Instructions and Guidelines for the Shareholder Portal

The Shareholder Portal can be accessed at 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

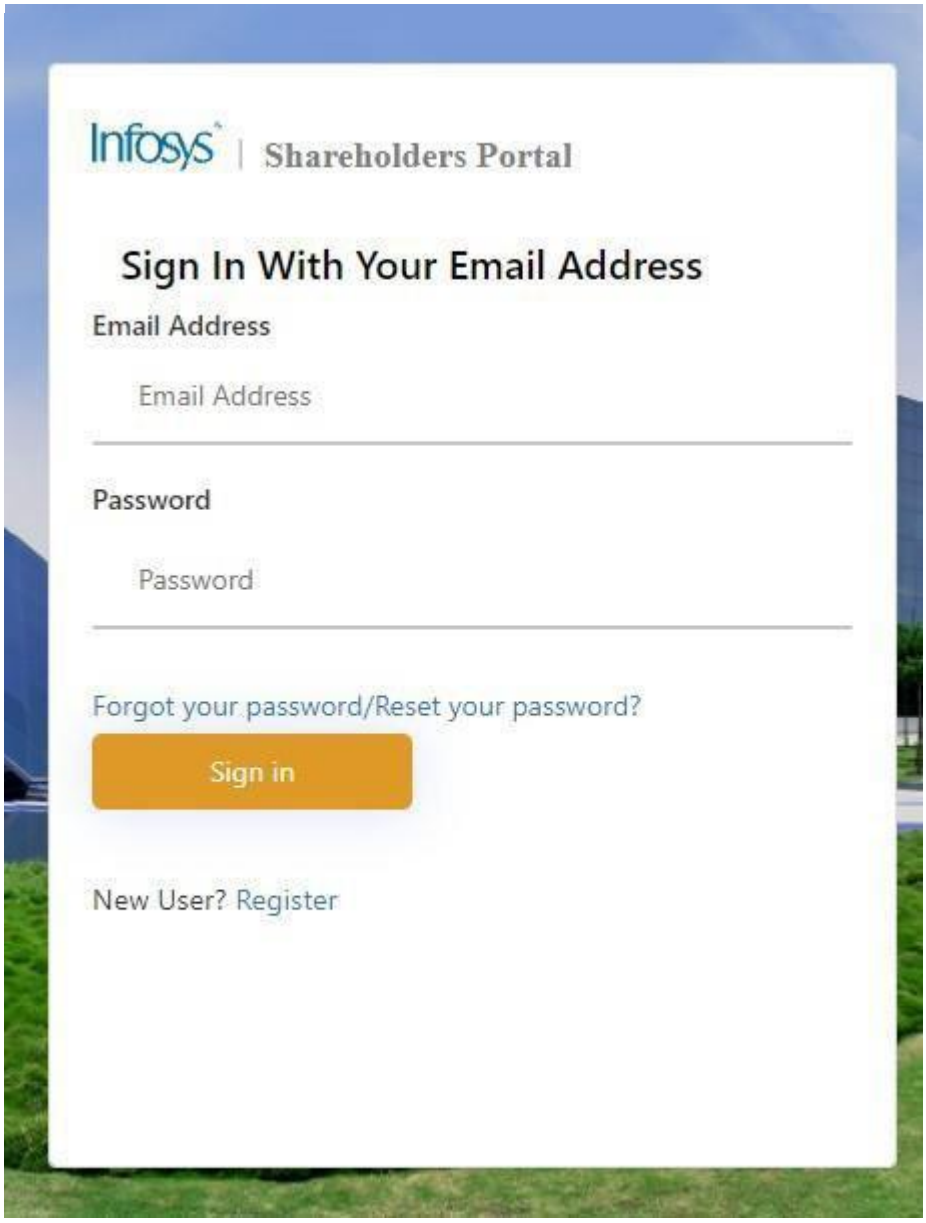
3. Where can the portal be accessed?

