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
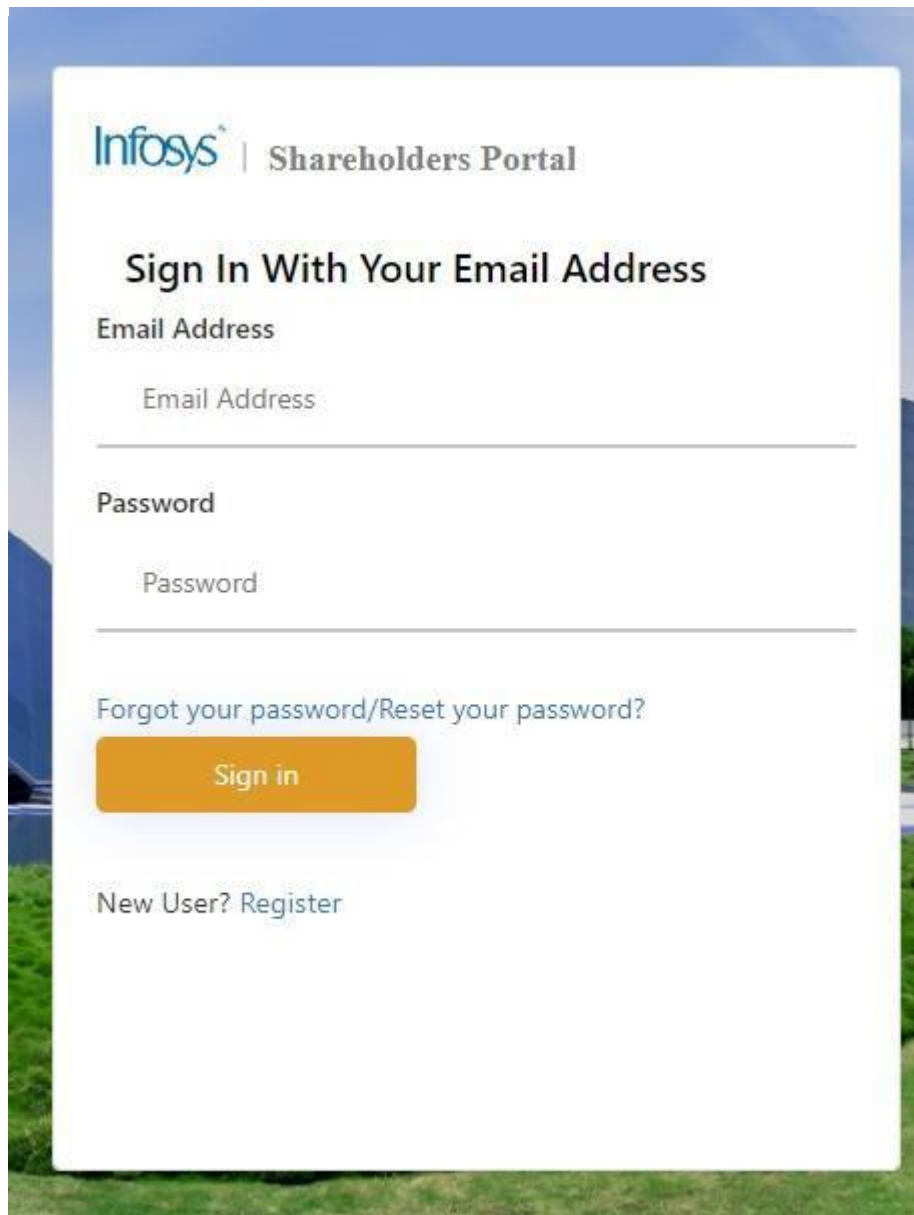
> **3. Where can the portal be accessed?**
>
> **Answer:** Portal can be accessed by clicking into the below hyperlink
>
> https://ir-pan-info.infosys.com/

