

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

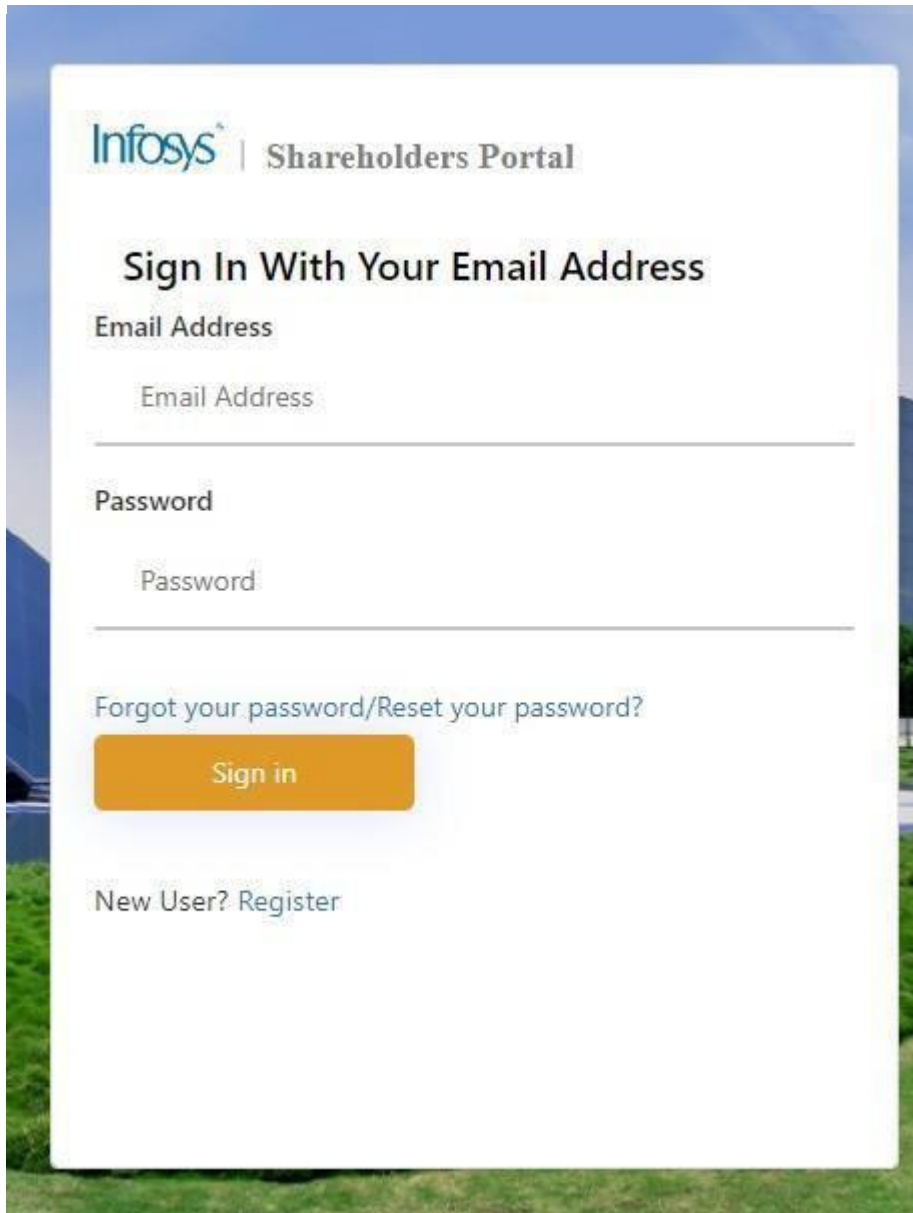
3. Where can the portal be accessed?

