

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

The Shareholder Portal can be accessed at [InvestorPortal \(infosys.com\)](https://investorportal.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

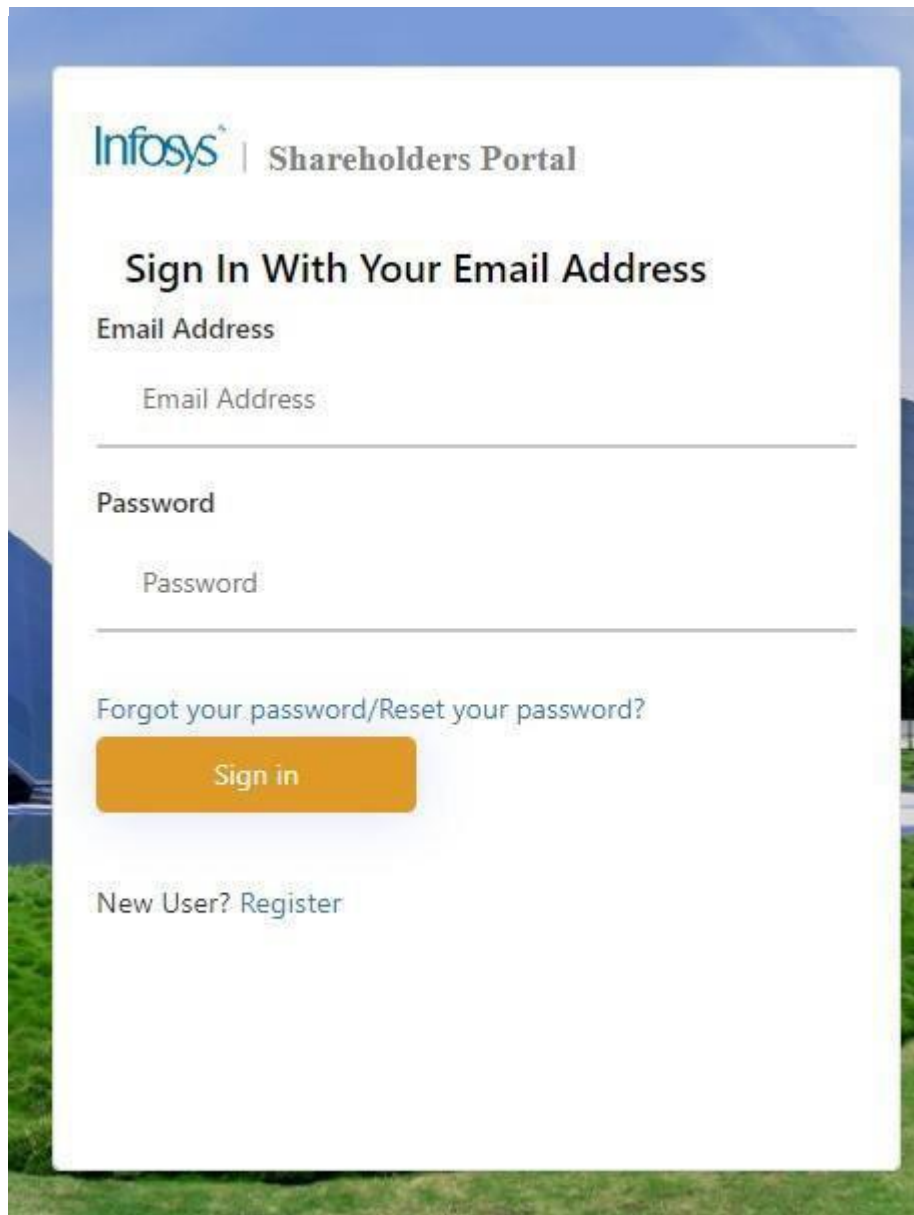
### **3. Where can the portal be accessed?**

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

[InvestorPortal \(infosys.com\)](https://investorportal.infosys.com)

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

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

The image shows a login page for the Infosys Shareholders Portal. The page has a white background with a blue header bar. The Infosys logo is in the top left, followed by the text "Shareholders Portal". Below this, the heading "Sign In With Your Email Address" is centered. There are two input fields: "Email Address" and "Password", each with a label above it. Below the password field is a link that says "Forgot your password/Reset your password?". A large orange button with the text "Sign in" is positioned below the links. At the bottom, there is a link that says "New User? Register". The background of the page is a blurred image of a building and greenery.