4. How to register or login in Portal?

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

Infosys | Shareholders Portal

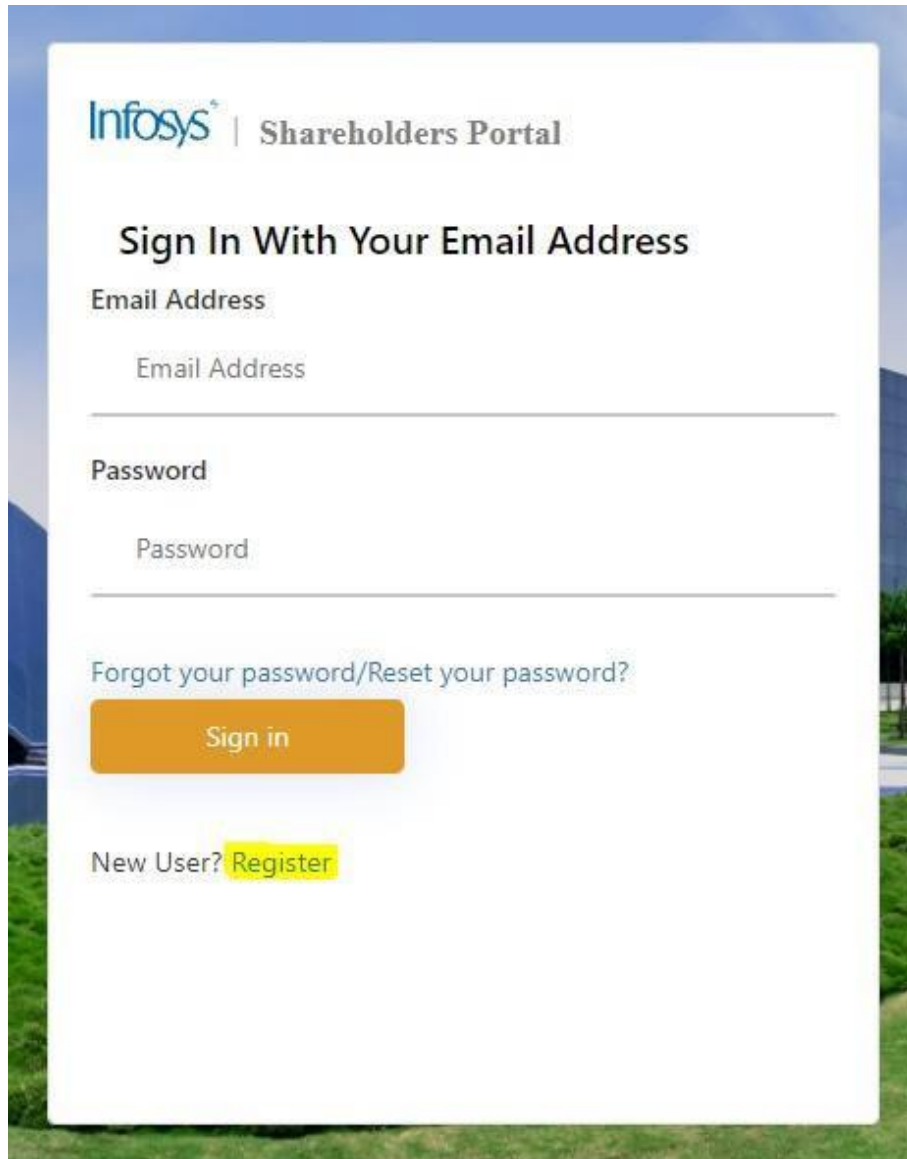## Sign In With Your Email Address

Email Address

Email Address

Password

Password

Forgot your password/Reset your password?

Sign in

New User? Register

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

5ᵉₜcui   ↻   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 Private Limited).

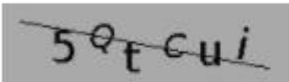Copyright © 2020 Infosys Limited

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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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 Private 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.