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

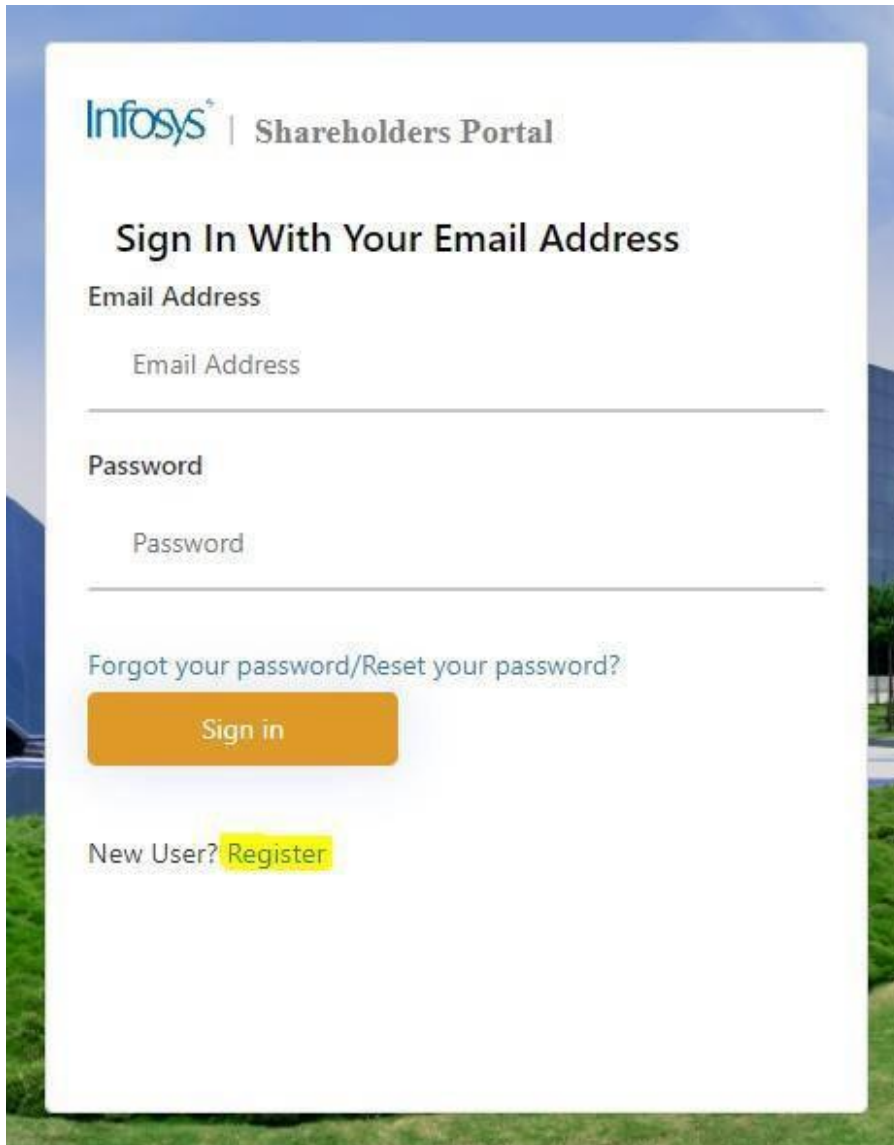
[InvestorPortal \(infosys.com\)](https://investorportal.infosys.com)

4. How to register or login in Portal?

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



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, the text "New User?" is followed by a yellow "Register" button.

Infosys⁺ | 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 CSDL account: 16-digit Beneficiary ID. (For example, if your Beneficiary ID is 12*****, then 12*****)

