

## **Shareholder Communication**

**Sub: Infosys Limited - Final and Special Dividend Financial Year 2023-24 - Tax Deduction at Source (TDS) on Dividend:**

Dear Shareholder,

We hope this communicate finds you safe and in good health.

The Board of Directors of Infosys Limited (the Company) in their meeting held on April 18, 2024 have recommended a final dividend of Rs. 20.00/- per equity share and special dividend of Rs. 8.00/- per equity share for the financial year ended March 31, 2024 subject to shareholders' approval at the ensuing Annual General Meeting to be held on June 26, 2024.

As per Indian Income Tax Act, 1961 dividend paid and distributed by a company is taxable in the hands of shareholders. Therefore, the Company is required to deduct taxes at source (TDS) at the rates applicable on the amount distributed to the shareholders.

Section 206AB has been inserted w.e.f. July 01, 2021, wherein higher rate of tax (twice the specified rate) would be applicable on payment made to a 'Specified Person' defined under the provisions of the aforesaid section. Further as per Section 139AA of the Income Tax Act, every person who has been allotted a PAN and who is eligible to obtain Aadhaar, shall be required to link the PAN with Aadhaar. In case of failure to comply to this, the PAN allotted shall be deemed to be invalid/inoperative and shall be liable to all consequences under the Act and tax shall be deducted at higher rates as prescribed under the Act.

As per the latest information available with the depositories (NSDL/CDSL) or by Registrar and Share Transfer Agent (KFin Technologies Limited), you are a Resident Individual shareholder of the company without having Permanent Account Number (PAN) or having an invalid PAN. If you remain as a shareholder as on record date (i.e., May 31, 2024), the dividend receivable by you would be taxable under the Income Tax Act, 1961 and TDS would be deducted at the rates specified under the provisions of section 206AA of the Income Tax Act, 1961. Further if a shareholder without having PAN or having an invalid PAN and also identified as a Specified Person, tax shall be deducted at higher of the either rate provided in section 206AA or in section 206AB of the Income Tax Act, 1961 i.e., 20% of tax deduction at source.

If there is any change in the above information, you are requested to update your records such as tax residential status, Permanent Account Number (PAN) and register your email address, mobile numbers and other details with your relevant depositories through your depository participants in case you are holding shares in dematerialized form and if you are holding shares in physical mode, you are requested to furnish details to the Company's Registrar and Share Transfer Agent KFin Technologies Limited.

The company has enabled the shareholder's portal from the date of this communication. Further, if a valid PAN is updated with the depositories (NSDL/CDSL) or with the Registrar and Share Transfer Agent (KFin Technologies Limited) and you wish to avail exemption from TDS on the dividend payable, then you are requested to submit the following forms or documents attached as annexures at the Shareholders' Portal on or before June 07, 2024:

- a. Form 15G -**Annexure-1**
- b. Form 15H (In case of Resident Individual's age 60 years or more)- **Annexure-2**
- c. Any other documents as prescribed under the Income Tax Act, 1961 for lower withholding of taxes
- d. Documentary evidence if you are exempt from obtaining PAN

Alternatively, the prescribed forms or documents can also be downloaded in link given [here](#).

All the documents submitted by you will be verified by us and we will consider the same while deducting the appropriate taxes if they are in accordance with the provisions of the Income Tax Act, 1961.

You may note that the Company has notified record date for the purposes of Final and Special Dividend for the financial year 2023-24 as May 31, 2024 to the stock exchanges. The company has enabled a Shareholder's Portal from the date of this communication. The above said documents can be uploaded on the Shareholder's Portal till June 07, 2024. The portal can be accessed at <https://www.infosys.com/investors/shareholder-services/dividend-tax.html>. Documents submitted after June 07, 2024, will not be considered. We request you to kindly take note accordingly.

Please reach out to us at [dividend.tax@infosys.com](mailto:dividend.tax@infosys.com) for any queries.

Wishing you a safe stay.