Infosys | Shareholders Portal

## Sign In With Your Email Address

Email Address

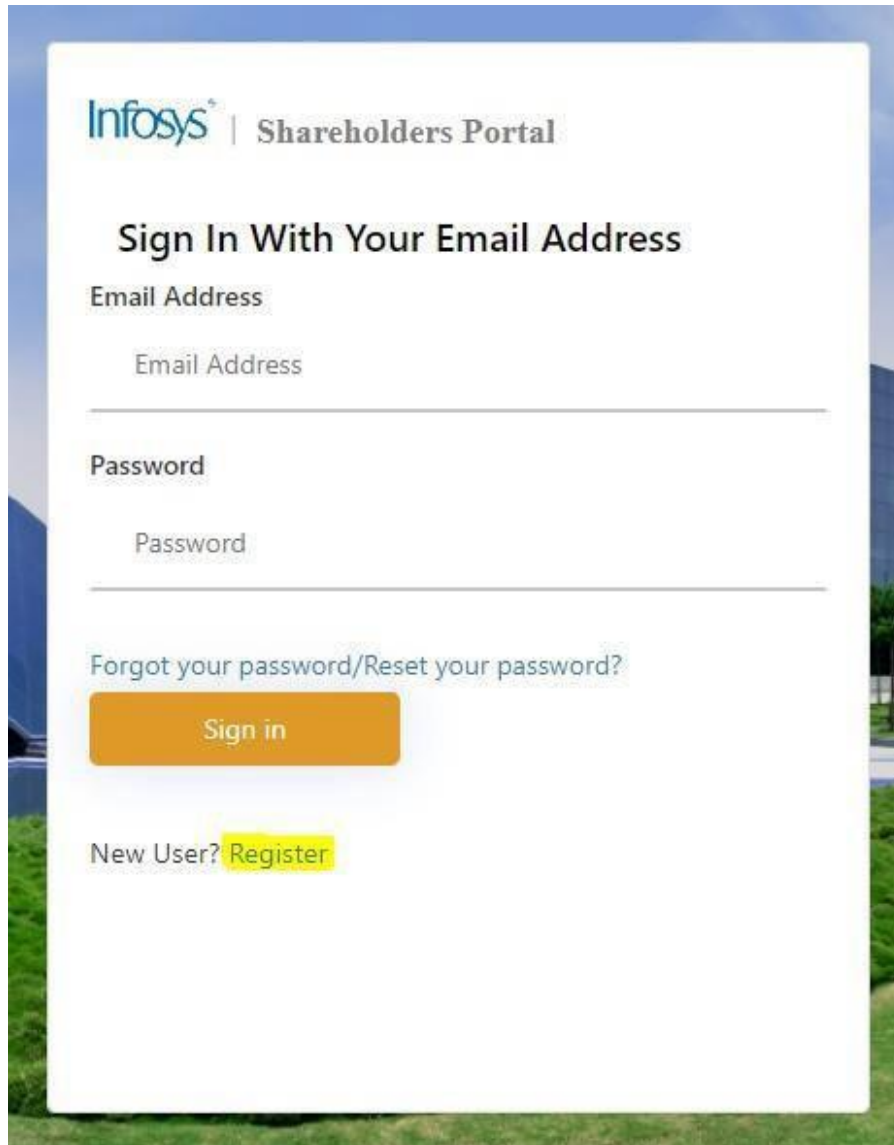
Password

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

[Sign in](#)

[New User? Register](#)

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 bar at the top. The Infosys logo is on the left, and 'Shareholders Portal' is on the right. Below the header, the title 'Sign In With Your Email Address' is centered. There are two input fields: 'Email Address' and 'Password', each with a placeholder text of the same name. Below the password field is a link that says 'Forgot your password/Reset your password?'. A large orange button labeled 'Sign in' is positioned below the link. At the bottom, there is a link that says 'New User? Register', where the word 'Register' is highlighted in yellow. The background of the page shows a blurred image of a modern building and greenery.

