

## **Instructions and Guidelines for the Shareholder Portal**

The Shareholder Portal can be accessed at <https://ir-pan-info.infosys.com/>. Some of the important information about this portal and its related features are given below.

### **1. What is the usage of this Portal?**

**Answer:** This Portal is aimed for submission of tax forms, tax documents and tax declarations applicable in relation to Tax Deduction at Source (TDS) / Withholding of Taxes (WHT) on payment of dividend to Resident and Non-resident shareholders.

### **2. Who can use this Portal?**

**Answer:** Any shareholder of Infosys Limited as on the record date for payment of dividend can register and login to this portal

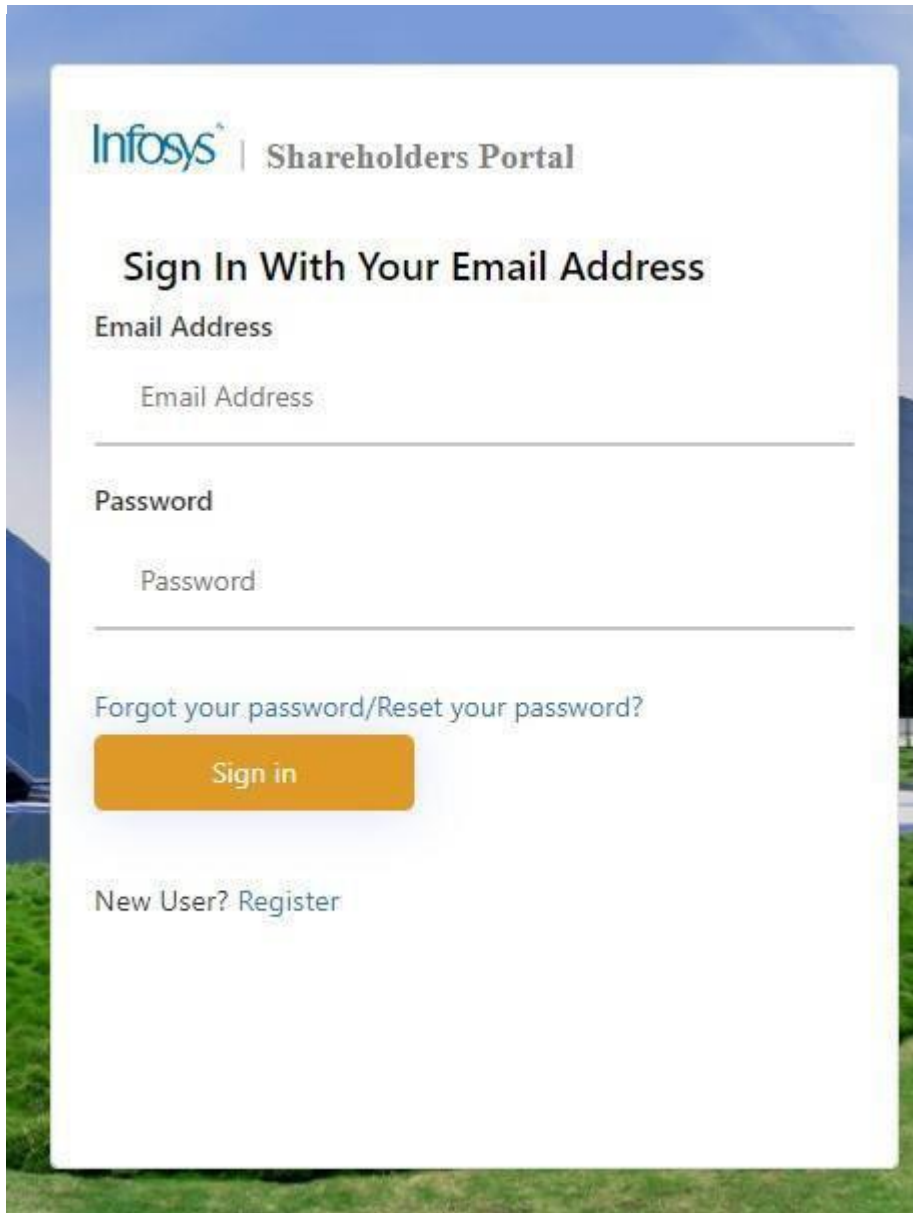
### **3. Where can the portal be accessed?**