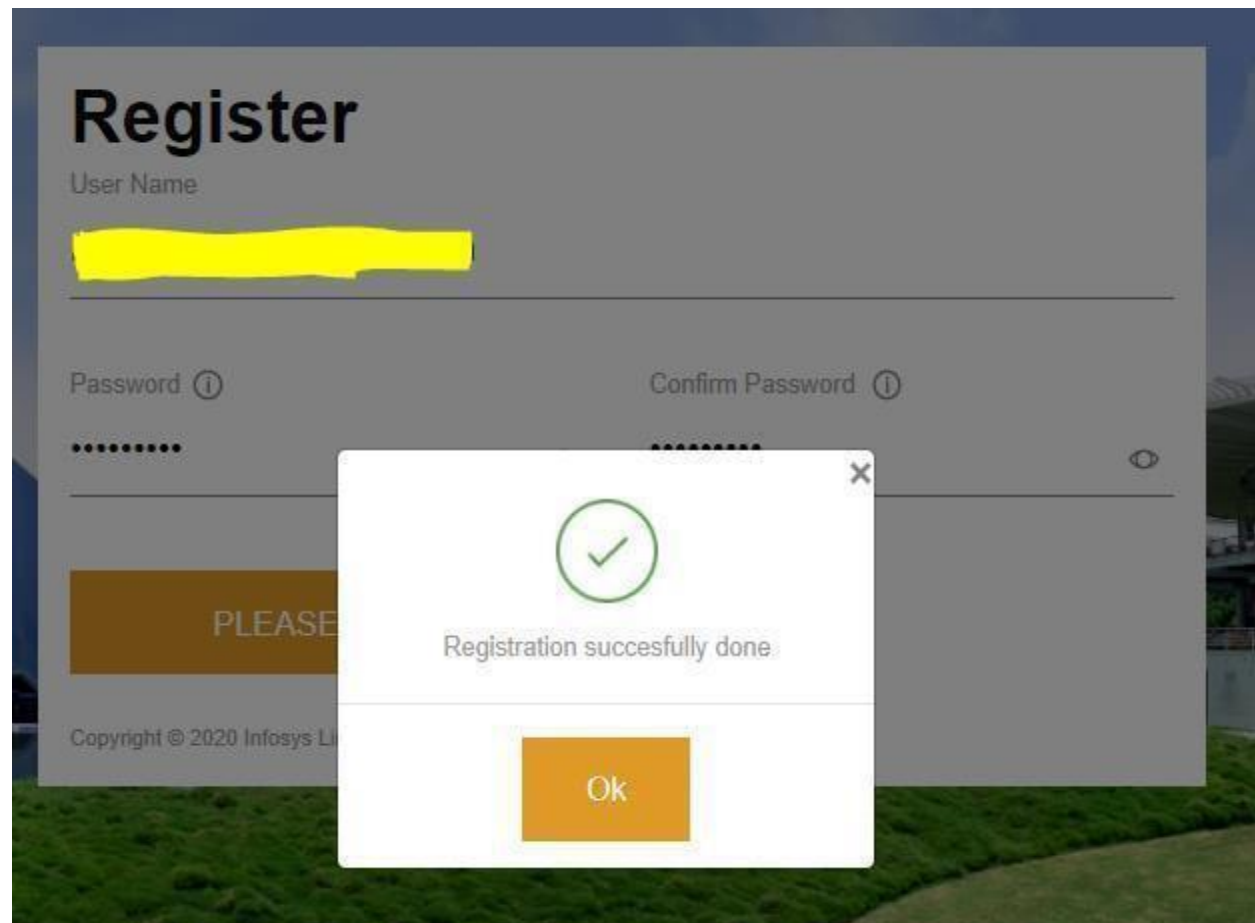   b) Kindly note character for creating a valid password. Password should be of minimum 8 characters in length and should have at least one uppercase, one lower case, one numeric & one special character.

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.

