



COLGATE-PALMOLIVE (INDIA) LIMITED

Registered Office: Colgate Research Centre, Main Street, Hiranandani Gardens, Powai, Mumbai 400 076.

CIN: L24200MH1937PLC002700

Tel. No.: 022 - 6709 5050 / 60, Fax No. : 022 – 2570 5088

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ATTENDANCE SLIP

PLEASE BRING THIS ATTENDANCE SLIP TO THE MEETING HALL AND
HAND IT OVER AT THE ENTRANCE.

I/We hereby record my/our presence at the 76th Annual General Meeting (AGM) of Colgate-Palmolive (India) Limited held at Shri Bhaidas Maganlal Sabhagriha, Swami Bhaktivedanta Marg, J.V.P.D. Scheme, Vile-Parle (West), Mumbai 400 056 on Thursday, August 03, 2017 at 3.30. p.m.

Sr. No. : (for office use only)	
Ledger Folio No./CL.ID/DP ID No. if any.	
Name and Registered Address of the Shareholder(s).	
Joint Holder 1 Joint Holder 2	
No. of Shares held	
Name of the Proxy/Representative, if any	
Signature of the Member/s/Proxy	
Signature of the Representative	

FOR IMMEDIATE ATTENTION OF THE SHAREHOLDERS

Shareholders may please note the user id and password given below for the purpose of remote e-Voting in terms of Section 108 of the Companies Act, 2013, read with Rule 20 of the Companies (Management and Administration), Rules, 2014 [including any statutory modification(s) or re-enactment thereof for the time being in force, as amended by the Companies (Management and Administration) Amendment Rules, 2015] and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. Detailed instructions for remote e-Voting are given in the Notes of the 76th AGM Notice.

EVEN (e-Voting Event Number)	USER ID	PASSWORD/PIN

The instructions for remote e-Voting are as under :

A. Members whose e-mail ID(s) are registered with the Company/Depository Participants (CDSL/NSDL), the procedure to vote electronically is as under:

(i) Click on the PDF file sent to you in the e-mail by NSDL. The file will prompt for a Password. Kindly input your Client ID or Folio No. as may be applicable in the box prompted for Password. The said PDF file contains your user ID and password/PIN for remote e-Voting. Please note that this password is an initial password and needs to be changed while doing first time login for security purpose.

NOTE: Shareholders already registered with NSDL for e-voting will not receive the PDF file containing the User id and password.

(ii) Launch internet browser by typing the following URL : <https://www.evoting.nsd.com>

(iii) Click on Shareholder – Login

(iv) Enter user ID and password as initial password/PIN noted in step (i) above. Click Login.

(v) Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

(vi) Home page of remote e-Voting opens. Click on remote e-Voting : Active Voting Cycles.

(vii) Select the “EVEN” (e-Voting Event Number) of Colgate-Palmolive (India) Limited.

(viii) Now you are ready for remote e-Voting as Cast Vote page opens.

(ix) Cast your vote by selecting appropriate option and click on “Submit” and also “Confirm” when prompted.

(x) Upon confirmation, the message “Vote cast successfully” will be displayed.

(xi) Once you have voted on the resolution, you will not be allowed to modify your vote.

(xii) Institutional shareholders (i.e. other than individuals, HUF, NRI, etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority Letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to scrutinizer@snaco.net

B. Members whose e-mail ID(s) are not registered with the Company/Depository Participants or request for a physical copy, the procedure to vote electronically is as under:

(i) Initial password is provided in the following format at the bottom of the Attendance Slip of the AGM sent with the Annual Report:

EVEN (e-Voting Event Number)	USER ID	PASSWORD/PIN
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(ii) Please follow all steps from Sr. No. (ii) to Sr. No. (xii) of notes 13(A) above, to cast vote.

C. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and remote e-Voting user manual for Shareholders available at the Downloads section of www.evoting.nsd.com or contact NSDL at the toll free No. 1800-222-990. Alternatively, you can also contact on evoting@nsdl.co.in for any queries or grievances connected with remote e-Voting service.

D. Any person who acquires shares of the Company after the dispatch of the Notice of AGM and holding shares as of the cut-off date i.e. July 27, 2017, may obtain the login ID and password by sending a request at evoting@nsdl.co.in If you are already registered with NSDL for remote e-Voting then you can use your existing user ID and password/PIN for casting your vote.

NOTE: Shareholders who forgot the User Details/Password can use “Forgot User Details/Password?” or “Physical User Reset Password?” option available on www.evoting.nsd.com In case Shareholders are holding shares in demat mode, USER-ID is the combination of (DPID+ClientID). In case Shareholders are holding shares in physical mode, USER-ID is the combination of (Even No.+Folio No.).

E. You can also update your mobile number and e-mail ID in the user profile details of the folio which may be used for sending future communication(s).

F. The remote e-Voting period commences on Monday, July 31, 2017 (8 a.m.) and ends on Wednesday, August 2, 2017 (5 p.m.). During this period, members of the Company holding shares either in physical form or in dematerialized form, as on the cut-off date of Thursday, July 27, 2017, may cast their vote by remote e-Voting. The remote e-Voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the shareholder, shareholder shall not be allowed to change it subsequently. Electronic voting shall not be allowed beyond the said date and time.

G. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of Thursday, July 27, 2017.

H. Mr. S. N. Ananthasubramanian (Membership No. F4206) has been appointed as the Scrutinizer for 76th Annual General Meeting. Scrutinizer will ensure that the remote e-Voting process is conducted in a fair and transparent manner.

I. The Scrutinizer shall, immediately after the conclusion of the voting at the AGM, first count the votes casted at the Meeting and thereafter unblock the votes cast through remote e-Voting in the presence of at least two (2) witnesses not in the employment of the Company and make within a period not exceeding three (3) days from the conclusion of the AGM, a consolidated Scrutinizer’s Report of the total votes cast in favour or against, if any, to the Chairman, or an authorized person by him, of the Company.

J. The results shall be declared after receiving consolidated Scrutinizer’s Report from the Scrutinizer. The results declared along with the Scrutinizer’s Report shall be placed on the Company’s website www.colgatepalmolive.co.in and on the websites of Stock Exchanges and NSDL.

K. The resolutions shall be deemed to be passed on the date of the AGM, subject to receipt of sufficient votes through a compilation of Voting results (i.e. remote e-Voting and the voting held at the AGM).