**Answer:** Portal can be accessed by clicking into the below hyperlink

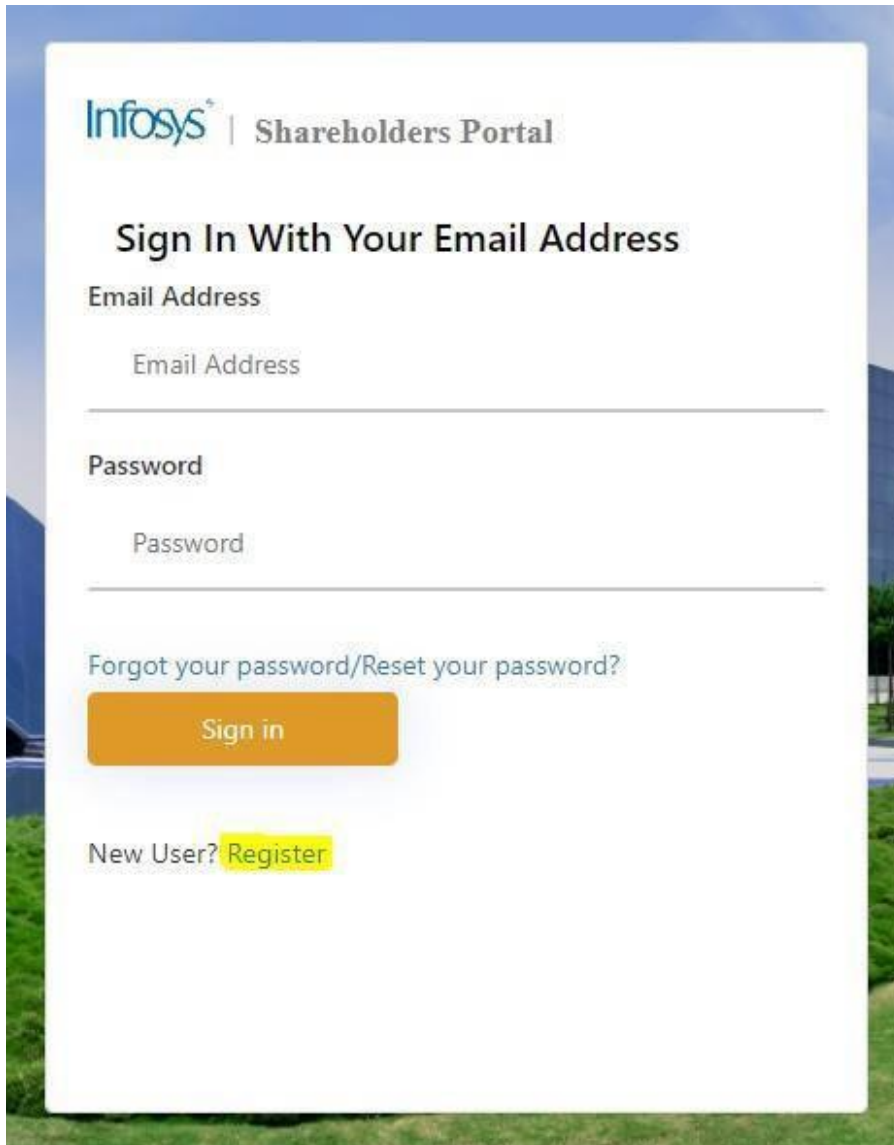
<https://ir-pan-info.infosys.com/>

**4. How to register or login in Portal?**

**Answer:** The login page will open as shown in the below image:



First time user has to first register into the portal. For registering, click on "Register"



The image shows a screenshot of the Infosys Shareholders Portal sign-in page. The page has a white background with a blue header. The Infosys logo is on the left, followed by the text "Shareholders Portal". Below this is the heading "Sign In With Your Email Address". There are two input fields: "Email Address" and "Password", each with a horizontal line below it. Below the password field is a link that says "Forgot your password/Reset your password?". At the bottom of the form is an orange "Sign in" button. Below the button is the text "New User? Register", where the word "Register" is highlighted in yellow.

Infosys<sup>+</sup> | Shareholders Portal

## Sign In With Your Email Address

Email Address

Email Address

Password

Password

[Forgot your password/Reset your password?](#)

[Sign in](#)

New User? [Register](#)

After clicking on “Register”, a new window will open for registration. For making registration, please enter - Permanent Account number (PAN) and DP ID & Client/Folio ID.

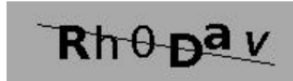
# Register

PAN \*

DP ID & Client/Folio ID \* ⓘ

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Enter Captcha

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VERIFY

**Members with NSDL account:** 8-character DP ID followed by 8-digit client ID. (For example, if your DP ID is IN300\*\*\* and Client ID is 12\*\*\*\*\*, then IN300\*\*\*12\*\*\*\*\*)

**Members with CSDL account:** 16-digit Beneficiary ID. (For example, if your Beneficiary ID is 12\*\*\*\*\* , then 12\*\*\*\*\*)

**Members with Physical folio:** ITL + Folio Number registered with the company. (For example, if your folio number is 0\*\*\*\*\*, then ITL0\*\*\*\*\*)

Dear Shareholder, In case of shareholder having multiple Folio No/DPID & Client, then any Folio No/DPID & Client can be used to create the login credentials. Any Folio No/DPID & Client and Permanent Account Number (PAN) can be used for registration at this portal. The Tax forms or various documents submitted at the portal would be considered for all other Folio No/DPID & Client which has same Permanent Account Number (PAN) registered as per the information available with the depositories (NSDL/CDSL) or by the Registrar and Share Transfer Agent (KFin Technologies Limited).

## Notes:

- a) PAN is Permanent Account Number allotted by the Income Tax Department.
- b) Kindly note of the below while filling “DP ID & Client/Folio ID” at the time of registration.
  - (i) Shares held in Physical mode - Folio No. (Eg: ITL000000)
  - (ii) Shares held in Dematerialized Mode
    - NSDL - 8-digit DP ID and 8-digit client ID (Eg: IN3000001000000)
    - CDSL - 16-digit Beneficiary ID (Eg: 1200000000002000)

Once, "PAN" and "DP ID & Client/Folio ID" are filled, enter the **Captcha** as shown therein and then click on "VERIFY"

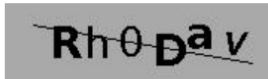
## Register

PAN \*

DP ID & Client/Folio ID \* ⓘ

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Enter Captcha

---

VERIFY

**Members with NSDL account:** 8-character DP ID followed by 8-digit client ID. (For example, if your DP ID is IN300\*\*\* and Client ID is 12\*\*\*\*\*, then IN300\*\*\*12\*\*\*\*\*)

**Members with CSDL account:** 16-digit Beneficiary ID. (For example, if your Beneficiary ID is 12\*\*\*\*\*, then 12\*\*\*\*\*)

