July 30, 2026

Dear Member(s),

Sub: Communication in respect of deduction of tax at source on Final Dividend payout

We are pleased to inform you that the Board of Directors of the Company at its Meeting held on Saturday, May 16, 2026, has proposed a final dividend of Rs. 1/- per equity share of face value of Rs. 10/- each for the financial year 2025-26, subject to approval of shareholders in forthcoming 37th Annual General Meeting (**"AGM")** to be held on **Friday, August 21, 2026, at 5.00 p.m.** through Video Conferencing ("**VC**") or other audio-visual means ("**OAVM**")

The said dividend will be payable to those members whose name appears in the Register of Members of the Company as on Thursday, August 13, 2026 i.e. Cut-off date (**Record Date**) or those whose names appear as beneficial owners as on Thursday, August 13, 2026 as per lists to be furnished by the depositories viz. National Securities Depository Limited and Central Depository Services (India) Limited, electronically through various online transfer modes to those members who have updated their bank account details.

Payment of dividend shall be made through electronic mode to the Shareholders who have updated their bank account details. Dividend Warrants / Demand Drafts will be dispatched to the registered address of the shareholders who have not updated their bank account details.

To avoid delay in receiving the dividend, members are requested to update their KYC along with their Bank Details with their depositories (where shares are held in dematerialized mode) to receive the dividend directly into their bank account on the payout date. To avoid loss of Dividend Warrants/Demand Drafts in transit and undue delay in receipt of dividend warrants, the Company provides the facility to the Members for remittance of dividend directly in electronic mode through National Automated Clearing House (NACH).

Members may note that as per the Income Tax Act, 1961, as amended by the Finance Act, 2020 and as re-enacted under the Income Tax Act, 2025 (Income Tax Act), dividend income is taxable in the hands of the Members and the Company is required to deduct tax at source (TDS) from the dividend paid to the Members at the rates prescribed in the Income Tax Act. In order to enable the Company to determine the appropriate TDS rate as applicable, Members are requested to submit the documents in accordance with the provisions of the Income Tax Act and Rules thereunder. Accordingly, the Company shall therefore be required to deduct tax at source at the time of making the payment of the dividend, if approved at the forthcoming AGM.

All the Members are required to ensure that the details such as PAN, residential status, category of Shareholders (e.g. Domestic Company, Foreign Company, Individual, Firm, LLP, Hindu Undivided Family (**"HUF"**), Foreign Portfolio Investor ("**FPI**"), Foreign Institutional Investor ("**FII**"), Government, Trust, Alternate Investment Fund - Category I, II or III, etc.) email id and address are updated, in their respective demat account/s maintained with the Depository Participants. Please note that these details as available on cut-off date in the Register of Members will be relied upon by the Company, for the purpose of complying with the applicable withholding tax provisions.

As per Section 262 of the IT Act, every person who has been allotted a Permanent Account Number ("**PAN**") and who is eligible to obtain Aadhaar, shall be required to link the PAN with Aadhaar. In case of failure to comply with this, the PAN allotted shall be deemed to be invalid/inoperative and he shall be liable to all consequences under the IT Act and tax shall be deducted at higher rates as prescribed under the IT Act.

This communication provides the applicable Tax Deduction at Source ("**TDS**") provisions under the IT Act for Resident and Non-Resident shareholder categories.

I. RESIDENT SHAREHOLDERS:

Tax is required to be deducted at source under Section 393(1) [Table Sr. No. 7] read with 393(4) of the Act, at the rate of 10% on the amount of dividend where Shareholders have registered/ updated in the demat account their valid Permanent Account Number (PAN). In case, Shareholders do not have PAN registered/ updated in the demat account /invalid PAN/PAN not linked with Aadhaar, TDS at the rate of 20% shall be deducted under Section 397(2) of the Act.

(a) the Member(s) do not have PAN/have not registered their valid PAN details in their account.

(b) the Member(s) have not linked their Aadhaar with their PAN within the due date as prescribed by the Income Tax Department, rendering the PAN as invalid.