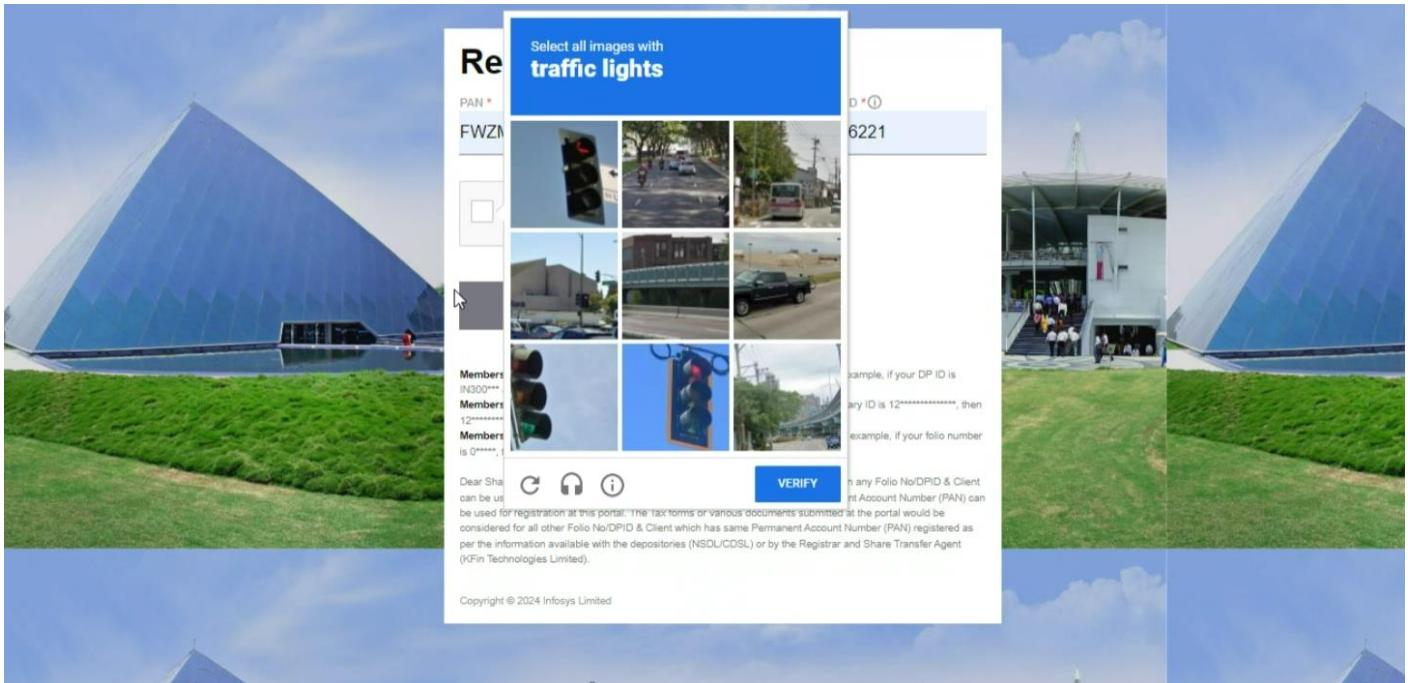
Members with Physical folio: ITL + Folio Number registered with the company. (For example, if your folio number is 0*****, then ITL0*****)

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

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: IN3000001000000)
 - CDSL - 16-digit Beneficiary ID (Eg: 1200000000002000)

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.

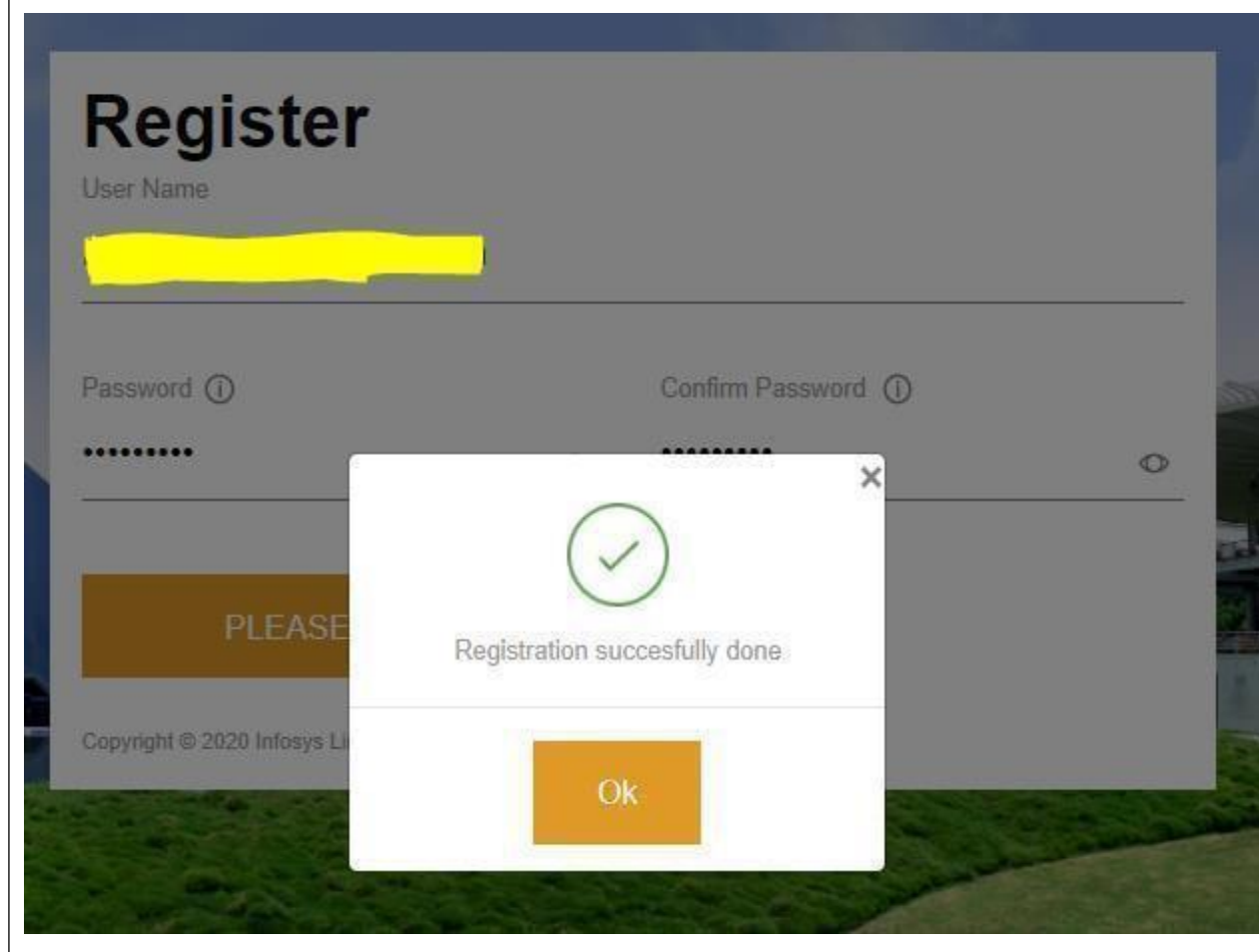
Note – a) Username should be e-mail id which will be used for login subsequently.