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

## Sign In With Your Email Address

Email Address

Email Address

Password

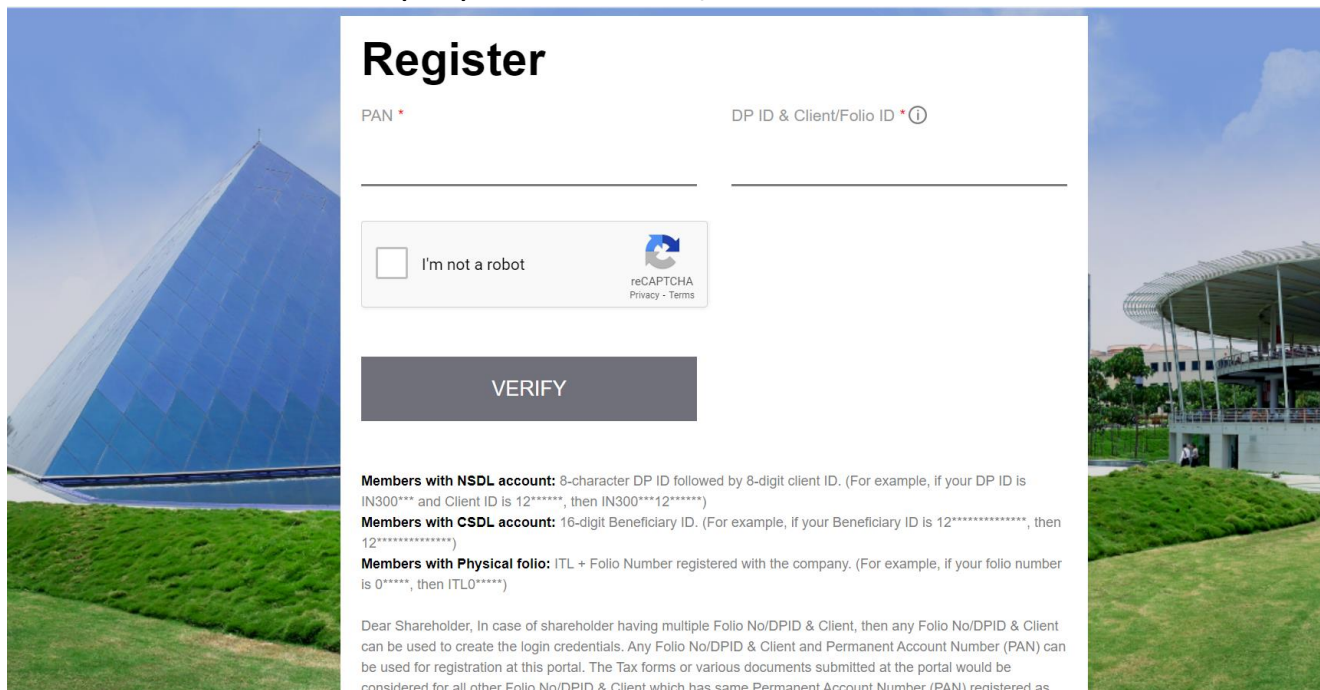
Password

[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 \* ⓘ

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms

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

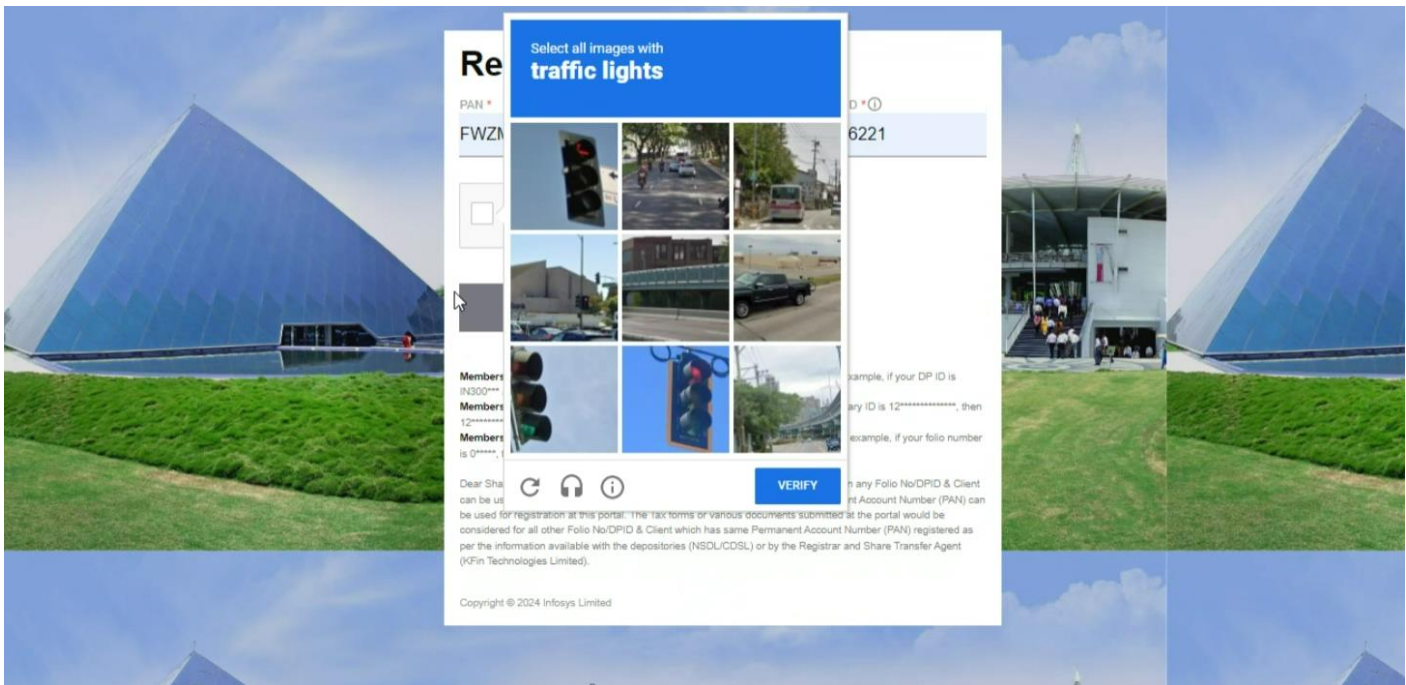
**Members with Physical folio:** ITL + Folio Number registered with the company. (For example, if your folio number is 0\*\*\*\*\*, then ITL0\*\*\*\*\*)

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

**Notes:**

- a) PAN is Permanent Account Number allotted by the Income Tax Department.
- b) Kindly note 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: IN30000001000000)  
CDSL - 16-digit Beneficiary ID (Eg: 12000000000002000)

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



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.