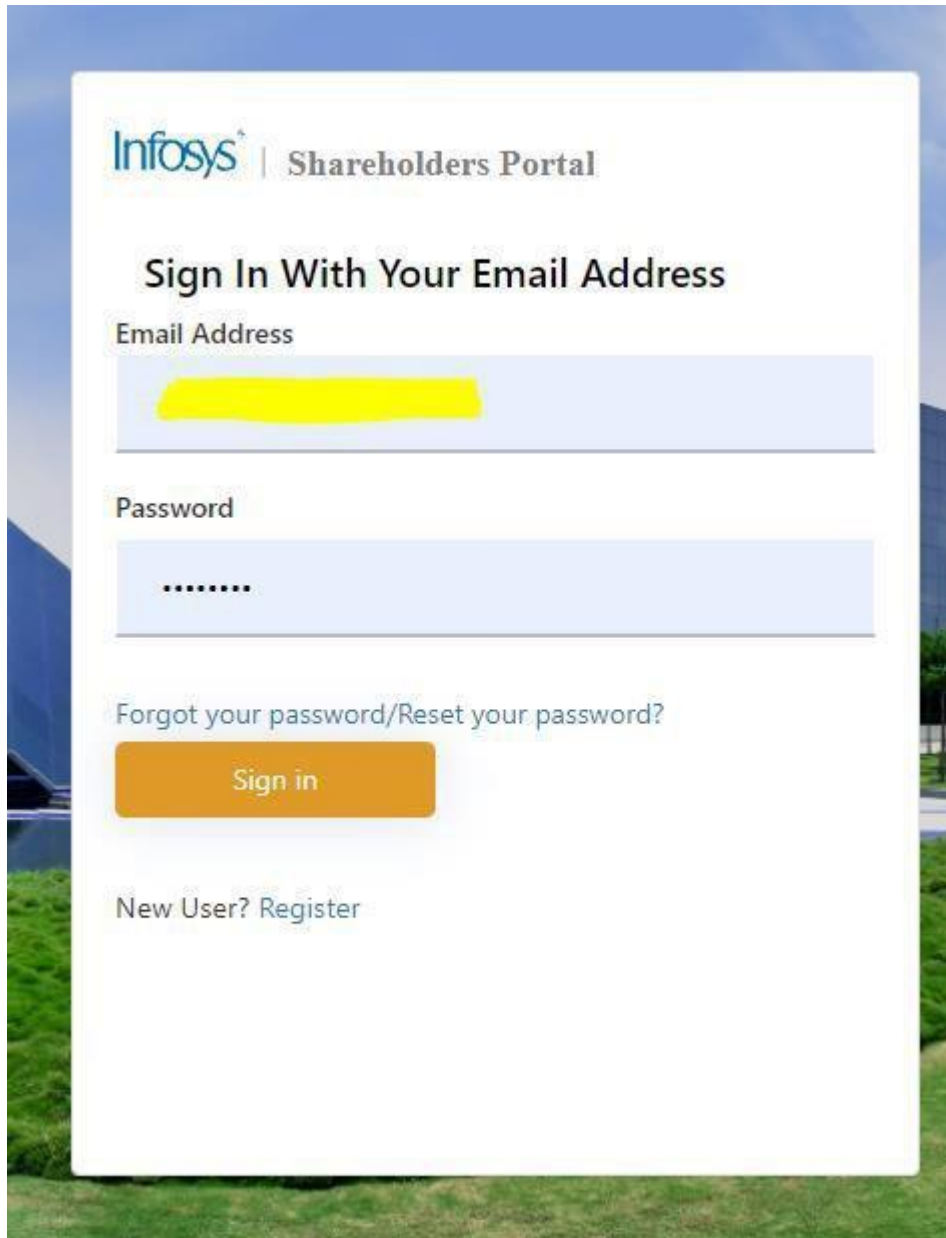**5. How to login into the Portal?**

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:-

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).

Infosys | Shareholders Portal

Please Provide The Following Details.

Verification is necessary. Please click Send button.

Send verification code

Continue

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.