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.



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 in the top 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

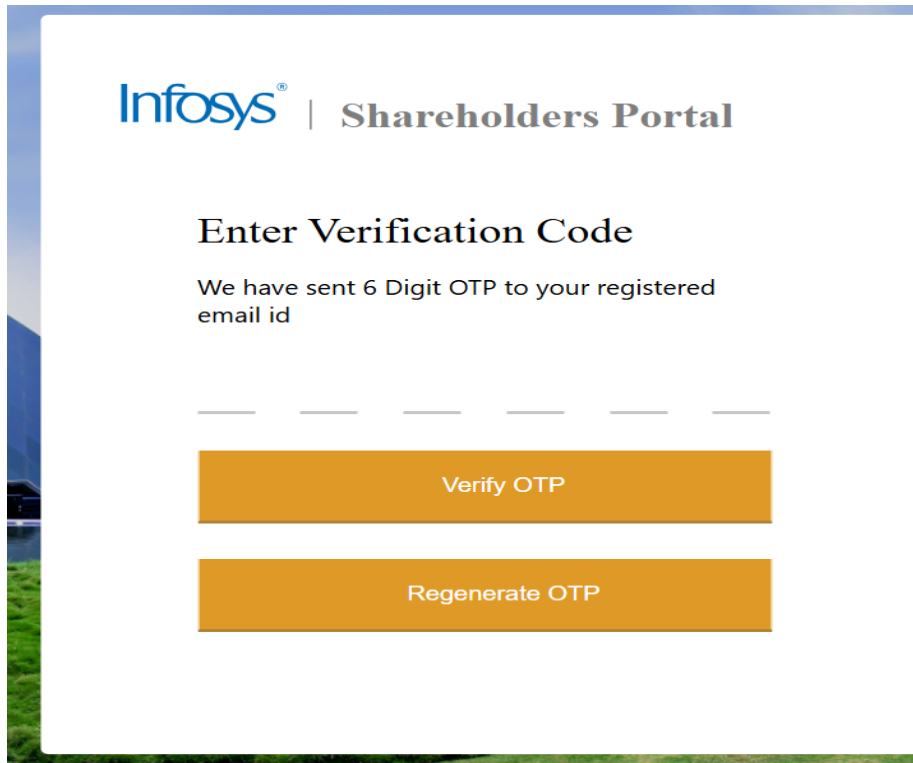
.....

[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 enter the “verification code” received on his registered email ID.(See below image).