**Register**

User Name

Password <sup>i</sup> Confirm Password <sup>i</sup>

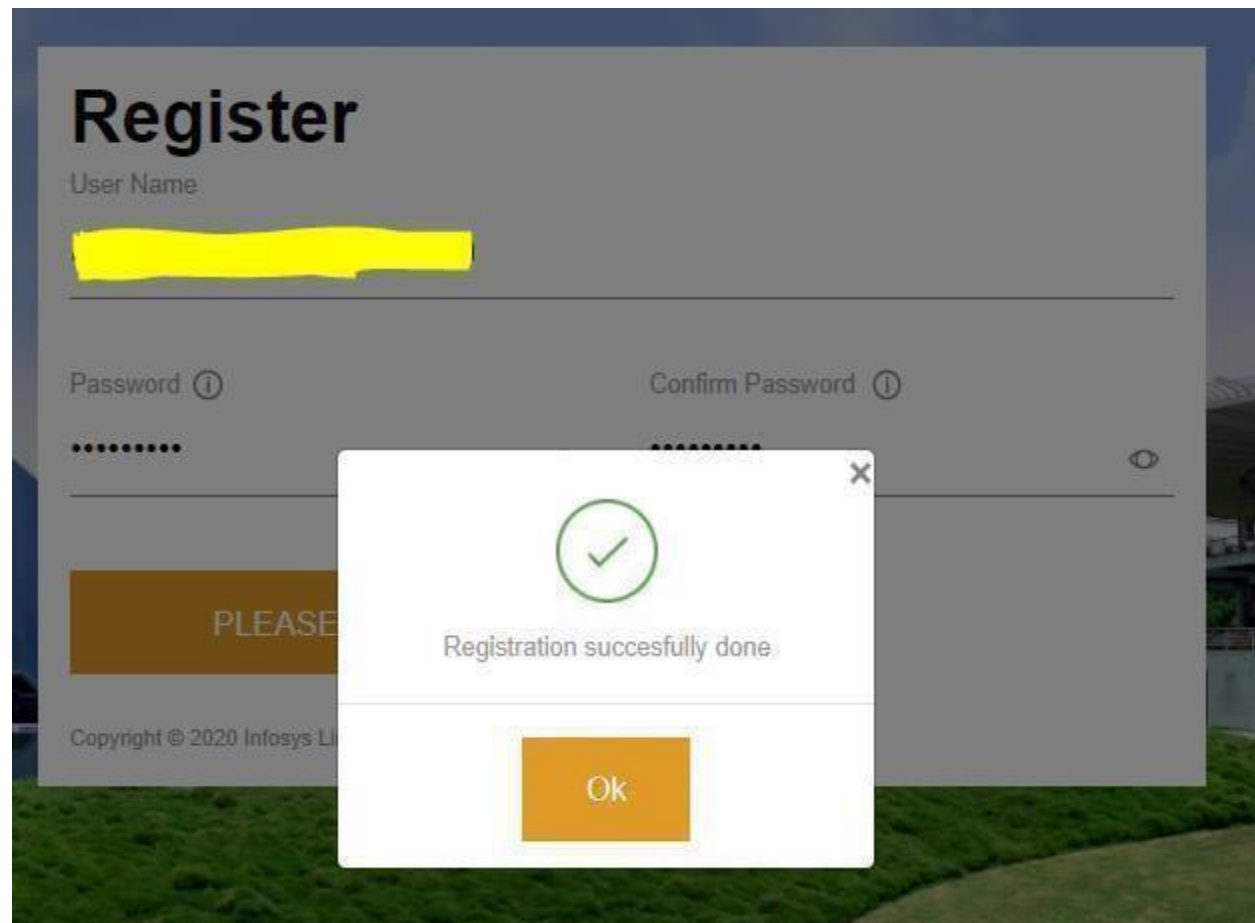
Password should be of minimum 8 characters in length and should have at least one uppercase, one lowercase, one numeric & one special character.

**REGISTER**

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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.



**Register**

User Name

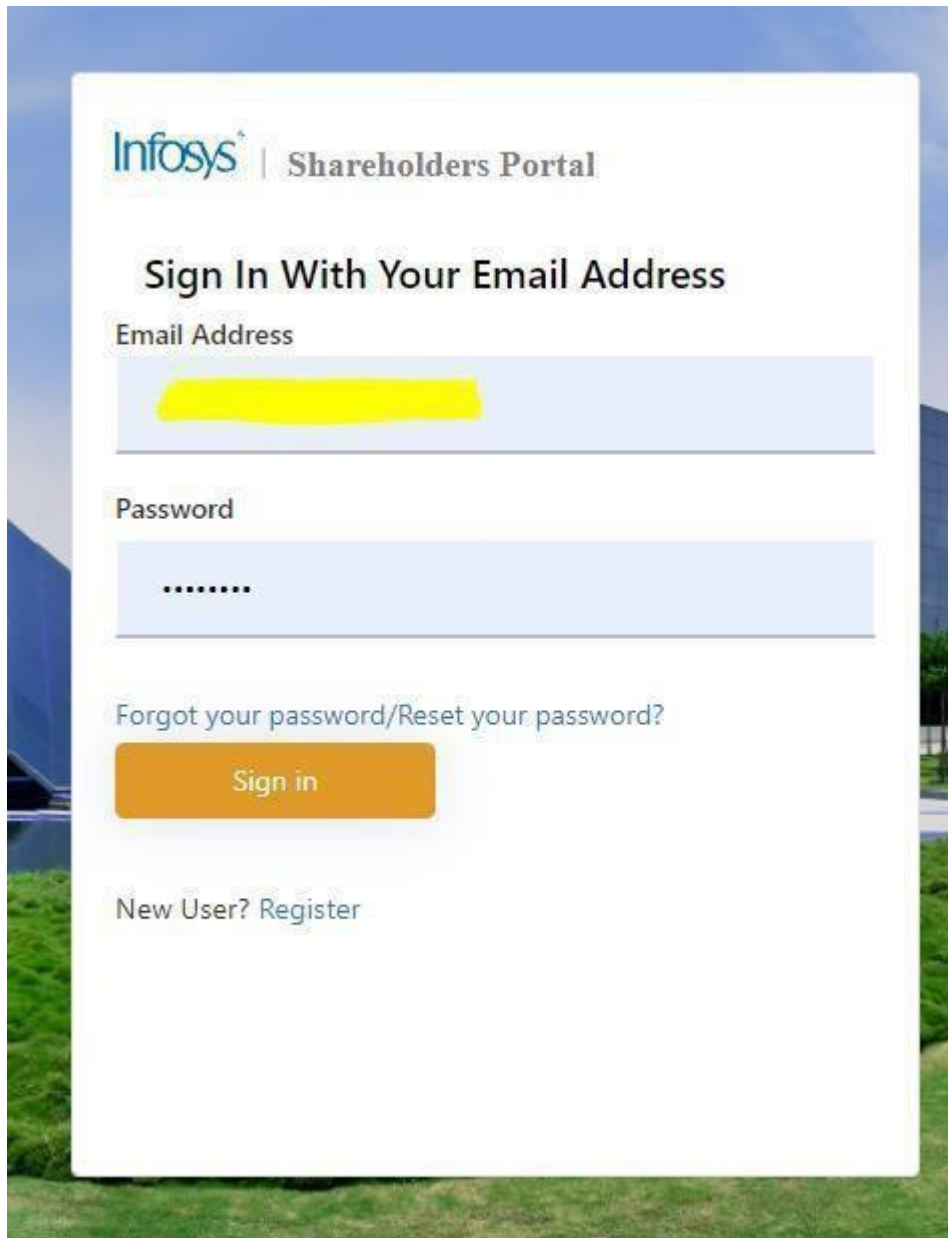
Password <sup>i</sup> Confirm Password <sup>i</sup>