A. *Resident Individuals*

No tax shall be deducted on the dividend payable to resident individuals, if:

- Total amount of dividend to be received by them during the Financial Year 2026-27 does not exceed ₹10,000/-; or
- The Member(s) provides Form 121 provided that all the required eligibility conditions are met. Please note that all the fields are mandatory to be filled up and the Company may at its sole discretion reject the form if it does not fulfill the requirement of law; or
- Exemption certificate is issued by the Income-tax Department, if any.
- In case, shareholders provide certificate under section 395(1) of the IT Act, for lower/NIL withholding of taxes, rate specified in the said certificate shall be considered, on submission of self-attested copy to the Company.

B. *Resident Non-Individuals:*

No tax shall be deducted on the dividend payable to the following resident non-individuals, where they provide details and documents as below:

Category of shareholders	**Exemption applicability/Documentation requirement**
Mutual Funds	No TDS is required to be deducted as per Section 11 of the IT Act, subject to specified conditions. Self-attested copy of PAN card and valid SEBI registration certificate needs to be submitted. *(Format of the self-declaration form can be accessed at*

	https://neogenchem.com/wp-content/uploads/self-declaration-formats-fy-25-26.pdf).
Insurance Companies	No TDS is required to be deducted as per Section 393(4) of the IT Act, subject to specified conditions. Self-attested copy of valid IRDAI registration certificate needs to be submitted. 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 Ordinary Shares owned by it along with self-attested copy of PAN card and certificate of registration with Insurance Regulatory and Development Authority (IRDA)/ LIC/ GIC. *(Format of the self-declaration form can be accessed at https://neogenchem.com/wp-content/uploads/self-declaration-formats-fy-25-26.pdf).*
Category I and II Alternative Investment Fund	No TDS is required to be deducted as per Section 11 of the IT Act, subject to specified conditions. Self-attested copy of PAN card and valid SEBI registration certificate needs to be submitted *(Format of the self-declaration form can be accessed at https://neogenchem.com/wp-content/uploads/self-declaration-formats-fy-25-26.pdf).*
Recognized Provident Fund	No TDS is required to be deducted as per Circular No.18/2017, subject to specified conditions. Self-attested copy of PAN Card and a valid order from Commissioner under Rule 3 of Part A of Fourth Schedule to the IT Act, or self-attested valid documentary evidence (e.g. relevant copy of registration, notification, order, etc.) in support of the provident fund being established under a scheme framed under the Employees' Provident Funds Act, 1952 needs to be submitted.
Approved Superannuation Fund	No TDS is required to be deducted as per Circular No.18/2017, subject to specified conditions. Self-attested copy of PAN card and valid approval granted by Commissioner under Rule 2 of Part B of Fourth Schedule to the IT Act needs to be submitted.
Approved Gratuity Fund	No TDS is required to be deducted as per Circular No.18/2017, subject to specified conditions. Self-attested copy of PAN card and valid approval granted by Commissioner under Rule 2 of Part C of Fourth Schedule to the IT Act needs to be submitted.
National Pension Scheme	No TDS is required to be deducted as per Section 11 of the IT Act. Self-attested valid documentary evidence (e.g., relevant copy of registration, notification, order, etc.) granting approval to the scheme along with self-declaration that it qualifies as NPS trust, along with self-attested copy of the PAN card needs to be submitted. *(Format of the self-declaration form can be accessed at https://neogenchem.com/wp-content/uploads/self-declaration-formats-fy-25-26.pdf).*
Government (Central/State)	No TDS is required to be deducted as per Section 393(5) of the IT Act. Self-attested copy of PAN card along with self-declaration specifying the Act under which such corporation is established and that their income is exempt under the provisions of the Act and registration certificate needs to be submitted. *(Format of the self-declaration form can be accessed at https://neogenchem.com/wp-content/uploads/self-declaration-formats-fy-25-26.pdf).*

Any other entity entitled to exemption from TDS	Valid self-attested documentary evidence (e.g. relevant copy of registration, notification, order, etc.) in support of the entity being entitled to TDS exemption needs to be submitted) along with copy of PAN card. *(Format of the self-declaration form can be accessed at https://neogenchem.com/wp-content/uploads/self-declaration-formats-fy-25-26.pdf).*

C. In case, Members (both individuals or non-individuals) provide certificate under Section 395(1) of the IT Act, for lower/NIL withholding of taxes, rate specified in the said certificate shall be considered, on submission of self-attested copy of the same.

