



MOREPEN LABORATORIES LIMITED

Regd. Off: Morepen Village, Nalagarh Road, Near Baddi, Distt. Solan, H.P.- 173 205

CIN: L24231HP1984PLC006028; **Website:** www.morepen.com;

E-mail Id: investors@morepen.com; **Tel No.:** +91-01795-276201-03; **Fax No.:** +91-01795-276204

Date: August 12, 2025

Dear Member,

We are pleased to inform you that the Board of Directors of the company at its meeting held on Monday, 12th May, 2025, 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 2025, 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, 6 th September, 2025
Record date	Saturday, 30 th August, 2025
Last date for submission tax related documents	Wednesday, 03 rd September, 2025

As you may be aware that in accordance with the provisions of the Income Tax Act, 1961 as amended by the Indian Finance Act, 2020, dividend declared and paid by the company after 1st April, 2020, 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 as per SEBI master circular no. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/91 dated 23rd June 2025, it is mandatory for all the member(s) holding shares in physical form to update their PAN, contact details (postal address with PIN code and mobile number), bank a/c details and specimen signature for their corresponding folio. In case if any of such details/documents are not registered with the company, such folio(s) shall be considered as KYC non-compliant, and such member(s) shall be eligible to receive any dividend/interest payments only through electronic mode upon updation of the required details with RTA.

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 RTA, 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.

Members are also 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.

Further, the members holding shares in dematerialized mode, are requested to update their records such as tax residential status, permanent account number (“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 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 amendment in the Indian Income Tax provisions, the company is required to withhold the taxes on dividend income paid to its resident member, as per the prescribed rates under Section 194 of the Income Tax Act, 1961 (“the Act”).

Particulars of resident members	Applicable Tax rate	Documents required, if any
Total dividend to be paid to Individual member during F.Y. April 1, 2025 to March 31, 2026 does not exceed ₹ 10000/- (Rupees Ten Thousand Only)	Nil	-
Valid Form 15G or Form 15H (as applicable) are furnished*	Nil	No TDS shall be deducted if the Individual member provides duly signed Form 15G or Form 15H (as applicable), provided that form is accurately filled, and it meets the prescribed eligibility conditions. The format of Form 15G / 15H 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%	-
Life Insurance Corporation (“LIC”), General Insurance Company (“GIC”), Other Insurer for whom Section 194 of the Act is not applicable	Nil	As per the provisions of section 194 of the Act, no tax is required to be deducted on dividend paid to LIC, GIC or its subsidiaries or any other insurer in respect of shares owned by them or in which they have full beneficial interest. Self-attested copy of valid IRDAI registration certificate needs to be submitted alongwith declaration in the link given below.
Persons Covered under Section 196 of the Act (e.g. Mutual Funds, Govt.)	Nil	Self-attested copy of valid SEBI registration certificate/any other documentary evidence that person is covered under provision of section 196 needs to be submitted alongwith declaration in the link given below.
Submitting Order under Section 197 of the Act (i.e. lower or NIL withholding tax certificate)***	Rate provided in the Order	Lower/Nil withholding tax certificate obtained from income tax authority alongwith declaration in the link given below.
Category I and II Alternative Investment Fund	Nil	Self-attested copy of valid SEBI registration certificate needs to be submitted 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.

Note:

**Form 15G/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 Forms 15G/H will arise only if your shareholding in the company exceeds 50000 equity shares.*

*** As per section 139AA 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 as per Notification No. 37/2017. In case of failure to comply to this, the PAN allotted shall be deemed to be inoperative and tax shall be deducted at higher rate as prescribed under 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 validity of PANs and inoperative PANs.*

**** Withholding rate lower than the rates prescribed in the Act shall be applied only on submission of a valid lower/nil withholding certificate u/s 197 obtained from the tax authority.*

II. For Non- Resident Members

In pursuance to amendment in the Indian Income Tax Provisions, the company is required to withhold the taxes on dividend, as per the prescribed rate on dividend payable to its member.

Particulars of non-resident members	Applicable Tax rate	Documents required, if any
Non-resident members (including FII/FPI)	20% (plus applicable surcharge and cess) OR DTAA Rate* <i>(whichever is lower)</i>	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 Permanent Account Number (PAN) card. 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 2025-26 ➤ Self-declaration in 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:- <ul style="list-style-type: none">• Member is and will continue to remain a tax resident of the country of its residence during the financial year 2025-26;• Member is eligible to claim the benefit of respective DTAA for the

		<p>purposes of tax withholding on dividend declared by the company;</p> <ul style="list-style-type: none"> • 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 2025-26.
Submitting Order under Section 197 of the Act (i.e. lower or Nil withholding tax certificate)***	Rate provided in the Order	Lower/Nil withholding tax certificate obtained from tax authority alongwith declaration in the link below.

Note:

**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.*

**** Withholding rate lower than the relevant DTAA shall be applied only on submission of a valid lower/nil withholding certificate u/s 197 obtained from the tax authority.*

Declaration under Rule 37BA

In terms of Rule 37BA of the Income Tax Rules, 1962, if dividend income on which tax has been deducted at source is assessable in the hands of a person other than the deductee, then such deductee should file declaration with company in the manner prescribed in the Rules. The draft 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 will 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, 3rd September 2025 (5 p.m. IST)**

Note:

Any forms, declarations and documents that are incomplete and/or unsigned or submitted after Wednesday, 3rd September 2025 (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 15G – [Click here](#)

To view / download Form 15H – [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 10F – [Click here](#)

To view / download - Self Declaration under Rule 37BA – [Click here](#)

For submission of the aforesaid Forms/ Documents please follow the given instructions:

To submit - [Click here](#)

Further, please note that all forms/declarations submitted are valid for one financial year i.e. (FY 2025-26) 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 26AS, which can be downloaded from their e-filing account at <https://eportal.incometax.gov.in/iec/foservices/>

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 taxes deducted.

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

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.

For Morepen Laboratories Limited

Vipul Kumar Srivastava
Company Secretary
Membership No. F-12148