Registration successfully done

**Ok**

## 5. How to login into the Portal?

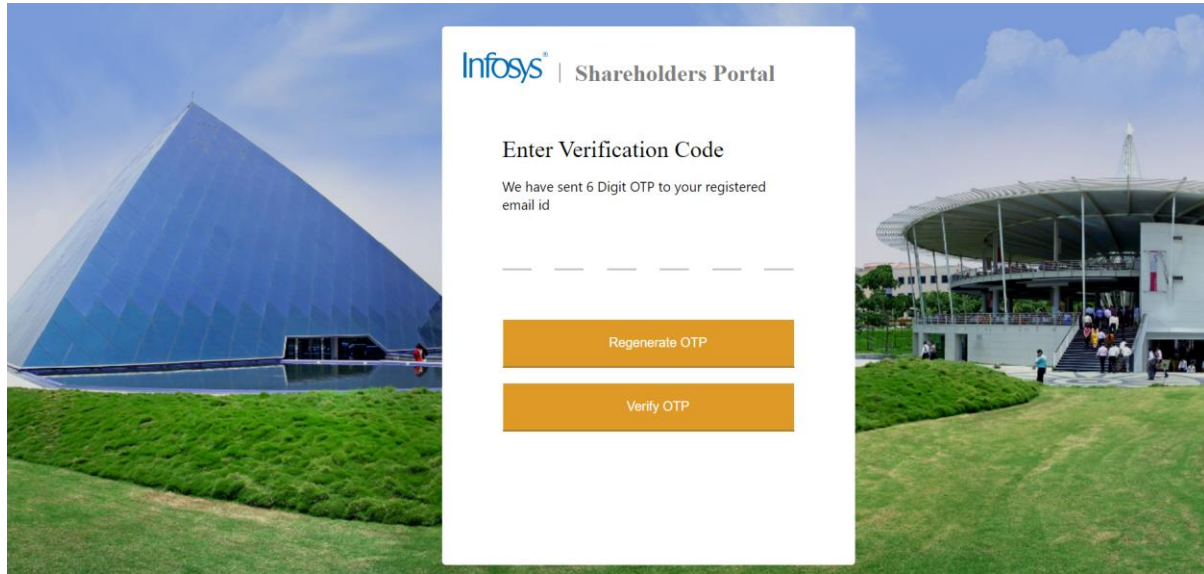
**Answer:** Once registration is complete, shareholder can visit the “**Shareholder portal**” link (Refer above point -3) and then can login (**Sign in**) onto the portal using the same email id & password which is used as above for registration. Below is the image showing the same:-



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 in the top left, followed by the text "Shareholders Portal". Below this, the heading "Sign In With Your Email Address" is centered. There are two input fields: "Email Address" and "Password". The email field contains a yellowed-out email address, and the password field contains a series of dots. Below the password field, there is a link that says "Forgot your password/Reset your password?". A large orange button labeled "Sign in" is positioned below the link. At the bottom, there is a link that says "New User? Register". The background of the page is a blurred image of a modern building and greenery.



After clicking onto “Sign in”, shareholder will be directed to a new window of verification page. Shareholder should enter the “verification code” received on his registered email ID.(See below image).



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

Once the email id is verified through verification code (OTP), shareholder will be directed to the shareholder login page.”



## 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 –

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[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.