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"**

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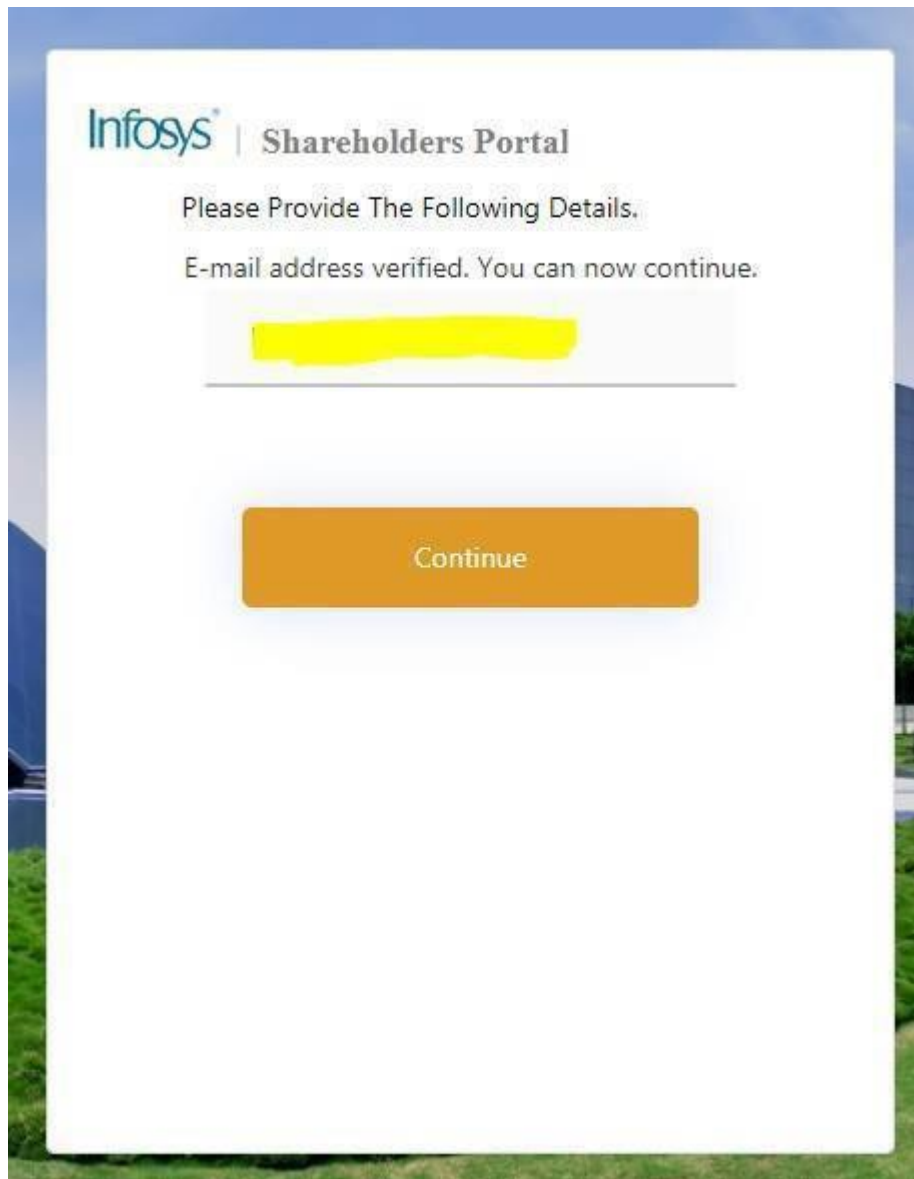
After clicking onto "Continue "as shown above, shareholder has to read **Privacy & Data Protection guidelines.**

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 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 –