The screenshot shows the Infosys Shareholders Portal verification page. At the top left is the Infosys logo followed by the text "Shareholders Portal". Below this is the heading "Enter Verification Code" and a message: "We have sent 6 Digit OTP to your registered email id". There is a horizontal dashed line representing the input field for the OTP. Below the input field are two orange buttons: "Verify OTP" and "Regenerate OTP". The page has a blue header and a green landscape background on the left side.

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 –

Infosys®

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.

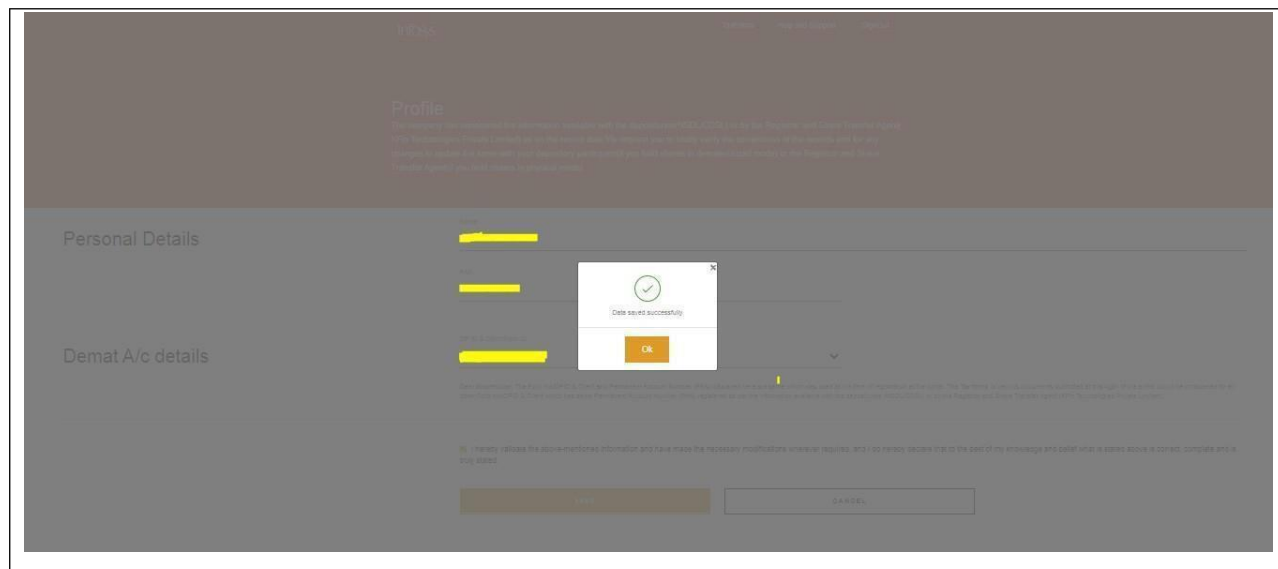
SAVE

CANCEL