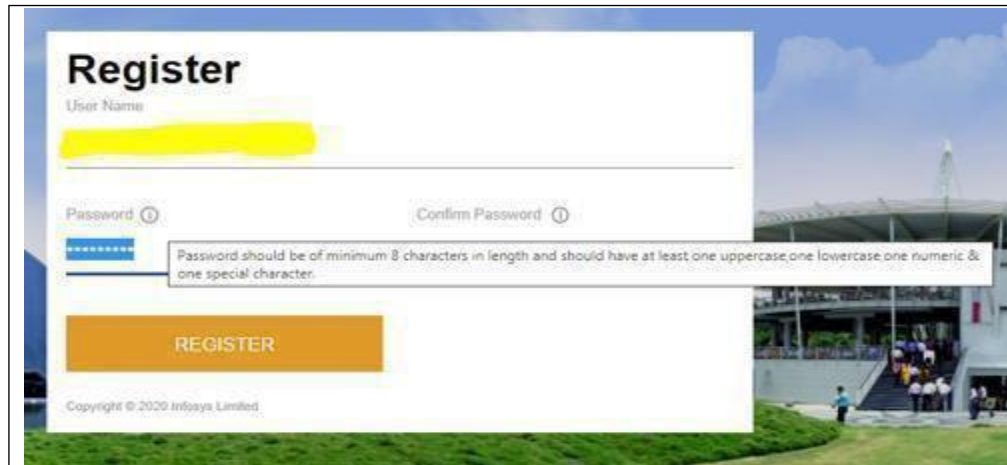
**Members with Physical folio:** ITL + Folio Number registered with the company. (For example, if your folio number is 0\*\*\*\*\*, then ITL0\*\*\*\*\*)

Dear Shareholder, In case of shareholder having multiple Folio No/DPID & Client, then any Folio No/DPID & Client can be used to create the login credentials. Any Folio No/DPID & Client and Permanent Account Number (PAN) can be used for registration at this portal. The Tax forms or various documents submitted at the portal would be considered for all other Folio No/DPID & Client which has same Permanent Account Number (PAN) registered as per the information available with the depositories (NSDL/CDSL) or by the Registrar and Share Transfer Agent (KFin Technologies Limited).

After clicking onto "VERIFY", Shareholder shall enter "Username" and password.

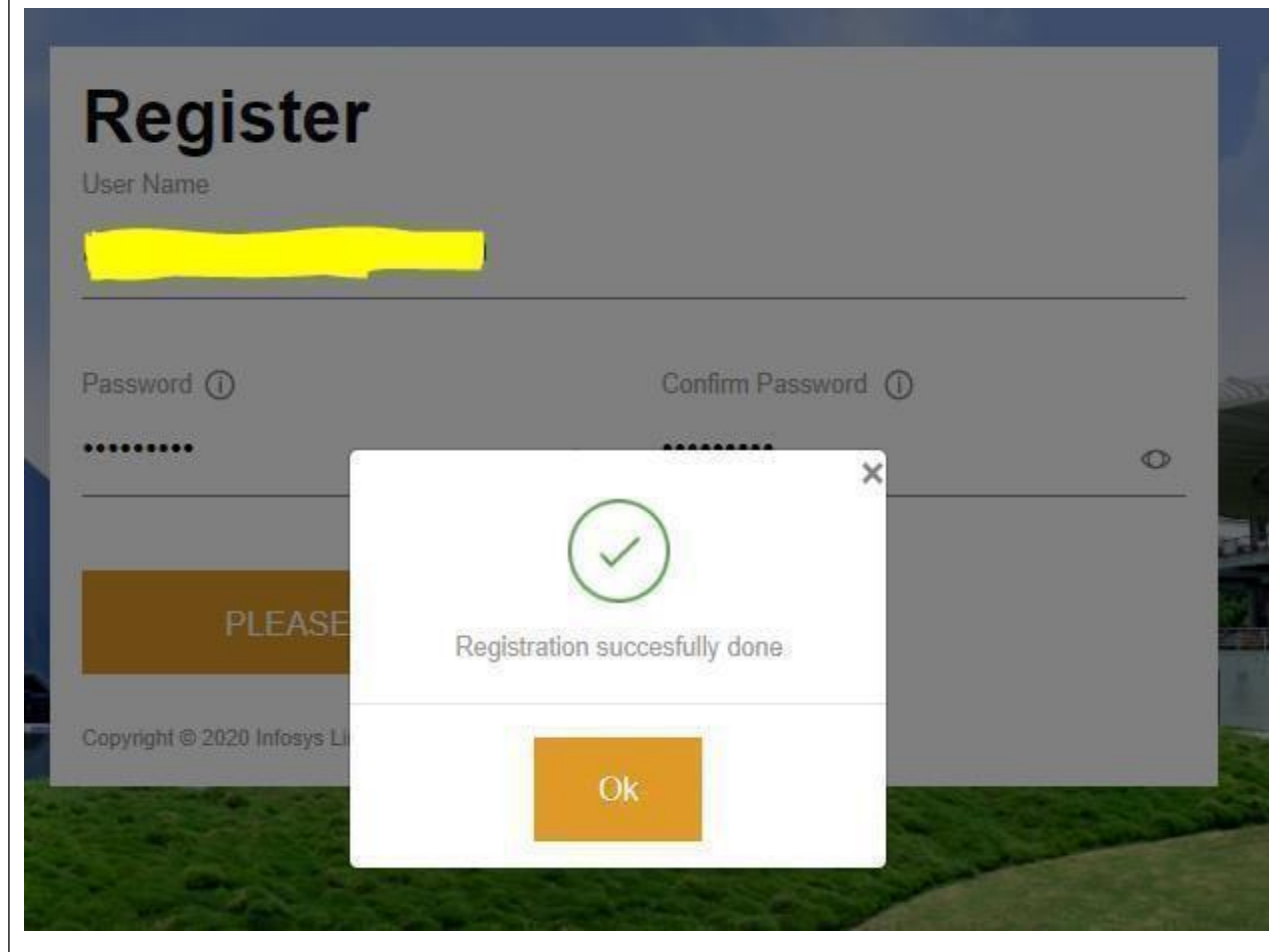
Note – a) Username should be e-mail id which will be used for login subsequently.

b) Kindly note character for creating a valid password. Password should be of minimum 8 characters in length and should have at least one uppercase, one lower case, one numeric & one special character.