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 Private 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 -
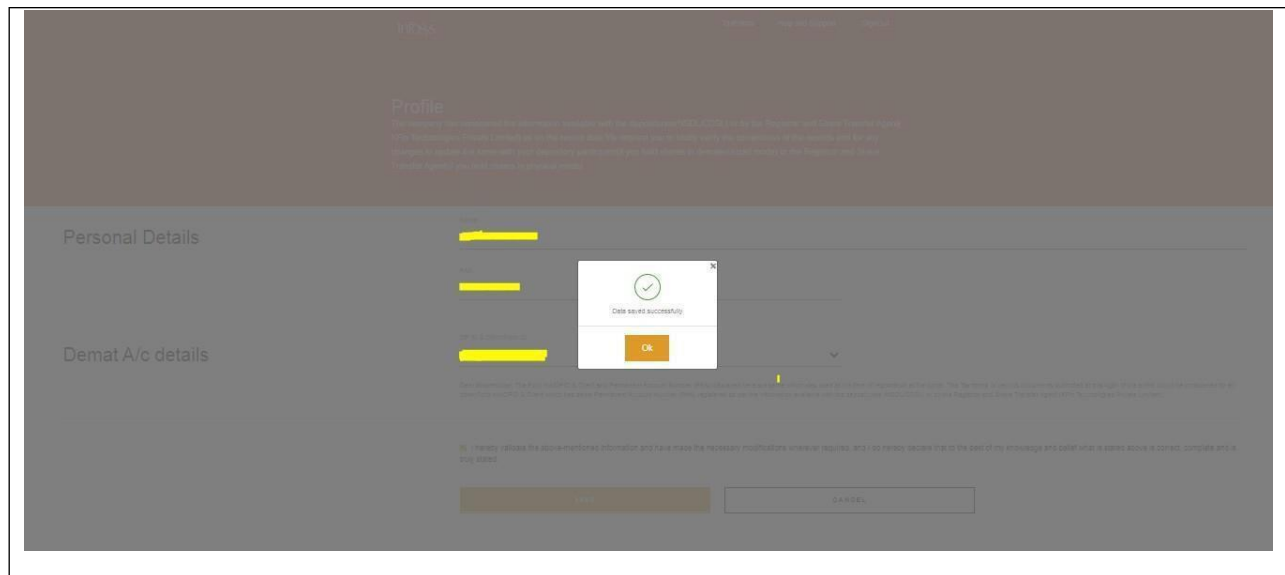
Parallel, a confirmation email will also be sent on the registered email id on successful updation of profile. See below image-
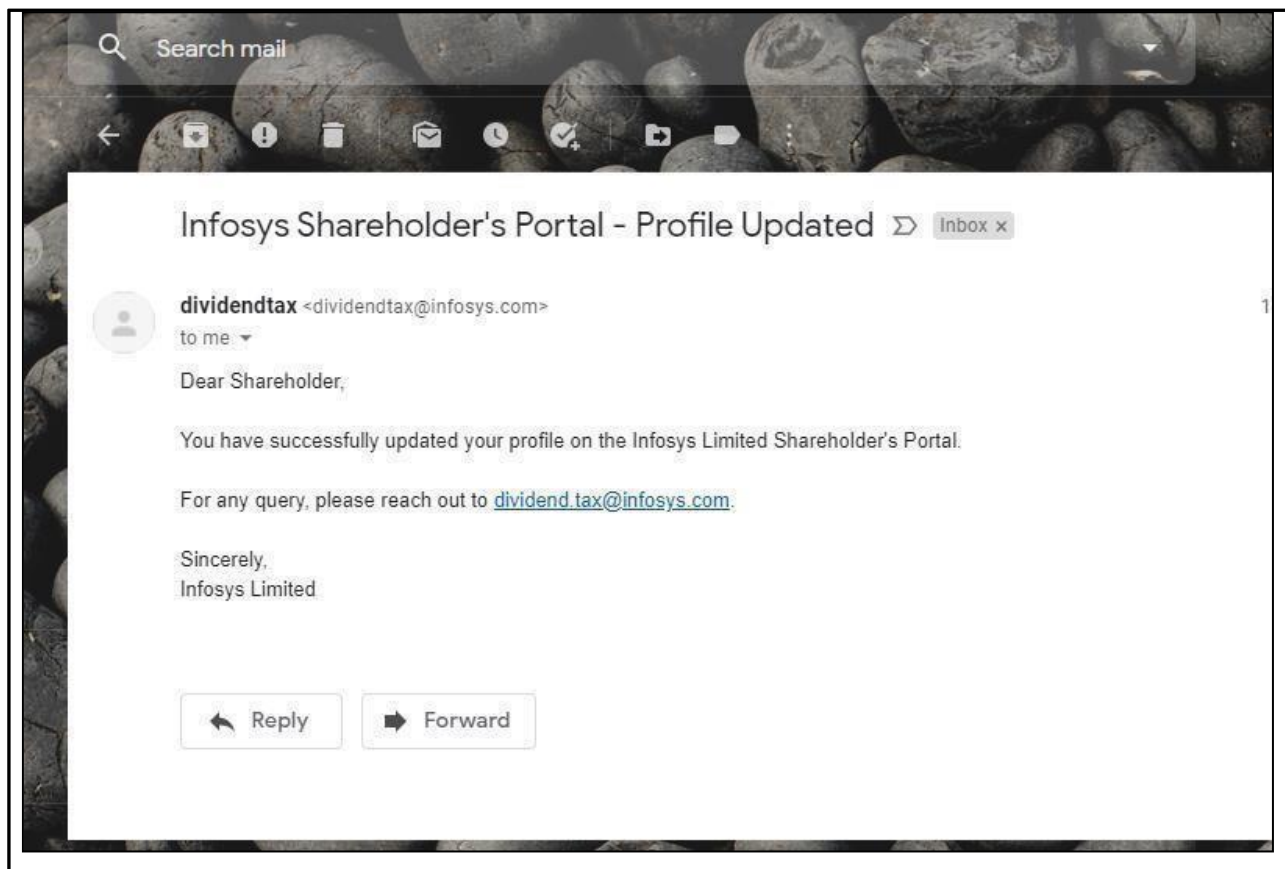
7.	Submission & upload of documents?