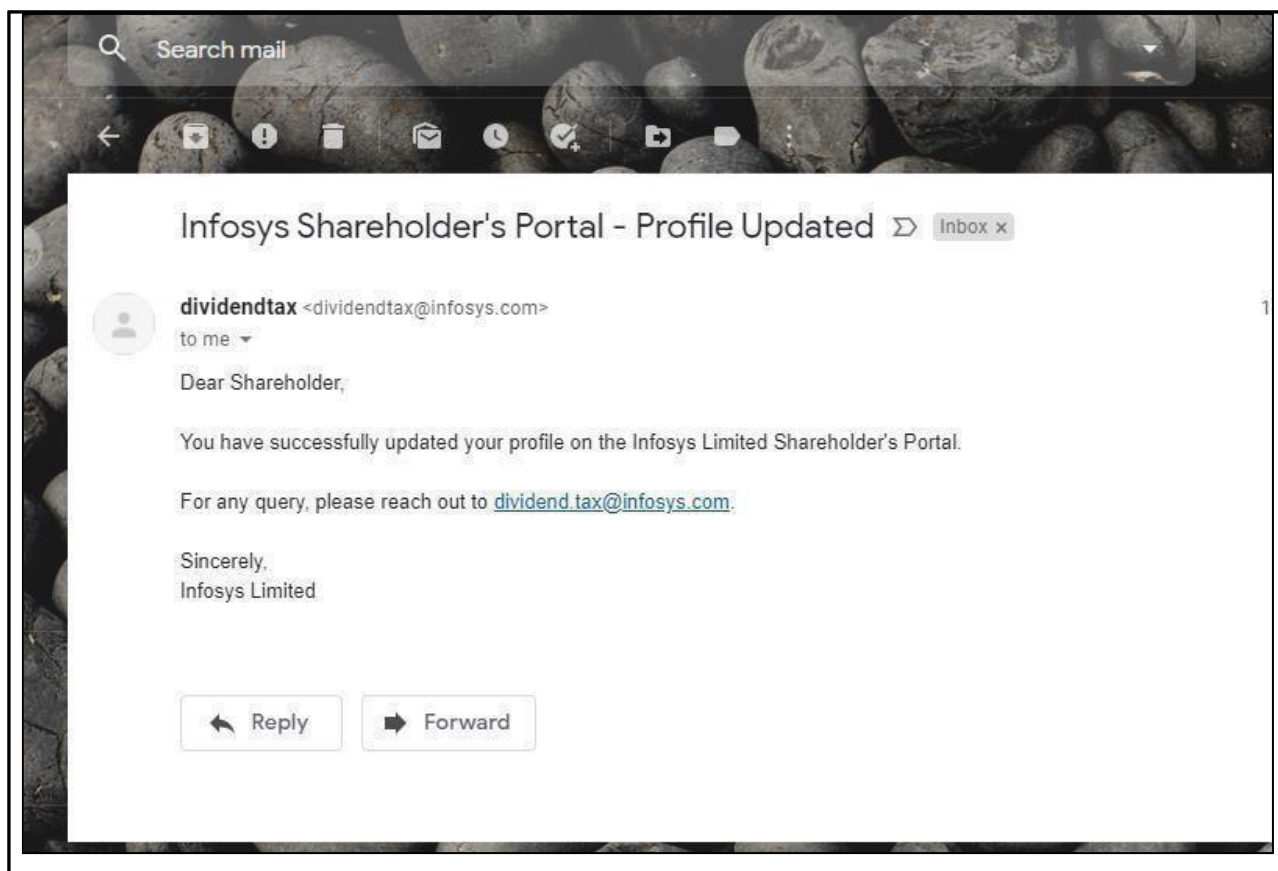


Kindly note that the Folio No/DPID & Client and Permanent Account Number (PAN) displayed in profile are same which was used at the time of registration at the portal. The Tax forms or various documents submitted at this login of the portal would be considered for all other Folio No/DPID & Client which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



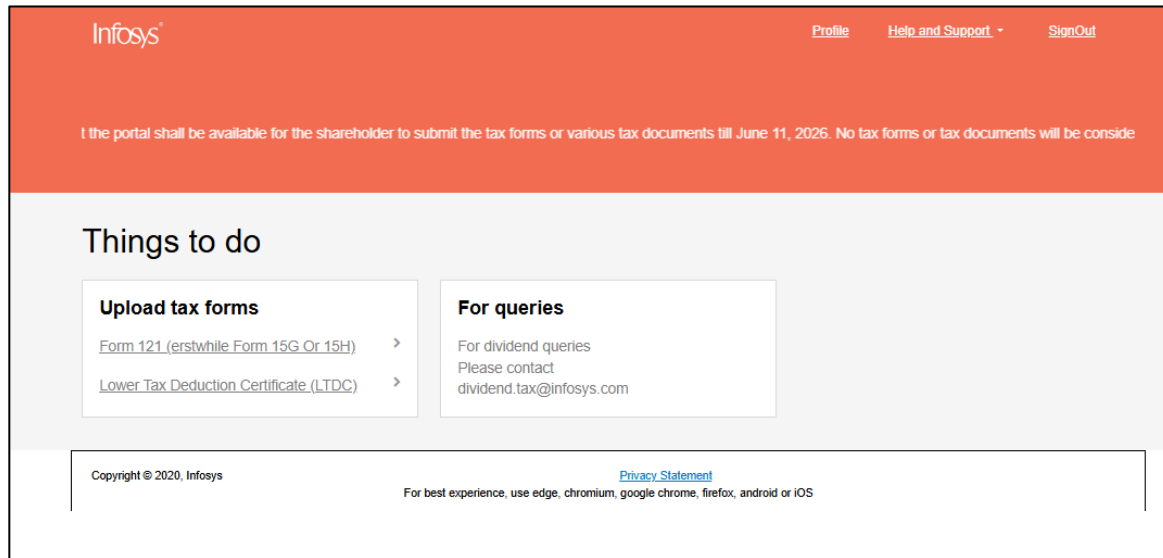
Parallely, a confirmation email will also be sent on the registered email id on successful updation of profile. See below image-



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 11, 2026. No tax forms or tax documents will be considered after June 11, 2026.