II. FOR NON-RESIDENT SHAREHOLDERS:

Taxes are required to be withheld in accordance with the provisions of Section 393(2) [Table Sr. No. 13, 15 and 17] of the IT Act at the applicable rates in force. As per the relevant provisions of Section 393(2) of the said IT Act, the withholding tax shall be at the rate of 20% (plus applicable surcharge and CESS) on the amount of dividend payable to them. In case, Non-Resident Shareholders provide a certificate issued under Section 395(1) of the Act, for lower/ nil withholding of taxes, rate specified in the said certificate shall be considered, on submission of self-attested copy of the same.

As per Section 159 of the Act, the non-resident Shareholder has the option to be governed by the provisions of the Double Tax Avoidance Agreement (DTAA) between India and the country of tax residence of the Shareholder, if they are more beneficial to them. For this purpose, i.e. to avail DTAA benefit, the non-resident Shareholders are required to submit the following:

i. Self-attested copy of the PAN card allotted by the Indian Income Tax authorities.
ii. Self-attested copy of Tax Residency Certificate (TRC) for the year 2026-27 or calendar year 2026, valid as on record date, obtained from the tax authorities of the country of which the Shareholder is a resident.
iii. Self-declaration in Form 41 for Tax Year 2026-27 filed electronically on the Income Tax portal at https://eportal.incometax.gov.in/iec/foservices/#/login for FY 2026-27 as per Rule 75 read with Rule 332 of Income Tax Rules, 2026 (along with copy of Tax Residency Certificate (TRC).
iv. Self-declaration by Shareholder in the format certifying the following points:
   a) Shareholder is and will continue to remain a tax resident of the country of its residence during the FY 2026-27;
   b) Shareholder has no reason to believe that his/her claim for the benefits of the DTAA is impaired in any manner;
   c) Shareholder is the ultimate beneficial owner of his/her shareholding in the Company and dividend receivable from the Company during FY 2026-27; and
   d) Shareholder does not have a taxable presence or a permanent establishment in India during the FY 2026-27.

v. In case of Foreign Institutional Investors and Foreign Portfolio Investors, copy of SEBI registration certificate.
vi. In case of Shareholder being tax resident of Singapore, please furnish the letter issued by the competent authority or any other evidence demonstrating the non-applicability of Article 24 - Limitation of Relief under India-Singapore DTAA.

It is recommended that Shareholders should independently satisfy their eligibility to claim DTAA benefit including meeting of all conditions laid down by DTAA.

Kindly note that the Company is not obligated to apply beneficial DTAA rates at the time of tax deduction /withholding on dividend amounts. Application of beneficial rate as per DTAA for the purpose of withholding taxes shall depend upon completeness and satisfactory review by the Company of the documents submitted by the non-resident Shareholder.

Declaration under Rule 203: In terms of Rule 203 of the Income Tax Rules 2026, 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.

Kindly note that the aforementioned documents are required to be submitted up to Thursday, August 13, 2026 by 05:00 P.M. (IST) in order to enable the Company to determine and deduct appropriate TDS/withholding tax rate. No communication on the tax determination/deduction shall be entertained post Thursday, August 13, 2026 by 05:00 P.M. (IST). It may be further noted that in case the tax on said dividend is deducted at a higher rate in absence of receipt of the aforementioned details/documents from you or incomplete documents, there would still be an option available with you to file the return of income and claim an appropriate refund, if eligible.

The above-mentioned documents submitted by you will be verified by us and we will consider the same while deducting the appropriate taxes, if any, provided that these documents are in accordance with the provision of the Act.

Members are requested to submit the tax exemption declaration on below weblink:

web.in.mpms.mufg.com/formsreg/submission-of-Form-121-41.html

ALL ANNEXURES RELATED TO ONE SHAREHOLDER MUST BE UPLODED AS SINGLE DOCUMENT AT ONE GO. MULTIPLE DOCUMENTS AT MULTIPLE UPLOADS WOULD CREATE CONFUSION AND COMPANY CAN NOT LINK THEM TOGETHER. IN CONSEQUENCE, DOCUMENTS MAY BE IGNORED.