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 October 28,2022. No tax forms or tax documents will be considered after October 28,2022.

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

Infosys®

Profile   Help and Support   SignOut

e of the same accordingly. Thank you and wishing you a safe stay.

Financial Year	Dividend Cycle	Assessment Year
2022-2023 ⌄	Interim Dividend of FY 2022-23 ⌄	2023-2024

Things to do

Upload tax forms

Lower Tax Deduction Certificate (LTDC)   〉

Form 15G   〉

For queries

Please contact
dividend.tax@infosys.com
or on WhatsApp + 91 6366953150

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

Infosys®

Profile   Help and Support   SignOut

Form 15G   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

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

⌄

Estimated Income For Declaration

Estimated Dividend Income For This Declaration	Estimated Total Income Of Shareholder For Financial Year 2022-23
Nature Of Income	Section For Tax Deduction
Dividend	194

Details of other Form 15G filed with other entities during the year 2022-23

Total Number Of Other Form 15G Filed With Other Entities	Aggregate Income Of Other Form 15G For Other Entities For The Financial Year 2022-23

☑ I,   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, 2023 relevant to the assessment year 2023-2024 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 ,2023 relevant to the assessment year 2023-2024 will not exceed the maximum amount which is not chargeable to income-tax.

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 2022-23. Below fields need to filled in

Infosys®

Profile   Help and Support   SignOut

Form 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, 1961, the same shall be considered while deducting the taxes

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

⌄

Estimated Income For Declaration

Estimated Dividend Income For This Declaration

Estimated Total Income Of Shareholder For Financial Year 2022-23

Nature Of Income

Dividend

Section For Tax Deduction

194

Details of other Form 15H filed with other entities during the year 2022-23

Total Number Of Other Form 15H Filed With Other Entities

Aggregate Income Of Other Form 15H For Other Entities For The Financial Year 2022-23

Date Of Birth

☑ I, _____ 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, 2023 relevant to the assessment year 2023-2024 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 ,2023 relevant to the assessment year 2023-2024 will not exceed the maximum amount which is not chargeable to income-tax.

Kindly Note, an **individual shareholder**, who is a **resident** of India aged **60 years or more**, can submit Form 15H if:
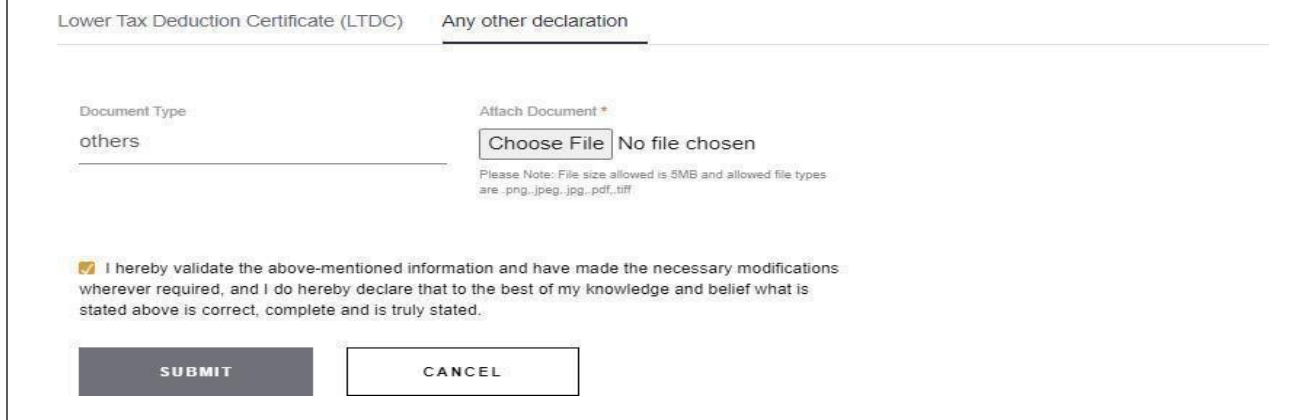
a. The person has a valid PAN
b. Tax on estimated total income shall be **Nil** (including income for which declaration is made and incomes for which declarations was provided earlier to Infosys or anyone for current financial year).
c. The total income is after allowing deduction under Chapter VIA and / 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.