Once the email id & password is provided, shareholder should click on “REGISTER” – see above image.

After clicking Register, a message will pop-up “Registration successfully done” - see below image. It shows that shareholder is registered onto the portal for uploading various documents/declarations/other compliances.



## 5. How to login into the Portal?

**Answer:** Once registration is complete, shareholder can visit the “**Shareholder portal**” link (Refer above point -3) and then can login (**Sign in**) onto the portal using the same email id & password which is used as above for registration. Below is the image showing the same:-



The image shows a login page for the Infosys Shareholders Portal. The page has a white background with a blue header area. The Infosys logo is on the left, followed by the text "Shareholders Portal". Below this is the heading "Sign In With Your Email Address". There are two input fields: "Email Address" and "Password". The email address field contains a redacted email address. The password field contains a series of dots. Below the password field is a link that says "Forgot your password/Reset your password?". There is an orange "Sign in" button. At the bottom, there is a link that says "New User? Register".

Infosys | Shareholders Portal

### Sign In With Your Email Address

Email Address

.....

Password

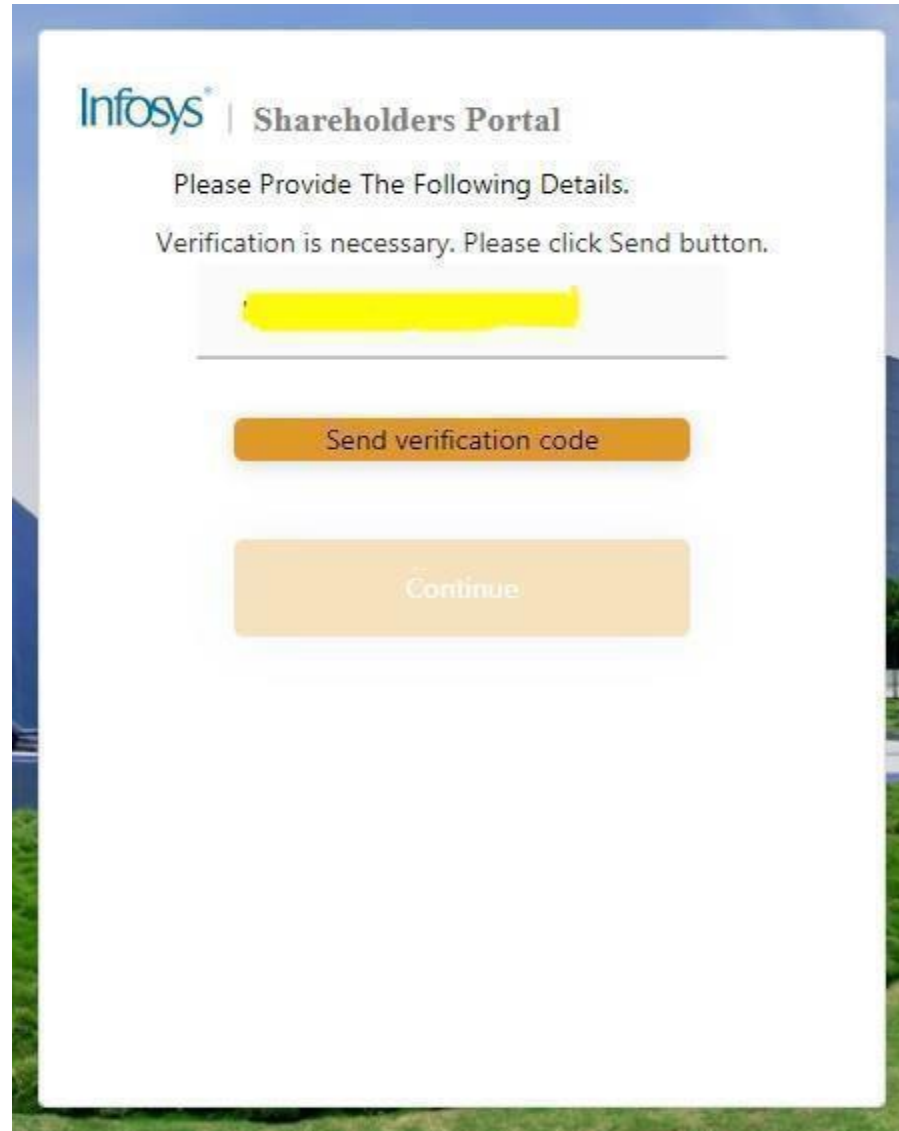
.....

[Forgot your password/Reset your password?](#)

[Sign in](#)

[New User? Register](#)

After clicking onto "Sign in ", shareholder will be directed to a new window of verification page. Shareholder should check email id shown on the verification page and click on "send verification code" (See below image).



Once this is done, verification code (**OTP**) will be sent to the email id which is used for registration



Infosys | Shareholders Portal

Please Provide The Following Details.

Verification code has been sent to your inbox. Please copy it to the input box below.

[Redacted verification code]

Verify code

Send new code

Continue

Shareholder should check the email id for verification code (OTP) and enter that verification code (OTP) in the box (see below image). After entering the verification code (OTP), click on **“verify code”**

## Infosys | Shareholders Portal

Please Provide The Following Details.

Verification code has been sent to your inbox. Please copy it to the input box below.