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

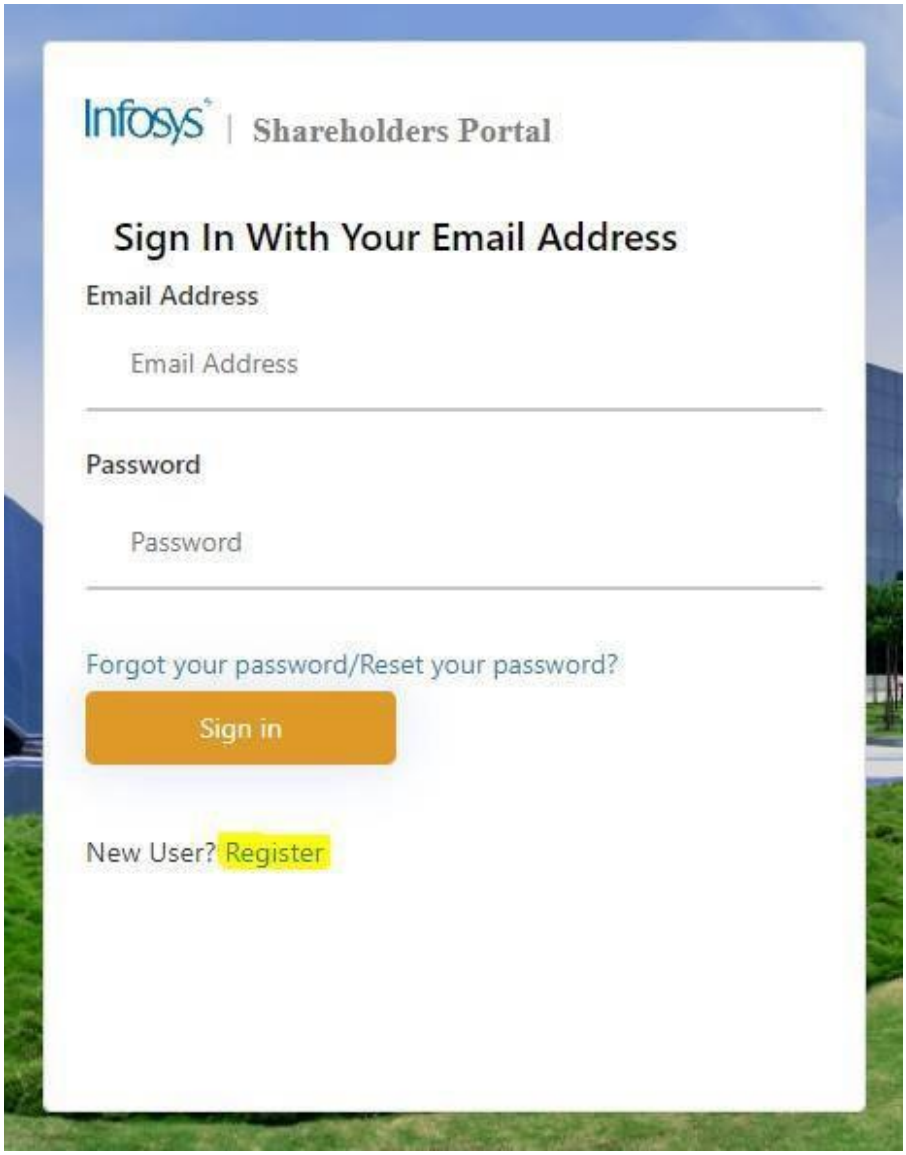
InvestorPortal (infosys.com)