Thanking you,

For Infosys Limited

**FORMNO. 15G"**

[See section 197A(1), 197A(1A) and rule 29C]

**Declaration under section 197A (1) and section 197A (1A) to be made by an individual or a person (not being a company or firm) claiming certain incomes without deduction of tax.**

**PART I**

| 1. Name of Assessee (Declarant)  |  | 2. PAN of the Assessee <sup>1</sup>   |                                       |                  |
|--|--|---|---------------------------------------|------------------|
| 3. Status <sup>2</sup>   | 4. Previous year(P.Y.) <sup>3</sup> (for which declaration is being made) : <b>2024-25</b> |   | 5. Residential Status <sup>4</sup>    |                  |
| 6. Flat/Door/Block No.   | 7. Name of Premises  | 8. Road/Street/Lane   | 9. Area/Locality                      |                  |
| 10. Town/City/District   | 11. State  | 12. PIN   | 13. Email                             |                  |
| 14. Telephone No. (with STD Code) and Mobile No.   |  | 15 (a) Whether assessed to tax under the Income-tax Act, 1961 <sup>5</sup> :<br>Yes <input type="checkbox"/> No <input type="checkbox"/><br>(b) If yes, latest assessment year for which assessed |                                       |                  |
| 16. Estimated income for which this declaration is made                                  |  | 17. Estimated total income of the P.Y. in which income mentioned in column 16 to be included <sup>6</sup>   |                                       |                  |
| 18. Details of Form No. 15G other than this form filed during the previous year, if any' |  |   |                                       |                  |
| Total No. of Form No. 15G filed  |  | Aggregate amount of income for which Form No.15G filed  |                                       |                  |
| 19. Details of income for which the declaration is filed                                 |  |   |                                       |                  |
| Sl. No.  | Identification number of relevant investment/account, etc."                                | Nature of income  | Section under which tax is deductible | Amount of income |
| <b>1</b>   |  |   |                                       |                  |

Kindly fill estimated total income for FY 2024-25

Please sign here

.....  
Signature of the Declarant<sup>9</sup>

**Declaration/Verification<sup>10</sup>**

\*I/We..... do hereby declare that to the best of \*my/our knowledge and belief what is stated above is correct, complete and is truly stated. \*I/We 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/We further declare that the tax \*on my/our estimated total income including \*income/incomes referred to in column 16 \*and aggregate amount of \*income/incomes referred to in column 18 computed in accordance with the provisions of the Income-tax Act, 1961, for the previous year ending on **March 31, 2025** relevant to the assessment year **2025-26** will be nil. \*I/We also declare that \*my/our \*income/incomes referred to in column 16 \*and the aggregate amount of \*income/incomes referred to in column 18 for the previous year ending on **March 31, 2025** relevant to the assessment year **2025-26** will not exceed the maximum amount which is not chargeable to income-tax.

Place: .....

Date: .....

.....  
Signature of the Declarant<sup>9</sup>

Please  
sign here

## PART II

**[To be filled by the person responsible for paying the income referred to in column 16 of Part I]**

|   |                       |   |  |
|---|-----------------------|---|--|
| 1. Name of the person responsible for paying :        |                       | 2. Unique Identification No. <sup>11</sup>      |  |
| 3. PAN of the person responsible for paying           | 4. Complete Address : |   | 5. TAN of the person responsible for paying                      |
| 6. Email  |                       | 7. Telephone No. (with STD Code) and Mobile No. | 8. Amount of income paid <sup>12</sup>                           |
| 9. Date on which Declaration is received (DD/MM/YYYY) |                       |   | 10. Date on which the income has been paid/credited (DD/MM/YYYY) |

Place: .....

Date: .....

Signature of the person responsible for paying the income referred to in column 16 of Part I

\*Delete whichever is not applicable.

<sup>1</sup>As per provisions of section 206AA(2), the declaration under section 197A(1) or 197A(1A) shall be invalid if the declarant fails to furnish his valid Permanent Account Number (PAN).

<sup>2</sup>Declaration can be furnished by an individual under section 197A(1) and a person (other than a company or a firm) under section 197A(1A).

<sup>3</sup>The financial year to which the income pertains.

<sup>4</sup>Please mention the residential status as per the provisions of section 6 of the Income-tax Act, 1961.

<sup>5</sup>Please mention "Yes" if assessed to tax under the provisions of Income-tax Act, 1961 for any of the assessment year out of six assessment years preceding the year in which the declaration is filed.

<sup>6</sup>Please mention the amount of estimated total income of the previous year for which the declaration is filed including the amount of income for which this declaration is made.

<sup>7</sup>In case any declaration(s) in Form No. 15G is filed before filing this declaration during the previous year, mention the total number of such Form No. 15G filed along with the aggregate amount of income for which said declaration(s) have been filed.