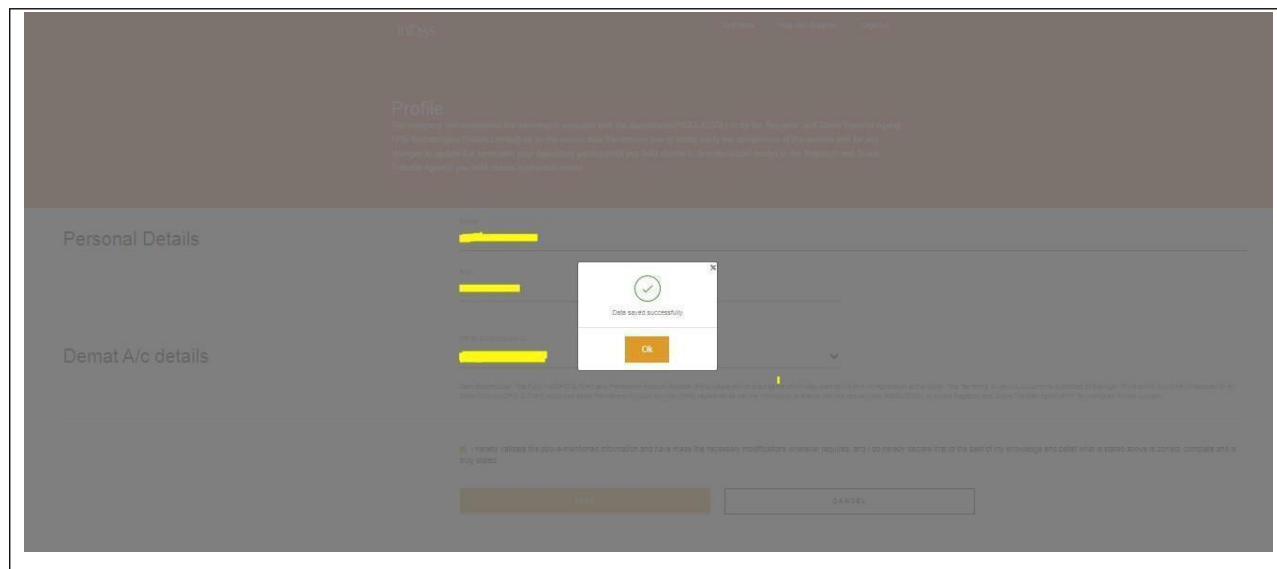
SAVE

CANCEL

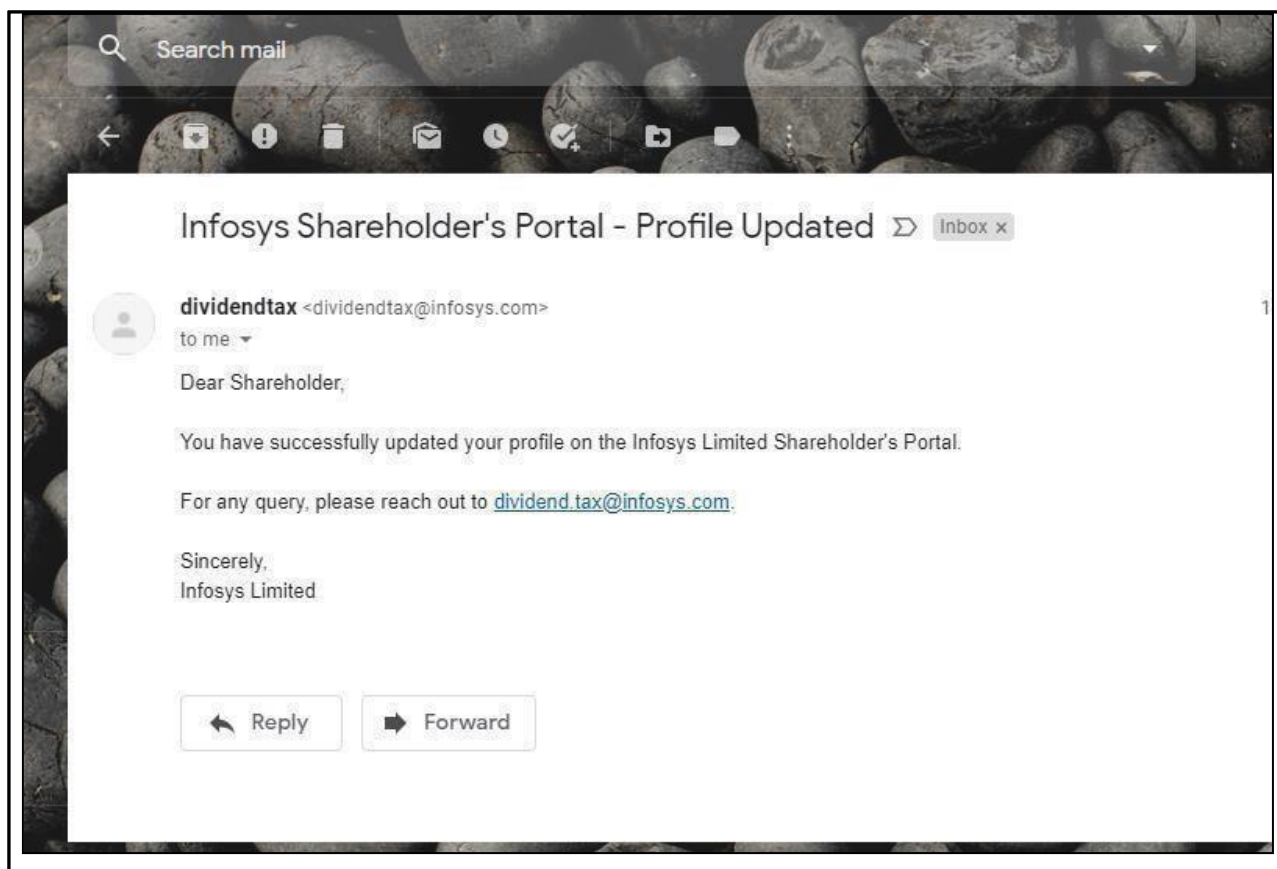


Kindly note that the Folio No/DPID & Client and Permanent Account Number (PAN) displayed in profile are same which was used at the time of registration at the portal. The Tax forms or various documents submitted at this login of the portal would be considered for all other Folio No/DPID & Client which 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 -