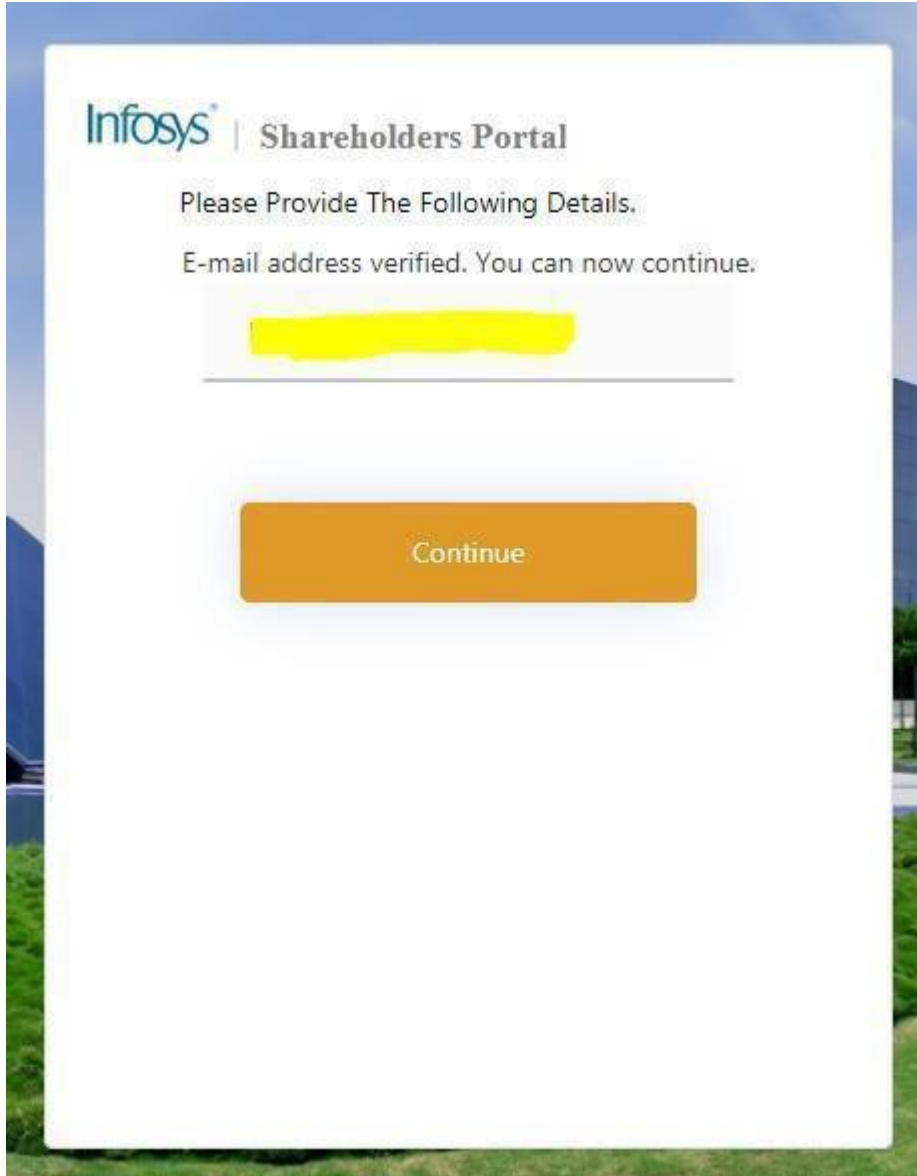
[Redacted]

Verify code

Send new code

Continue

Once the email id is verified through verification code (OTP), shareholder will be directed to a new window which says email id verified and Shareholder will be asked to continue. Please click on **“Continue”**



After clicking onto “Continue “as shown above, shareholder has to read **Privacy & Data Protection guidelines.**

After accepting the Privacy & Data Protection Policy, a new window will appear showing profile details and relevant sections as applicable to such shareholder.

## 6. Profile Section

**Answer:** Shareholder should check their information as appearing in the profile section.

Kindly Note that the company has considered the information available with the depositories (NSDL/CDSL) or by the Registrar and Share Transfer Agent KFin Technologies Limited (formerly KFin Technologies Private Limited) as on the record date. We request you to kindly verify the correctness of the records and for any changes, to update the same with your depository participant (if you hold shares in dematerialized mode) or the Registrar and Share Transfer Agent (if you hold shares in physical mode).

Profile information can be verified by checking the box at the bottom of profile page and clicking on “save” button. See below image for reference –

Infosys<sup>®</sup>

TaxForms

Help and Support

SignOut

### Profile

The company has considered the information available with the depositories(NSDL/CDSL) or by the Registrar and Share Transfer Agent(KFin Technologies Limited) as on the record date.We request you to kindly verify the correctness of the records and for any changes to update the same with your depository participant(if you hold shares in dematerialized mode) or the Registrar and Share Transfer Agent(if you hold shares in physical mode).

#### Personal Details

Name

[Redacted]

PAN

[Redacted]



#### Demat A/c details

DP ID & Client/Folio ID

[Redacted]

Shareholding Percentage

[Redacted]

Dear Shareholder, The Folio No/DPID & Client and Permanent Account Number (PAN) displayed here are same which was used at the time of registration at the portal. The Tax forms or various documents submitted at this login of the portal would be considered for all other Folio No/DPID & Client which has same Permanent Account Number (PAN) registered as per the information available with the depositories (NSDL/CDSL) or by the Registrar and Share Transfer Agent (KFin Technologies Limited).

#### Shareholding type

Joint shareholder 1 details



Joint shareholder 2 details



I hereby validate the above-mentioned information and have made the necessary modifications wherever required, and I do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated.