<sup>8</sup>Mention the distinctive number of shares, account number of term deposit, recurring deposit, National Savings Schemes, life insurance policy number, employee code, etc.

<sup>9</sup>Indicate the capacity in which the declaration is furnished on behalf of a HUF, AOP, etc.

<sup>10</sup>Before signing the declaration/verification, the declarant should satisfy himself that the information furnished in this form is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under section 277 of the Income-tax Act, 1961 and on conviction be punishable-

- (i) in a case where tax sought to be evaded exceeds twenty-five lakh rupees, with rigorous imprisonment which shall not be less than six months but which may extend to seven years and with fine;
- (ii) in any other case, with rigorous imprisonment which shall not be less than three months but which may extend to two years and with fine.

<sup>11</sup>The person responsible for paying the income referred to in column 16 of Part I shall allot a unique identification number to all the Form No. 15G received by him during a quarter of the financial year and report this reference number along with the particulars prescribed in rule 31A(4)(vii) of the Income-tax Rules, 1962 in the TDS statement furnished for the same quarter. In case the person has also received Form No.15H during the same quarter, please allot separate series of serial number for Form No.15G and Form No.15H.

<sup>12</sup>The person responsible for paying the income referred to in column 16 of Part I shall not accept the declaration where the amount of income of the nature referred to in sub-section (1) or sub-section (1A) of section 197A or the aggregate of the amounts of such income credited or paid or likely to be credited or paid during the previous year in which such income is to be included exceeds the maximum amount which is not chargeable to tax. For deciding the eligibility, he is required to verify income or the aggregate amount of incomes, as the case may be, reported by the declarant in columns 16 and 18.

**FORM NO. 15H**

[See section 197A(1C) and rule 29C]

**Declaration under section 197A(1C) to be made by an individual who is of the age of sixty years or more claiming certain incomes without deduction of tax.**

**PART I**

|   |   |  |  |  |  |
|---|---|--|--|--|--|
| 1. Name of Assessee (Declarant)   |   | 2. Permanent Account Number or Aadhaar Number of the Assessee <sup>1</sup> |  | 3. Date of Birth <sup>2</sup> (DD/MM/YYYY)               |  |
| 4. Previous year(P.Y.) <sup>3</sup> (for which declaration is being made)                                 |   | 5. Flat/Door/Block No.   |  | 6. Name of Premises                                      |  |
| 2024-2025   |   |  |  |  |  |
| 7. Road/Street/Lane   |   | 8. Area/Locality   |  | 9. Town/City/District                                    |  |
|   |   |  |  |  |  |
| 11. PIN   | 12. Email   |  | 13. Telephone No. (with STD Code) and Mobile No. |  |  |
|   |   |  |  |  |  |
| 14 (a) Whether assessed to tax <sup>4</sup> :   |   |  |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |  |
| (b) If yes, latest assessment year for which assessed   |   |  |  |  |  |
| 15. Estimated income for which this declaration is made   |   |  |  |  |  |
| 16. Estimated total income of the P.Y. in which income mentioned in column 15 to be included <sup>5</sup> |   |  |  |  |  |
| 17. Details of Form No.15H other than this form filed for the previous year, if any <sup>6</sup>          |   |  |  |  |  |
| Total No. of Form No.15H filed  |   | Aggregate amount of income for which Form No.15H filed                     |  |  |  |
|   |   |  |  |  |  |
| 18. Details of income for which the declaration is filed  |   |  |  |  |  |
| Sl No.  | Identification number of relevant investment/account, etc. <sup>7</sup> | Nature of income   | Section under which tax is deductible            | Amount of income   |  |
|   |   |  |  |  |  |

Please fill estimated total income for FY 2024-25

Please sign here

*Signature of the Declarant*

1. Substituted by the IT (Fourteenth Arndt.) Rules, 2015, w.e.f. **1-10-2015**. Earlier Form No. 15H was amended by the IT (Fifth Arndt.) Rules, 1982, w.e.f. 21-6-1982, IT (Fifth Arndt.) Rules, 1989, w.r.e.f. 1-4-1988, IT (Fourteenth Arndt.) Rules, 1990, w.e.f. 20-11-1990, IT (Twelfth Arndt.) Rules, 1992, w.e.f. 1-6-1992, IT (Seventh Arndt.) Rules, 1995, w.e.f. 1-7-1995, IT (Thirty-second Arndt.) Rules, 1999, w.e.f. 19-11-1999, IT (Twelfth Arndt.) Rules, 2002, w.e.f. 21-6-2002, IT (Eighth Arndt.) Rules, 2003, w.e.f. 9-6-2003, IT (Fourteenth Arndt.) Rules, 2003, w.e.f. 1-8-2003 and IT (Second Arndt.) Rules, 2013, w.e.f. 19-2-2013.