4. How to register or login in Portal?

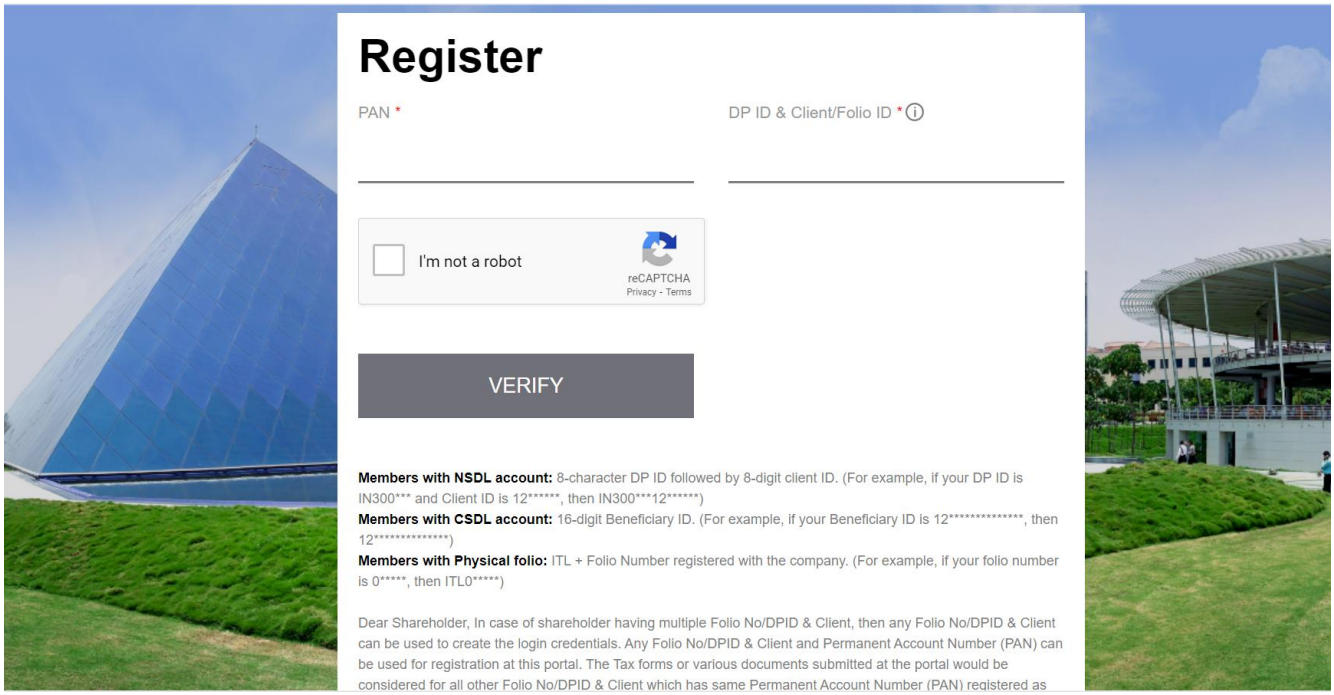
Answer: The login page will open as shown in the below image:



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



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.



Notes:

a) PAN is Permanent Account Number allotted by the Income Tax Department.