Lower Tax Deduction Certificate (LTDC)   Any other declaration

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.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 –

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

Infosys®   Profile   Help and Support   SignOut

Things to do

Upload tax forms

206AB Declaration   >

Tax Residence Certificate (TRC)   >

No P.E declaration   >

Beneficial Ownership   >

Form 10F   >

Rule 37BC   >

Lower Tax Deduction Certificate
(LTDC)   >

For queries

Please contact
dividend.tax@infosys.com
or on WhatsApp + 91 6366953150

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-

Infosys®   Profile   Help and Support   SignOut

(LTDC)

Tax Residence Certificate (TRC)   Any other declaration

Document Type   Attach Document *
Tax Residence Certificate (TRC)   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

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

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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 Interim 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 –
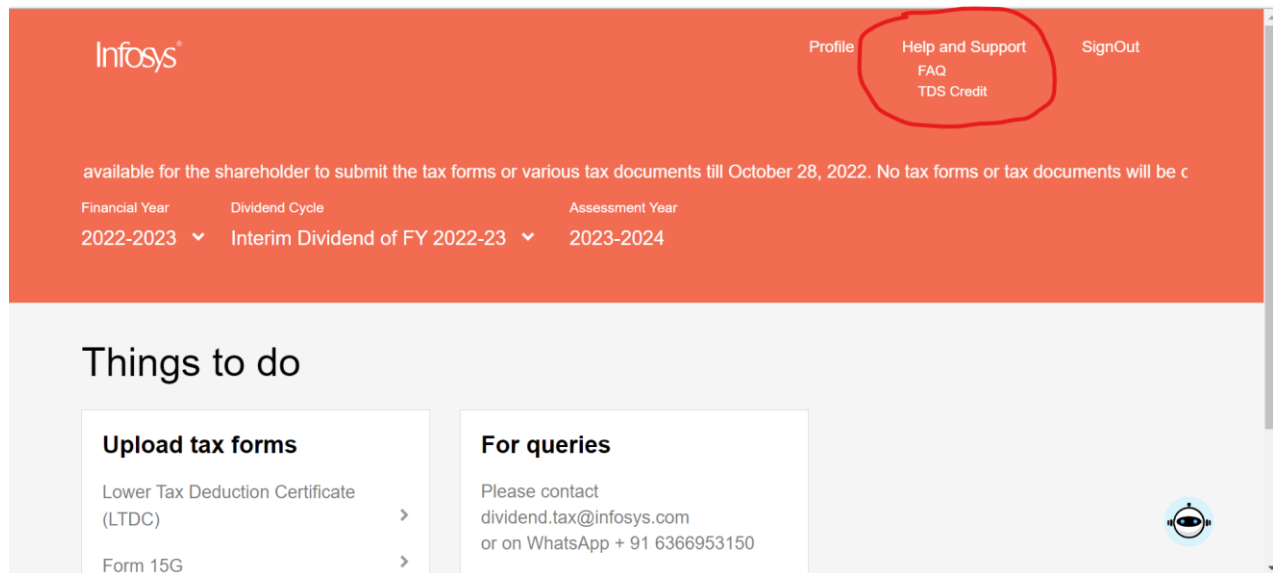
9.	**Support on WhatsApp**	

Answer: Shareholder can also use the WhatsApp for queries on tax on dividend. Below are the different methods to access the same-

Mobile Number	+916366953150	Add mobile number in contact list and send 'Hi' to initiate Chat.
Scan QR Code		A user must scan this QR code to initiate WhatsApp chat. It enables them to become opted-in as well as active user.
Click URL	https://signupforservices.com/whatsapp/optin/?bId=d364765a-7e6d-47d8-b002-955a7e2f1557&bName=InfosysDividendTaxAssist&s=URL&lang=en_US	A user must click on this URL to initiate WhatsApp chat. It enables them to become opted-in as well as active user.