



19th May, 2021

Stock Code: BSE-500696

NSE- HINDUNILVR

ISIN: INE030A01027

BSE Limited  
Corporate Relationship Department,  
2nd Floor, New Trading Wing,  
Rotunda Building, P.J. Towers,  
Dalal Street,  
Mumbai – 400 001

National Stock Exchange of India Limited  
Exchange Plaza, 5th Floor,  
Plot No. C/1, G Block,  
Bandra – Kurla Complex,  
Bandra (E),  
Mumbai – 400 051

Dear Sir,

**Sub: Annual Secretarial Compliance Report for the year ended 31st March, 2021**

Pursuant to the Regulation 24A of Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, we are forwarding herewith the Annual Secretarial Compliance Report for the financial year 2020-21.

You are requested to kindly take the above information on record.

Thanking You,

Yours faithfully,

**For Hindustan Unilever Limited**

DEVOPAM  
NARENDRA  
BAJPAI

Digitally signed by  
DEVOPAM  
NARENDRA BAJPAI  
Date: 2021.05.19  
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**Dev Bajpai**

**Executive Director, Legal & Corporate Affairs  
and Company Secretary**

**DIN: 00050516 / FCS No: F3354**



# **S. N. ANANTHASUBRAMANIAN & CO**

## **Company Secretaries**

10/25-26, 2nd Floor, Brindaban,  
Thane (W) – 400 601  
T: +91 22 25345648 | +91 22 25432704  
E: [snaco@snaco.net](mailto:snaco@snaco.net) | W: [www.snaco.net](http://www.snaco.net)  
ICSI Unique Code: P1991MH040400

To,  
**The Board of Directors,**  
**Hindustan Unilever Limited**  
**CIN: L15140MH1933PLC002030**  
Unilever House, B D Sawant Marg,  
Chakala, Andheri (East), Mumbai – 400099

Sir/ Madam,

### **Annual Secretarial Compliance Report for the Financial Year 2020-21**

We have been engaged by **Hindustan Unilever Limited** (hereinafter referred to as 'the Company') bearing CIN: **L15140MH1933PLC002030** whose equity shares are listed on National Stock Exchange of India Limited (Symbol: HINDUNILVR) and BSE Limited (Security Code: 500696) to conduct an audit in terms of Regulation 24A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended, read with SEBI's Circular No. CIR/CFD/CMD1/27/2019 dated 08<sup>th</sup> February, 2019 and to issue the Annual Secretarial Compliance Report thereon.

It is the responsibility of the management of the Company to maintain records, devise proper systems to ensure compliance with provisions of all applicable SEBI Regulations and circulars/ guidelines issued there under from time to time and to ensure that the systems are adequate and are operating effectively.

Our responsibility is to verify compliances by the Company with provisions of all applicable SEBI Regulations and circulars/ guidelines issued there under from time to time and issue a report thereon.

Our audit was conducted in accordance with Guidance Note on Annual Secretarial Compliance Report issued by the Institute of Company Secretaries of India and in a manner which involved such examinations and verifications as considered necessary and adequate for the said purpose. Due to the pandemic caused by COVID – 19 and prevailing lockdowns / restrictions on movement of people imposed by the Government, for the purpose of issuing this report, we have conducted our audit remotely based on the records and information made available to us by the Company electronically.

Annual Secretarial Compliance Report is enclosed.

Digitally signed by ANANTHASUBRAMANIAN  
NARAYANAN SATYAMANGALAM  
Date: 2021.04.27 13:33:44 +05'30'

**S. N. Ananthasubramanian**  
**Partner**  
**FCS: 4206 | COP No.: 1774**

**27<sup>th</sup> April, 2021 | Thane**





# S. N. ANANTHASUBRAMANIAN & CO

## Company Secretaries

10/25-26, 2nd Floor, Brindaban,  
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ICSI Unique Code: P1991MH040400

### SECRETARIAL COMPLIANCE REPORT OF HINDUSTAN UNILEVER LIMITED FOR THE FINANCIAL YEAR ENDED 31<sup>ST</sup> MARCH, 2021

We have examined:

- (a) all the documents and records made available to us and explanations provided by **Hindustan Unilever Limited** ('the listed entity');
- (b) filings/ submissions made by the listed entity to the stock exchanges;
- (c) website of the listed entity;
- (d) any other document/ filing, as may be relevant, which has been relied upon to make this certification;

for the financial year ended 31<sup>st</sup> March, 2021 ('review period'), in respect of compliance with the provisions of:

- (a) the Securities and Exchange Board of India Act, 1992 ('SEBI Act') and the Regulations, circulars, guidelines issued there under; and
- (b) the Securities Contracts (Regulation) Act, 1956 ('SCRA'), rules made there under and the Regulations, circulars, guidelines issued there under by the Securities and Exchange Board of India ('SEBI').