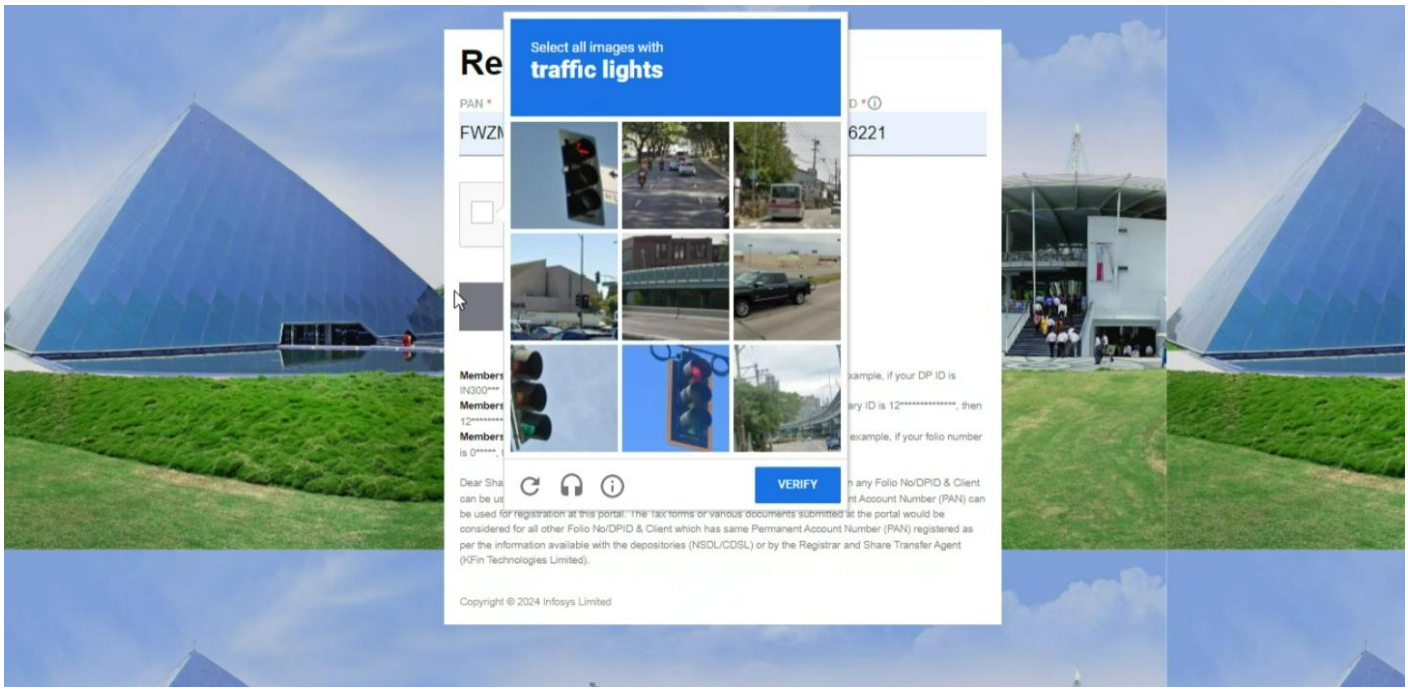
b) Kindly note the below while filling **"DP ID & Client/Folio ID"** at the time of registration.

(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"



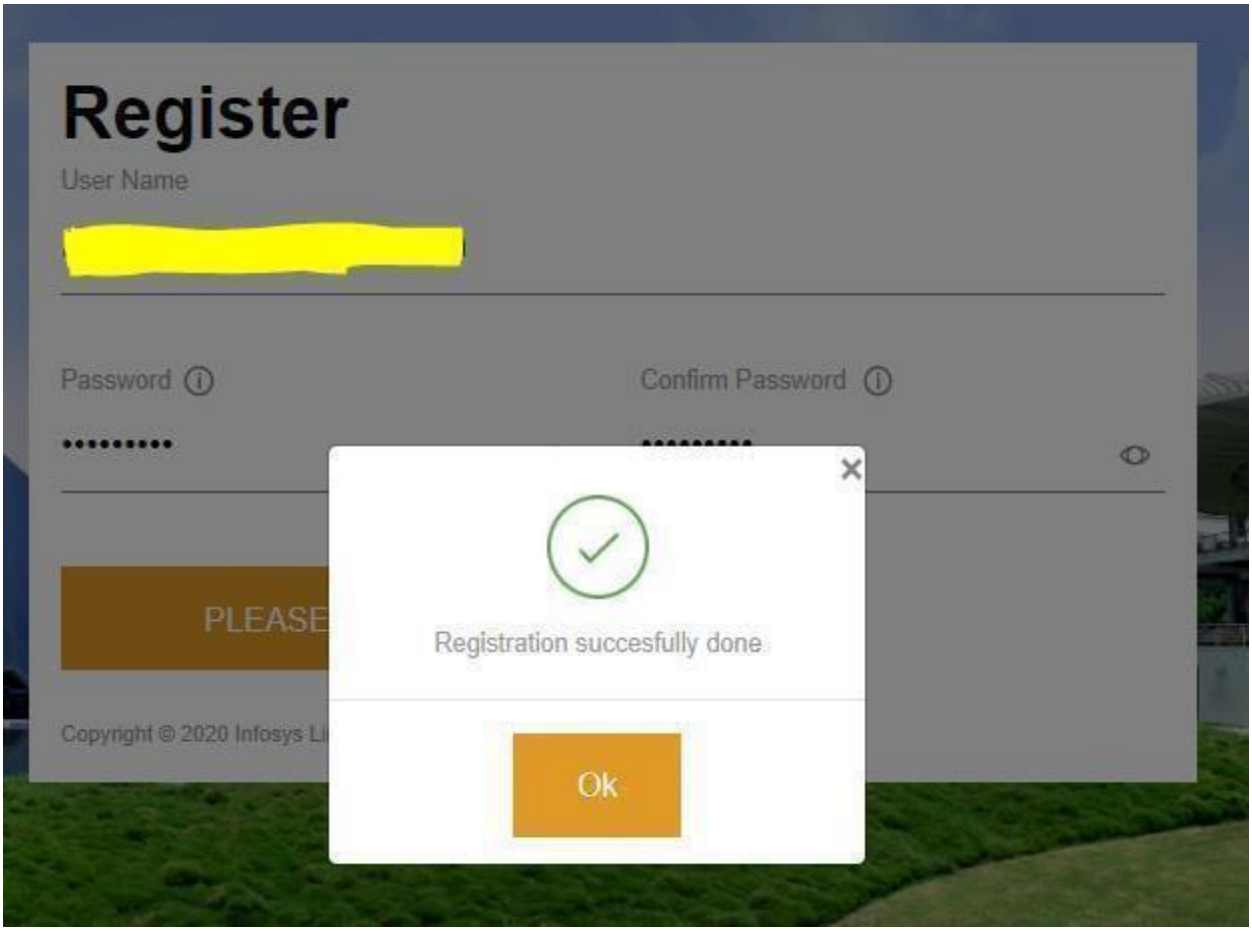
After clicking onto "VERIFY", Shareholder shall enter "Username" and password.