Notes:

1. All the above referred tax rates will be enhanced by surcharge and CESS, wherever applicable.

2. 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.

3. For all self-attested documents, Member must mention on the document "certified true copy of the original". For all documents being submitted by the Member, the Member undertakes to send the original document(s) on the request by the Company.

4. ***In case, the dividend income is assessable to tax in the hands of a person other than the registered Members as on the Record Date, the registered Members is 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 upto Thursday, August 13, 2026 by 05:00 P.M. (IST). No request in this regard would be accepted by the Company/RTA after the said date or payment of dividend.***

5. Above communication on TDS sets out the provisions of law in a summary manner only and does not purport to be a complete analysis or listing of all potential tax consequences.

   Members should consult with their own tax advisors for the tax provisions that may be applicable to them.

6. It may be further noted that in case the tax on dividend is deducted at a higher rate in absence of receipt of the aforementioned details/documents, there would still be an option available with the Member to file the return of income and claim an appropriate refund, if eligible. **No claim shall lie against the Company for such higher taxes deducted.**

7. 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.

8. Members holding shares in dematerialized mode, are requested to update their records such as tax residential status, permanent account number (PAN), registered email addresses, mobile numbers and other details with their relevant depositories through their depository participants. Members holding shares in physical mode are requested to furnish details to the Company's registrar and share transfer agent MUFG Intime India Private Limited (formerly known as Link Intime India Private Limited) (RTA). The Company is obligated to deduct tax at source (TDS) based on the records available with RTA and no request will be entertained for revision of TDS return.

   Incomplete and/or unsigned forms, declarations and documents will not be considered by the Company for granting any exemption.

   All communications/queries in this respect should be addressed to our RTA to its email address rnt.helpdesk@in.mpms.mufg.com or on weblink: web.in.mpms.mufg.com/formsreg/submission-of-Form-121-41.html with a copy marked to investor@neogenchem.com .

   Members wishing to claim dividends that remain unclaimed for the financial year 2018-19, 2019-20, 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25 are requested to correspond with the RTA at rnt.helpdesk@in.mpms.mufg.com, or with the Company Secretary, at the Company's registered office or may write at investor@neogenchem.com . Members are requested to note that dividends which remains unpaid or unclaimed for a period of seven years from the date of transfer to the unpaid dividend account of the Company, will be transferred to the Investor Education and Protection Fund (IEPF) established by the Central Government. Shares on which a dividend remains unclaimed for seven consecutive years shall also be transferred to the IEPF as per Section 124 of the Act, read with applicable IEPF rules. It may be noted that, no claim shall lie against the Company in respect of individual amounts of dividends remaining unclaimed and unpaid for a period of seven years from the date it became first due and duly transferred to IEPF Fund for payment and the concerned shareholder could approach IEPF Authority for release of any such unclaimed dividend. The Members can attach the Entitlement Letter and other required documents and file web Form IEPF-5 for claiming the dividend and/or shares available on www.mca.gov.in.

The due date for claiming dividend for Financial Year 2018-19 is October 25, 2026. All concerned Shareholders are requested to make an application to the Company/ the Company's Registrar to an Issue & Share Transfer Agent (RTA) preferably by September 30, 2026, with a request for claiming un-encashed or unclaimed dividend for the financial year 2018-19 and onwards to enable processing of claims before the due date.

Further details with respect to the same is available on the website of the Company at https://neogenchem.com/unclaimed-unpaid-dividend/ .

The Ministry of Corporate Affairs (MCA), Government of India, through its Circular No. 17/2012 dated July 23, 2012 has directed companies to upload on the company's website information regarding unpaid and unclaimed dividend. Pursuant to the said IEPF Rules, the Company has uploaded the details of unpaid and unclaimed dividend on its website at https://neogenchem.com/unclaimed-unpaid-dividend/

SEBI has mandated the submission of Permanent Account Number (PAN) by every participant in the securities market. The shareholders are requested to update their PAN with the Company / RTA and depositories (in case of shares held in demat mode).

We request your cooperation in this regard.

Thanking you,
Neogen Chemicals Limited

Disclaimer: This Communication shall not be treated as an advice from the Company or its affiliates or RTA. Shareholders should obtain the tax advice related to their tax matters from a tax professional.