Parallely, 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 06, 2025. No tax forms or tax documents will be considered after June 06, 2025, 8:00 PM.

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

[Profile](#)[Help and Support](#)[SignOut](#)

or various tax documents till June 06, 2025. No tax forms or tax documents will be considered after June 06, 2025, 8:00 PM. We request y

Financial Year	Dividend Cycle	Assessment Year
2025-26 ▾	Final Dividend of FY 2024-25 ▾	2026-2027


## Things to do

### Upload tax forms

- Lower Tax Deduction Certificate (LTDC) >
- Form 15G >
- Form 15H >

### For queries

Please contact  
dividend.tax@infosys.com



**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 needs to filled in (Please select tax regime you have opted for AY 2026-27).**

[Profile](#)[Help and Support](#)[SignOut](#)

Form 15G   Any other declaration

Tax Regime for AY 2026-27



New Tax Regime   Old Tax Regime

Please select the tax regime you are  
opting for AY 2026-27 (FY 2025-26)

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 2025-26

0

Nature Of Income

Dividend

Section For Tax Deduction

194

Details of other Form 15G filed  
with other entities during the  
year 2025-26

Total Number Of Other Form 15G Filed With Other  
Entities

Aggregate Income Of Other Form 15G For Other  
Entities For The Financial Year 2025-26

0

☐ I, [REDACTED], 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, 2026 relevant to the assessment year 2026-2027 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, 2026 relevant to the assessment year 2026-2027 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:

- The person has a valid PAN
- 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).
- 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 for old regime and Rs. 4,00,000 for new regime).

**A.2. Form 15H – Applicable for a Resident Individual shareholder who is of age sixty years or more at any time during FY 2025-26. Below fields needs to filled in (Please select the tax regime you have opted for AY 2026-27)**

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Form 15H    Any other declaration

Tax Regime for AY 2026-27



New Tax Regime    Old Tax Regime

Please select the tax regime you are  
opting for AY 2026-27 (FY 2025-26)

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 2025-26

0

Nature Of Income

Dividend

Section For Tax Deduction

194



Details of other Form 15H filed  
with other entitles during the  
year 2025-26

Total Number Of Other Form 15H Filed With Other  
Entitles

Aggregate Income Of Other Form 15H For Other  
Entitles For The Financial Year 2025-26

0

Date Of Birth



☐ I, [REDACTED] 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, 2026 relevant to the assessment year 2026-2027 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 ,2026 relevant to the assessment year 2026-2027 will not exceed the maximum amount which is not chargeable to income-tax.

SUBMIT

CANCEL

#### Notes

- All the above fields are mandatory and needs to be filled in, without which the form cannot be submitted
- 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 (PAN)
- Declaration can be furnished by an individual under section 197A (1C) in the financial year to which the income pertains.



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.3. 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.

Infocys Profile Help and Support SignOut

Lower Tax Deduction Certificate (LTDC) Any other declaration

You have successfully submitted the document. If the document is found in accordance with the provisions of the Income Tax Act, 1961, the same shall be considered while deducting the taxes

Document Type	Document Name	
Lower Tax Deduction Certificate (LTDC)	[Redacted]	
Document Type	Document Name	
Lower Tax Deduction Certificate (LTDC)	[Redacted]	
Document Type	Document Name	
Lower Tax Deduction Certificate (LTDC)	[Redacted]	

Document Type

Lower Tax Deduction Certificate (LTDC)

Attach Document \*

Choose File No file chosen

Please Note: File size allowed is 5MB and allowed file types are .png, .jpeg, .jpg, .pdf, .tiff

☐ 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.

SUBMIT CANCEL

**A.4. 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 -

Lower Tax Deduction Certificate (LTDC) Any other declaration

Document Type

others

Attach Document \*

Choose File No file chosen

Please Note: File size allowed is 5MB and allowed file types are .png, .jpeg, .jpg, .pdf, .tiff

☒ 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.

SUBMIT 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

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||| October 25, 2024. No tax forms or tax documents will be considered after October 25, 2024. We request you to kindly take note of the sar

Financial Year

2025-26 

▼

Dividend Cycle

Final Dividend of FY 2024-25 

▼

Assessment Year

2026-2027

Things to do

Upload tax forms

Tax Residence Certificate (TRC) >

No PE declaration >

Beneficial Ownership >

Form 10F >

Rule 37BC >

Lower Tax Deduction Certificate (LTDC) >

For queries

Please contact  
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-

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Tax Residence Certificate (TRC)Any other declaration

You have successfully submitted the document. If the document is found in accordance with the provisions of the Income Tax Act, 1961, the same shall be considered while deducting the taxes

Document Type

Tax Residence Certificate (TRC)

Document Name

Document Type

Tax Residence Certificate (TRC)

Document Name

Document Type

Tax Residence Certificate (TRC)

Document Name

Document Type

Tax Residence Certificate (TRC)

Document Name

Document Type

Tax Residence Certificate (TRC)

Document Name

Document Type

Tax Residence Certificate (TRC)

Attach Document \*

Choose FileNo file chosen

Please Note: File size allowed is 5MB and allowed file types are .png, .jpeg, .jpg, .pdf, .tif

☒ 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.