The specific Regulations, whose provisions and the circulars/ guidelines issued there under, have been examined, include:

- (a) Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015;
- (b) Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 – **Not Applicable as there was no reportable event during the review period;**
- (c) Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
- (d) Securities and Exchange Board of India (Buyback of Securities) Regulations, 2018 – **Not Applicable as there was no reportable event during the review period;**
- (e) Securities and Exchange Board of India (Share Based Employee Benefits) Regulations, 2014;
- (f) Securities and Exchange Board of India (Issue and Listing of Debt Securities) Regulations, 2008 – **Not Applicable as there was no reportable event during the review period;**

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ANANTHASUBRAMANIAN  
NARAYANAN SATYAMANGALAM  
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## S. N. ANANTHASUBRAMANIAN & CO

### Company Secretaries

(g) Securities and Exchange Board of India (Issue and Listing of Non-Convertible and Redeemable Preference Shares) Regulations, 2013 – **Not Applicable as there was no reportable event during the review period;**

(h) Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015;

and circulars/ guidelines issued there under;

and based on the above examination, we hereby report that, during the review period:

(a) The listed entity has complied with the provisions of the above Regulations and circulars/ guidelines issued there under, except in respect of matters specified below:

Sr. No.	Compliance Requirement (Regulations/ Circulars/ Guidelines including specific clause)	Deviations	Observations/ Remarks of the Practicing Company Secretary	Management Representations
01	Regulation 30 of LODR read with Clause 4 of Para A of Part A of Schedule III to LODR	Outcome of the meeting of the Board of Directors held on 30 <sup>th</sup> April, 2020 <i>inter-alia</i> to consider Audited Standalone and Consolidated Financial Results for the quarter and year ended 31 <sup>st</sup> March, 2020; and to consider declaration and payment of final dividend was disclosed to BSE beyond the prescribed time of within 30 minutes of closure of the meeting.	As per the Minutes of the Board Meeting held on 30 <sup>th</sup> April, 2020, the meeting concluded at 04:18 p.m. whereas the outcome of the meeting was disclosed to BSE at 04:52 p.m. i.e., with a delay of 04 minutes.	<p>The outcome of the Meeting was disclosed within the prescribed timelines to NSE at 04.41 p.m.</p> <p>There were technical internet connectivity issues while filing the results with BSE Listing Centre and hence a delay of 4 minutes.</p> <p>The information related to the outcome of the Board meeting was disclosed within the prescribed time limits.</p>

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ANANTHASUBRAMANIAN NARAYANAN  
SATYAMANGALAM  
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## **S. N. ANANTHASUBRAMANIAN & CO** **Company Secretaries**

- (b) The listed entity has maintained proper records under the provisions of the above Regulations and circulars/ guidelines issued there under insofar as it appears from my/our examination of those records.
- (c) The following are the details of actions taken against the listed entity/ its promoters/ directors/ material subsidiaries either by SEBI or by Stock Exchanges (including under the Standard Operating Procedures issued by SEBI through various circulars) under the aforesaid Acts/ Regulations and circulars/ guidelines issued there under –  
**NIL**
- (d) The listed entity has taken the following actions to comply with the observations made in previous reports – **Not Applicable as no observations were made in previous reports.**
- (e) The listed entity has complied with the provisions of Para 6 of Circular No. CIR/ CFD/ CMD1/114/2019 issued by SEBI on 18<sup>th</sup> October, 2019.

**For S. N. ANANTHASUBRAMANIAN & Co.**  
**Company Secretaries**  
**ICSI Unique Code: P1991MH040400**  
**Peer Review Cert. No.: 606/2019**

Digitally signed by  
ANANTHASUBRAMANIAN  
NARAYANAN SATYAMANGALAM  
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**S. N. Ananthasubramanian**  
**Partner**  
**FCS: 4206 | COP No.: 1774**  
**ICSI UDIN: F004206C000188271**

**27<sup>th</sup> April, 2021 | Thane**