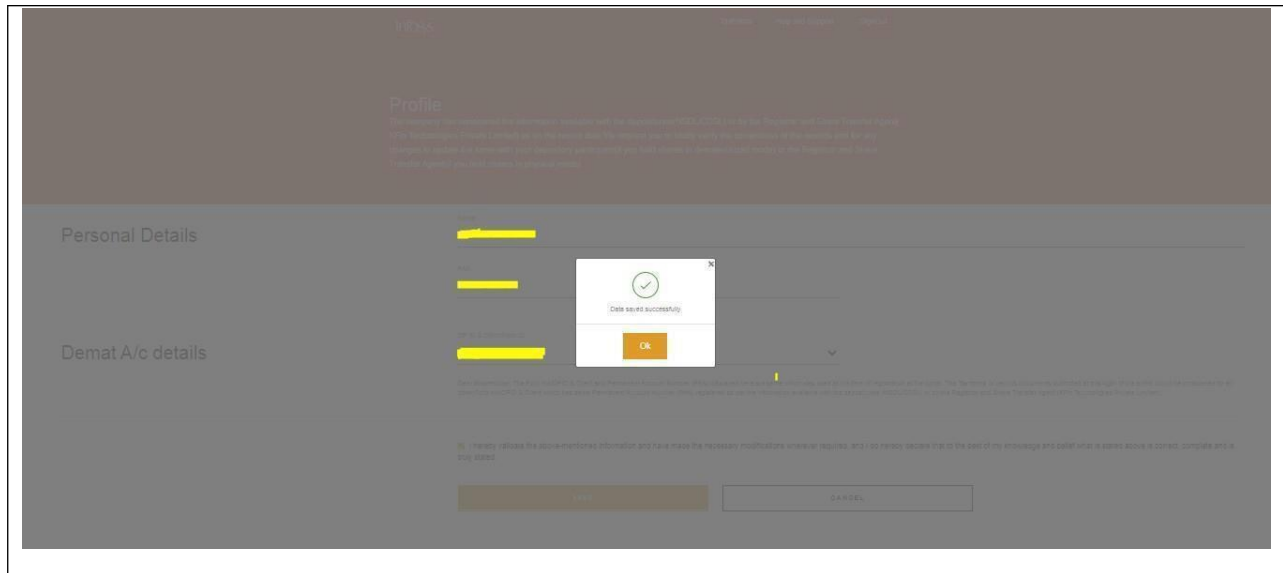
SAVE

CANCEL

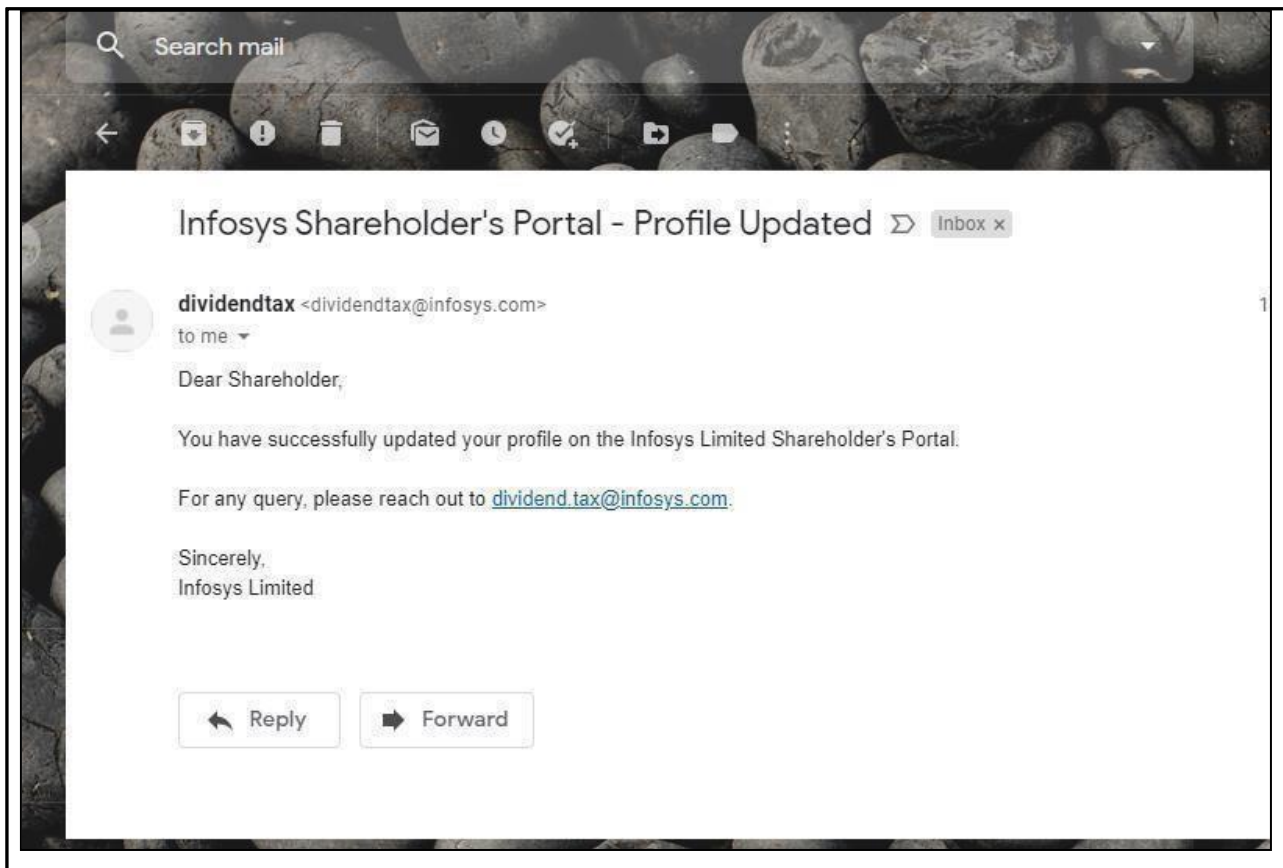


Kindly note that the Folio No/DPID & Client and Permanent Account Number (PAN) displayed in profile are same which was used at the time of registration at the portal. The Tax forms or various documents submitted at this login of the portal would be considered for all other Folio No/DPID & Client which has same Permanent Account Number (PAN) registered as per the information available with the depositories (NSDL/CDSL) or by the Registrar and Share Transfer Agent (KFin Technologies Limited).