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



The screenshot shows the Infosys 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: 'The portal shall be available for the shareholder to submit the tax forms or various tax documents till June 11, 2026. No tax forms or tax documents will be considered after June 11, 2026.' The main content area is titled 'Things to do' and contains two columns. The left column, 'Upload tax forms', lists 'Form 121 (erstwhile Form 15G Or 15H)' and 'Lower Tax Deduction Certificate (LTDC)', each with a right-pointing arrow. The right column, 'For queries', provides contact information for dividend queries: 'For dividend queries Please contact dividend.tax@infosys.com'. At the bottom of the page, there is a footer with 'Copyright © 2020, Infosys' on the left and 'For best experience, use edge, chromium, google chrome, firefox, android or iOS' on the right, with a 'Privacy Statement' link in the center.

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 121 (erstwhile Form 15G Or 15H) – Applicable for a Resident Individual shareholder

Please download the Form 121 template from “Download Template” option.
Fill in all the details and upload it under “Choose File” option.

Form 121 (erstwhile Form 15G Or 15H) Any other declaration

You have successfully submitted the document. If the document is found in accordance with the provisions of the Income Tax Act, 2025, the same shall be considered while deducting the taxes

Document Type Form 121 (erstwhile Form 15G Or 15H)	Document Name E [redacted]	
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Document Type
Form 121 (erstwhile Form 15G Or 15H)

Attach Document *
 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.

After attaching a valid Form 121, shareholder can validate the information by checking on box and submit the same by clicking on “Submit”

Kindly note, an **individual shareholder**, who is a **resident** of India can submit Form 121 if:

- The person has a valid PAN
- Tax on estimated total income shall be **Nil** (including income for which present declaration is made and incomes across all sources and all payers for the current tax year).
- For individuals, other than senior citizens, the income for which the declaration is being made and the aggregate of all incomes for which declarations have been furnished to any person(s) during the current tax year under Form 121 shall not exceed the maximum amount not chargeable to tax (i.e. 250,000 in case of old tax regime and Rs. 4,00,000 in case of new tax regime)
- Estimated total income shall be calculated after allowing for deduction(s) under Chapter VIII of the Act, if any, or set off of loss, if any, under the head “Income from house property” and rebate allowable under section 156.

A.2. 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.

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, 2025, the same shall be considered while deducting the taxes

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

Document Type: Lower Tax Deduction Certificate (LTDC)

Attach Document * No file chosen

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

A.3. Any other declaration – 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 * 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.

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

The screenshot shows the Infosys 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: 'June 11, 2026. We request you to kindly take note of the same accordingly. Thank you and wishing you a safe stay.' The main content area is titled 'Things to do' and contains two columns. The left column, 'Upload tax forms', lists several document types with right-pointing chevrons: 'No PE declaration', 'Tax Residence Certificate (TRC)', 'Beneficial Ownership', 'Form 41 (erstwhile E-Form 10F)', 'Rule 217 (erstwhile Rule 37BC)', and 'Lower Tax Deduction Certificate (LTDC)'. The right column, 'For queries', provides contact information for dividend queries: 'For dividend queries Please contact dividend.tax@infosys.com'. At the bottom of the page, there is a footer with 'Copyright © 2020, Infosys' on the left, a 'Privacy Statement' link in the center, and a note on the right: 'For best experience, use edge, chromium, google chrome, firefox, android or iOS'.

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 a document upload form. At the top, there are two tabs: 'Tax Residence Certificate (TRC)' and 'Any other declaration'. The 'Tax Residence Certificate (TRC)' tab is selected. Below the tabs, there is a 'Document Type' field containing 'Tax Residence Certificate (TRC)'. To the right, there is an 'Attach Document *' section with a 'Choose File' button and the text 'No file chosen'. Below this, a note states: 'Please Note: File size allowed is 5MB and allowed file types are .png, .jpeg, .jpg, .pdf, .tiff'. 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.' Below the checkbox 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 2025-26, 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 –