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.

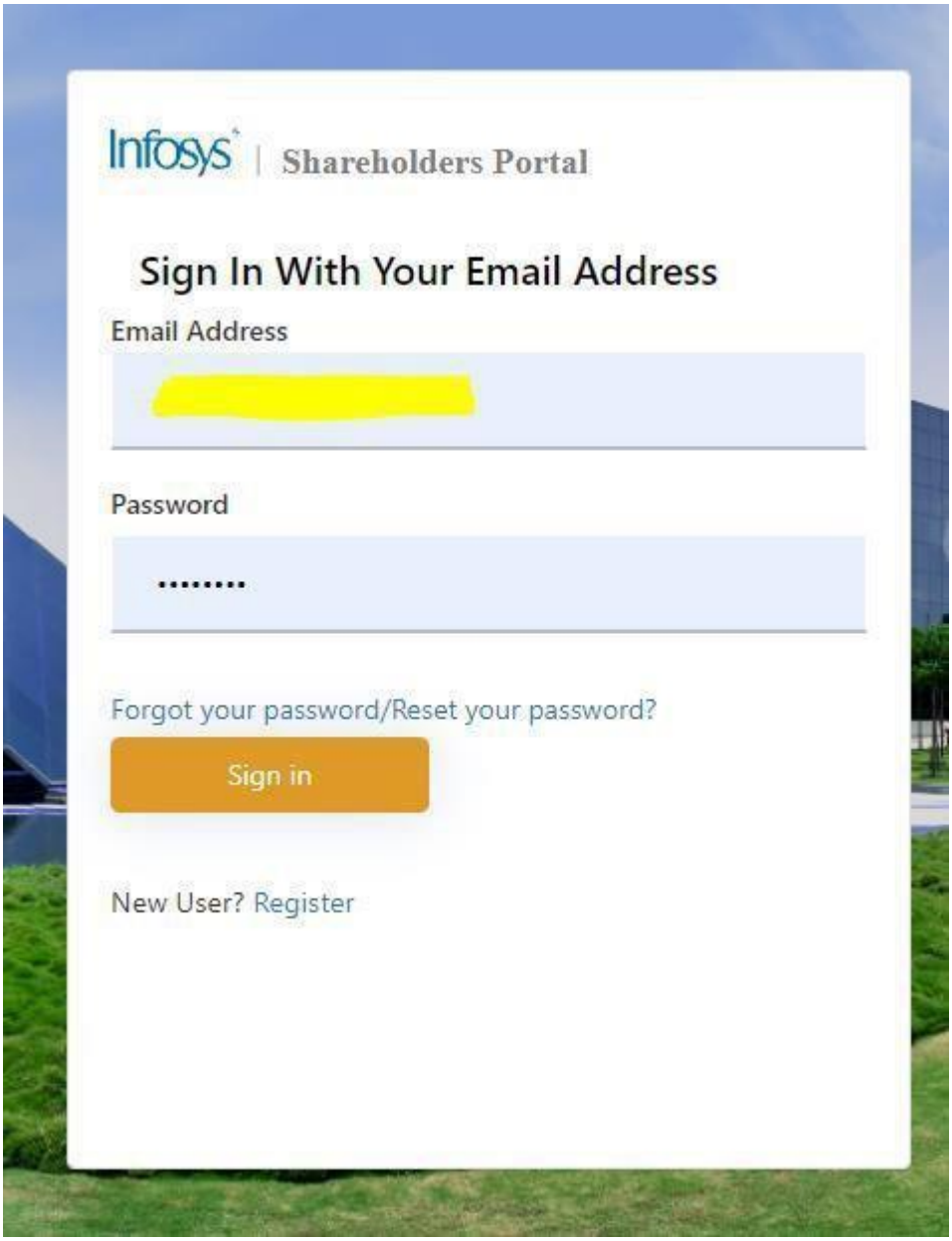
Once the email id & password is provided, shareholder should click on "REGISTER" – see above image.