After verification and validation of information in the profile page and on clicking the save button, a message will appear that data saved successfully. See below image -



Parallel, a confirmation email will also be sent on the registered email id on successful updation of profile. See below image-



## 7. Submission & upload of documents?

**Answer:** After validation of profile information, shareholder will be directed to new page where they can submit eligible documents/declarations/forms as per their legal tax status. Kindly note that the portal shall be available for the shareholder to submit the tax forms or various tax documents up to June 09,2023. No tax forms or tax documents will be considered after June 09,2023.

Documents/declarations/Forms can be uploaded/submitted in the below section –

The screenshot shows the Infosys shareholder portal interface. At the top, there is a navigation bar with the Infosys logo on the left and links for 'Profile', 'Help and Support', and 'SignOut' on the right. Below the navigation bar, a message states: 'available for the shareholder to submit the tax forms or various tax documents till June 09, 2023. No tax forms or tax documents will be con'. Below this message, there are three dropdown menus: 'Financial Year' with the value '2023-2024', 'Dividend Cycle' with the value 'Final Dividend of FY 2022-23', and 'Assessment Year' with the value '2024-2025'. The main content area is titled 'Things to do' and contains two columns. The left column is titled 'Upload tax forms' and lists 'Lower Tax Deduction Certificate (LTDC)' and 'Form 15G', each with a right-pointing arrow. The right column is titled 'For queries' and contains the text 'Please contact dividend.tax@infosys.com'. In the bottom right corner of the 'Things to do' section, there is a blue circular icon with a white robot face.

**A. Tax Documents for Resident Individual Shareholder** – A resident individual can submit below forms (depending on the eligibility) as appearing on the upload tax forms tab.

**A.1. Form 15G – Applicable for a Resident Individual shareholder. Below fields need to filled in**



[Profile](#)

[Help and Support](#)

[SignOut](#)

Form 15G

Any other declaration

Assessment status as per  
income tax act 1961

I am assessed to tax under the Income-tax Act, 1961

Latest assessment year for which assessed

Select

Estimated Income For  
Declaration

Estimated Dividend Income For This Declaration

Estimated Total Income Of Shareholder For  
Financial Year 2023-24

0

Nature Of Income

Dividend

Section For Tax Deduction

194



Details of other Form 15G  
filed with other entities  
during the year 2023-24

Total Number Of Other Form 15G Filed With Other  
Entities

Aggregate Income Of Other Form 15G For Other  
Entities For The Financial Year 2023-24

0

I, **[Name]** do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated. I declare that the incomes referred to in this form are not includible in the total income of any other person under sections 60 to 64 of the Income-tax Act, 1961. I further declare that the tax on my estimated total income including income/ incomes referred to in this form and aggregate amount of income/incomes referred to in this form is computed in accordance with the provisions of the Income-tax Act, 1961, for the previous year ending on 31st March, 2024 relevant to the assessment year 2024-2025 will be nil. I also declare that my income/incomes referred to in this form and the aggregate amount of income/ incomes referred to in this form for the previous year ending on 31st March, 2024 relevant to the assessment year 2024-2025 will not exceed the maximum amount which is not chargeable to income-tax.



SUBMIT

CANCEL



Once the above fields are filled, shareholder can verify/accept the form and submit by clicking on **“submit”**

Kindly note, an **individual shareholder**, who is a **resident** of India can submit Form 15G if:

- a. The person has a valid PAN
- b. Tax on estimated total income shall be **Nil** (including income for which declaration is being made and incomes for which declarations has been provided earlier to anyone for current financial year).
- c. Income for which declaration is being given and aggregate amount of incomes for which all declarations given earlier to Infosys or anyone for current financial year under form 15G shall not exceed the **maximum amount not chargeable to tax** (i.e., Rs. 2,50,000).

**A.2. Form 15H – Applicable for a Resident Individual shareholder who is of age sixty years or more at any time during FY 2023-24. Below fields need to filled in**



[Profile](#)

[Help and Support](#)

[SignOut](#)

Form 15H    Any other declaration

Assessment status as per  
income tax act 1961

I am assessed to tax under the Income-tax Act, 1961

Latest assessment year for which assessed

Select

Estimated Income For  
Declaration

Estimated Dividend Income For This Declaration

\_\_\_\_\_

Nature Of Income

Dividend

Estimated Total Income Of Shareholder For  
Financial Year 2023-24

0

Section For Tax Deduction

194





Details of other Form 15H  
filed with other entities  
during the year 2023-24

Total Number Of Other Form 15H Filed With Other Entities	Aggregate Income Of Other Form 15H For Other Entities For The Financial Year 2023-24
<hr/>	0
Date Of Birth	
<hr/>	

I, **XXXX** do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated. I declare that the incomes referred to in this form are not includible in the total income of any other person under sections 60 to 64 of the Income-tax Act, 1961. I further declare that the tax on my estimated total income including income/ incomes referred to in this form and aggregate amount of income/incomes referred to in this form is computed in accordance with the provisions of the Income-tax Act, 1961, for the previous year ending on 31st March, 2024 relevant to the assessment year 2024-2025 will be nil. I also declare that my income/incomes referred to in this form and the aggregate amount of income/ incomes referred to in this form for the previous year ending on 31st March ,2024 relevant to the assessment year 2024-2025 will not exceed the maximum amount which is not chargeable to income-tax.