***Declaration/Verification*** <sup>8</sup>

I ..... do hereby declare that I am resident in India within the meaning of section 6 of the Income-tax Act, 1961. I also hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated and 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 column 15 \* and aggregate amount of \*income/incomes referred to in column 17 computed in accordance with the provisions of the Income-tax Act, 1961, for the previous year ending on **31-03-2025** relevant to the assessment year **2025-2026** will be **nil.**

*Place:* .....

*Date:* .....

Please  
sign here

*Signature of the Declarant*

**PART II**

**[To be filled by the person responsible for paying the income referred to in column 15 of Part I]**

|  |   |  |   |
|--|---|--|---|
| 1. Name of the person responsible for paying                                       |   | 2. Unique Identification No.9                                    |   |
|  |   |  |   |
| 3. Permanent Account Number or Aadhaar Number of the person responsible for paying | 4. Complete Address                             |  | 5. TAN of the person responsible for paying |
|  |   |  |   |
| 6. Email   | 7. Telephone No. (with STD Code) and Mobile No. |  | 8. Amount of income paid 10                 |
|  |   |  |   |
| 9. Date on which Declaration is received (DD/MM/YYYY)                              |   | 10. Date on which the income has been paid/credited (DD/MM/YYYY) |   |

*Place:* .....

*Date:* .....

*Signature of the person responsible for paying the income referred to in column 15 of Part I*

\*Delete whichever is not applicable.

1. As per provisions of section 206AA(2), the declaration under section 197A(1C) shall be invalid if the declarant fails to furnish his valid Permanent Account Number or Aadhaar Number.
2. Declaration can be furnished by a resident individual who is of the age of 60 years or more at any time during the previous year.
3. The financial year to which the income pertains.
4. Please mention "Yes" if assessed to tax under the provisions of Income-tax Act, 1961 for any of the assessment year out of six assessment years preceding the year in which the declaration is filed.
5. Please mention the amount of estimated total income of the previous year for which the declaration is filed including the amount of income for which this declaration is made.
6. In case any declaration(s) in Form No. 15H is filed before filing this declaration during the previous year, mention the total number of such Form No. 15H filed along with the aggregate amount of income for which said declaration(s) have been filed.
7. Mention the distinctive number of shares, account number of term deposit, recurring deposit, National Savings Schemes, life insurance policy number, employee code, etc.
8. Before signing the declaration/verification, the declarant should satisfy himself that the information furnished in this form is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under section 277 of the Income-tax Act, 1961 and on conviction be punishable-

- (i) in a case where tax sought to be evaded exceeds twenty-five lakh rupees, with rigorous imprisonment which shall not be less than six months but which may extend to seven years and with fine;
- (ii) in any other case, with rigorous imprisonment which shall not be less than three months but which may extend to two years and with fine.

9. The person responsible for paying the income referred to in column 15 of Part I shall allot a unique identification number to all the Form No. 15H received by him during a quarter of the financial year and report this reference number along with the particulars prescribed in rule 31A(4)(vii) of the Income-tax Rules, 1962 in the TDS statement furnished for the same quarter. In case the person has also received Form No.15G during the same quarter, please allot separate series of serial number for Form No.15H and Form No.15G.

10. The person responsible for paying the income referred to in column 15 of Part I shall not accept the declaration where the amount of income of the nature referred to in section 197A(1C) or the aggregate of the amounts of such income credited or paid or likely to be credited or paid during the previous year in which such income is to be included exceeds the maximum amount which is not chargeable to tax after allowing for deduction(s) under Chapter VI-A, if any, or set off of loss, if any, under the head "income from house property" for which the declarant is eligible. For deciding the eligibility, he is required to verify income or the aggregate amount of incomes, as the case may be, reported by the declarant in columns 15 and 17.

*1[**Provided** that such person shall accept the declaration in a case where income of the assessee, who is eligible for rebate of income-tax under section 87A, is higher than the income for which declaration can be accepted as per this note, but his tax liability shall be nil after taking into account the rebate available to him under the said section 87A.]*