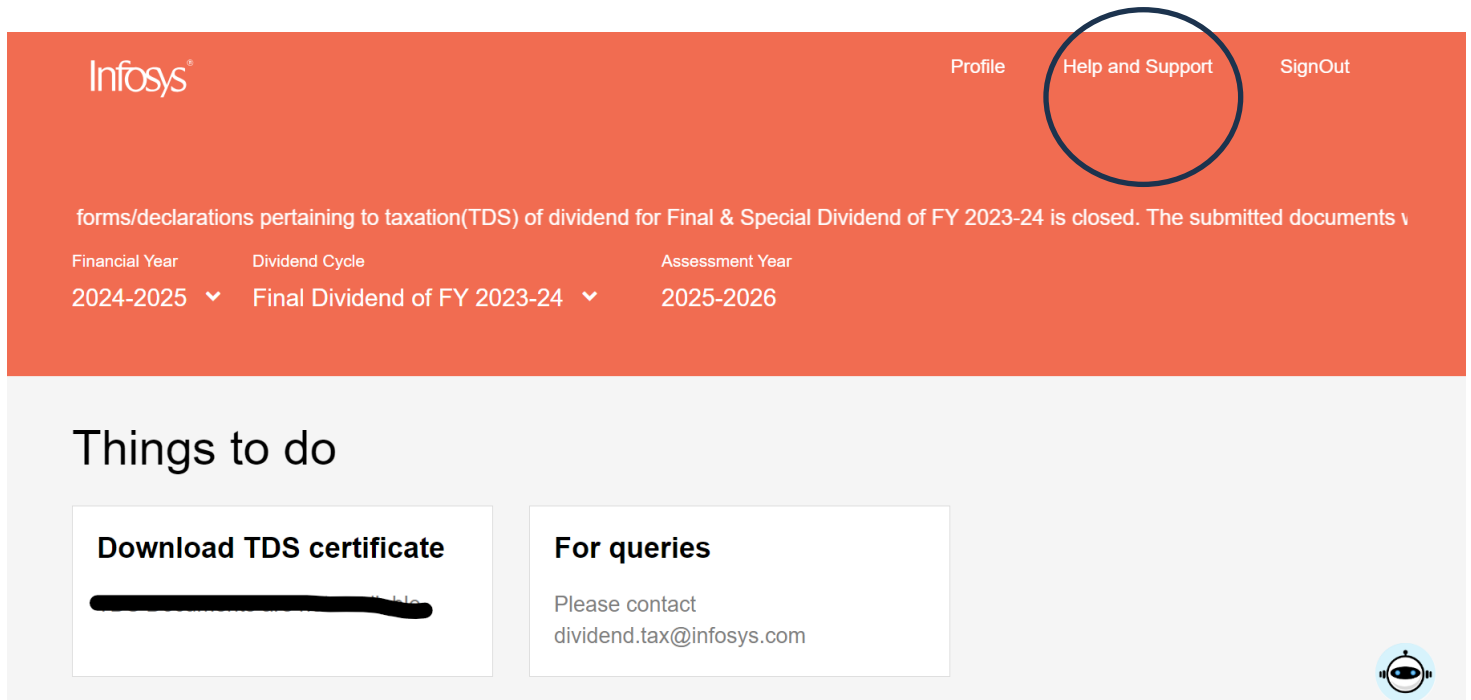
SUBMIT

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 2024-25, 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 –



The screenshot displays the Infosys shareholder portal interface. At the top, there is a red navigation bar with the Infosys logo on the left and three links: 'Profile', 'Help and Support', and 'SignOut'. The 'Help and Support' link is circled in blue. Below the navigation bar, a message states: 'forms/declarations pertaining to taxation(TDS) of dividend for Final & Special Dividend of FY 2023-24 is closed. The submitted documents v'. Underneath this message, there are three dropdown menus for 'Financial Year' (showing 2024-2025), 'Dividend Cycle' (showing Final Dividend of FY 2023-24), and 'Assessment Year' (showing 2025-2026). Below these menus, the heading 'Things to do' is followed by two white boxes. The first box is titled 'Download TDS certificate' and contains a redacted link. The second box is titled 'For queries' and provides contact information: 'Please contact dividend.tax@infosys.com'. A small robot icon is located in the bottom right corner of the page.

Infosys® Profile **Help and Support** SignOut

forms/declarations pertaining to taxation(TDS) of dividend for Final & Special Dividend of FY 2023-24 is closed. The submitted documents v

Financial Year Dividend Cycle Assessment Year

2024-2025 ▼ Final Dividend of FY 2023-24 ▼ 2025-2026

## Things to do

**Download TDS certificate**

[\[Redacted Link\]](#)

**For queries**

Please contact  
dividend.tax@infosys.com