SUBMIT

CANCEL

Kindly Note, an **individual shareholder**, who is a **resident** of India aged **60 years or more**, can submit Form 15H if:

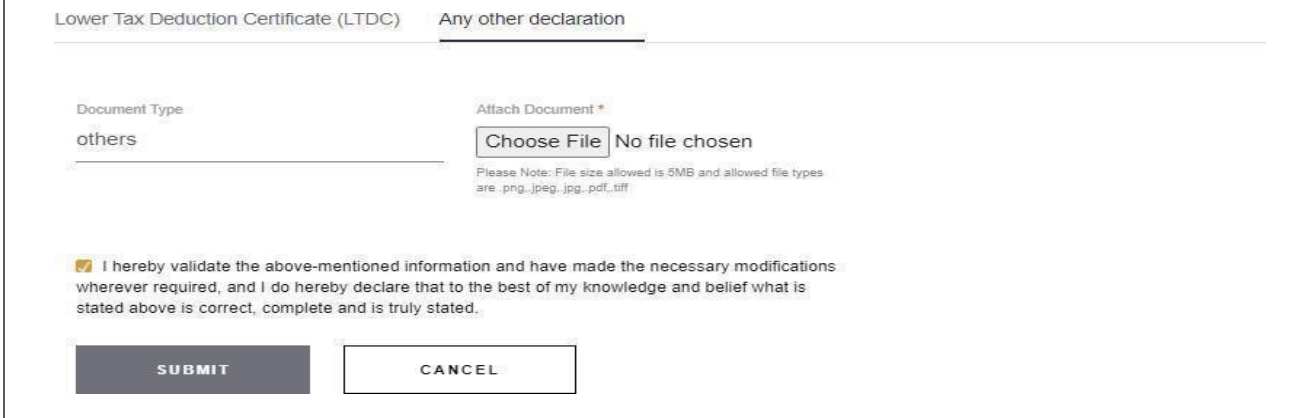
- The person has a valid PAN
- Tax on estimated total income shall be **Nil** (including income for which declaration is made and incomes for which declarations was provided earlier to Infosys or anyone for current financial year).
- The total income is after allowing deduction under Chapter VIA and / or after set off of losses under the head "House Property".

**A.4. Lower Tax Deduction Certificate (LTDC)** – Shareholder can also submit LTDC, if any, obtained from Tax authority under the tab “(LTDC)”. LTDC document has to be attached under the tab “choose file”. After attaching a valid LTDC, shareholder can validate the information by checking on box and submit the same by clicking on Submit.



The screenshot shows a web form with two tabs: "Lower Tax Deduction Certificate (LTDC)" and "Any other declaration". The "LTDC" tab is selected. The form contains a "Document Type" field with the value "Lower Tax Deduction Certificate (LTDC)". To the right is an "Attach Document" section with a "Choose File" button and the text "No file chosen". Below this is a note: "Please Note: File size allowed is 5MB and allowed file types are .png, .jpeg, .jpg, .pdf, .tiff". A checkbox is checked, with the text: "I hereby validate the above-mentioned information and have made the necessary modifications wherever required, and I do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated." At the bottom are two buttons: "SUBMIT" and "CANCEL".

**A.3. Other document** – Shareholders can also submit any other documents (if eligible) under the tab “Any Other declaration” as shown below. For this, shareholder has to attach the relevant document under the tab “choose file”. After attaching a valid document, shareholder can validate the information by checking on box and submit the same by clicking on Submit button. See below image –



The screenshot shows a web form with two tabs: "Lower Tax Deduction Certificate (LTDC)" and "Any other declaration". The "Any other declaration" tab is selected. The form contains a "Document Type" field with the value "others". To the right is an "Attach Document" section with a "Choose File" button and the text "No file chosen". Below this is a note: "Please Note: File size allowed is 5MB and allowed file types are .png, .jpeg, .jpg, .pdf, .tiff". A checkbox is checked, with the text: "I hereby validate the above-mentioned information and have made the necessary modifications wherever required, and I do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated." At the bottom are two buttons: "SUBMIT" and "CANCEL".

**B. Tax Documents for non- resident Shareholder** – A non-resident individual can submit below forms/documents (depending on the eligibility) as appearing into the upload tax forms



[Profile](#)

[Help and Support](#)

[SignOut](#)

## Things to do

### Upload tax forms

- Tax Residence Certificate (TRC) >
- No PE declaration >
- 206AB Declaration >
- Beneficial Ownership >
- Form 10F >
- Rule 37BC >
- Lower Tax Deduction Certificate (LTDC) >

### For queries

Please contact  
[dividend.tax@infosys.com](mailto:dividend.tax@infosys.com)



The above tax forms, tax documents, tax declarations can be submitted by upload functionality wherein a non- resident shareholder can browse and attach the documents against the relevant tab. For e.g., to submit Tax Residency Certificate (TRC), below upload functionality can be used-

The screenshot shows the Infosys web interface for uploading a Tax Residence Certificate (TRC). At the top, there is a navigation bar with the Infosys logo and links for Profile, Help and Support, and SignOut. Below this, the document type is set to (LTDC). The main form area has two tabs: "Tax Residence Certificate (TRC)" and "Any other declaration". Under the "Tax Residence Certificate (TRC)" tab, there is a "Document Type" dropdown menu with "Tax Residence Certificate (TRC)" selected. To the right, there is an "Attach Document" section with a "Choose File" button and the text "No file chosen". Below this, there is a note: "Please Note: The size allowed is 5MB and allowed file types are .png, .jpg, .pdf, .gif". At the bottom, there is a checkbox with the text: "I hereby validate the above-mentioned information and have made the necessary modifications wherever required, and I do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated". Finally, there are two buttons: "SUBMIT" and "CANCEL".

After the applicable tax forms/tax declarations are uploaded, shareholder can submit by clicking on "SUBMIT" button as shown in above image.

**8. From where TDS certificate can be download or Tax credit can be viewed?**

**Answer:** Shareholder for whom tax was deducted (i.e., TDS done) on payment of Final Dividend of FY 2022-23, TDS certificate can be downloaded by logging into the shareholders' portal. Further, a guide (**TDS Credit**) on steps to be followed to view Tax Credit can be accessed at "**Help and Support**" tab on the top of login portal of shareholders. See below image –

