relation to the same, to enable the company in applying the appropriate TDS on dividend payment to such member.

In order to enable the company to determine and deduct appropriate TDS / withholding Tax, members are requested to submit required forms and documents at the link given below, on or before **Wednesday, 23rd September 2026 (5 pm IST)**

Note: *Any forms, declarations and documents that will be incomplete and/or unsigned or submitted* ***after*** **Wednesday, 23rd September 2026** ***(5 pm IST) will not be considered by the company****. Further, submission by any other mode, other than above, will not be entertained by the company, and in case submitted then will be treated as not submitted at all.*

Forms/declarations

To view / download Form 121 – Click here
To view / download - Self Declaration for Resident Members – Click here
To view / download - Self Declaration for Non-Resident Members – Click here
To view / download Form 41 – Click here
To view / download - Self Declaration under Rule 203 – Click here
To submit – Click here

Further, please note that all forms/declarations submitted are valid for one financial year i.e. (FY 2026-27) only.

The company will arrange to email a soft copy of the TDS certificate to you at your registered email- ID post completion of activities as per the prescribed timelines. Members will also be able to see the credit of TDS in Form 168, by logging in with your credentials (with valid PAN) at TRACES https://www.tdscpc.gov.in/app/login.xhtml or the e-filing website of the Income Tax department of India https://www.incometax.gov.in/iec/foportal/

If the tax on said dividend is deducted at a higher rate, in absence of/receipt of or satisfactory completeness of the afore-mentioned details/documents, by the company, the member may claim an appropriate refund in the return of income filed with their respective tax authorities. No claim shall lie against the company for such tax deduction.

In the event of any income tax demand (including interest, penalty, etc.) arising from any misrepresentation, inaccuracy or omission of information provided / to be provided by the member(s), such member(s) will be responsible to indemnify the company and also, provide the company with all information / documents and co-operation in any appellate proceedings. Should you seek any further clarification, please write to us at investor@masserv.com

FAQs relating to the above are hosted on website of the company at https://www.morepen.com/investors

For Morepen Laboratories Limited

Vipul Kumar Srivastava
Company Secretary
Membership No. F-12148

Disclaimer: This communication shall not be treated as an advice from the company. Members should obtain the tax advice related to their tax matters from a tax professional.