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.

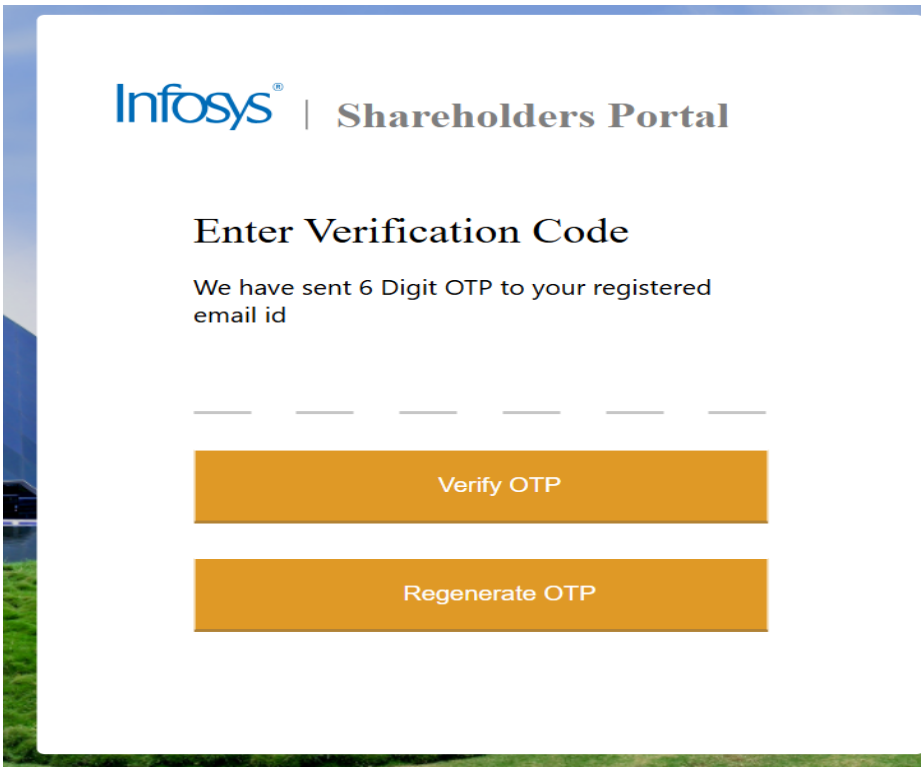


5. How to login into the Portal?

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:-



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”**

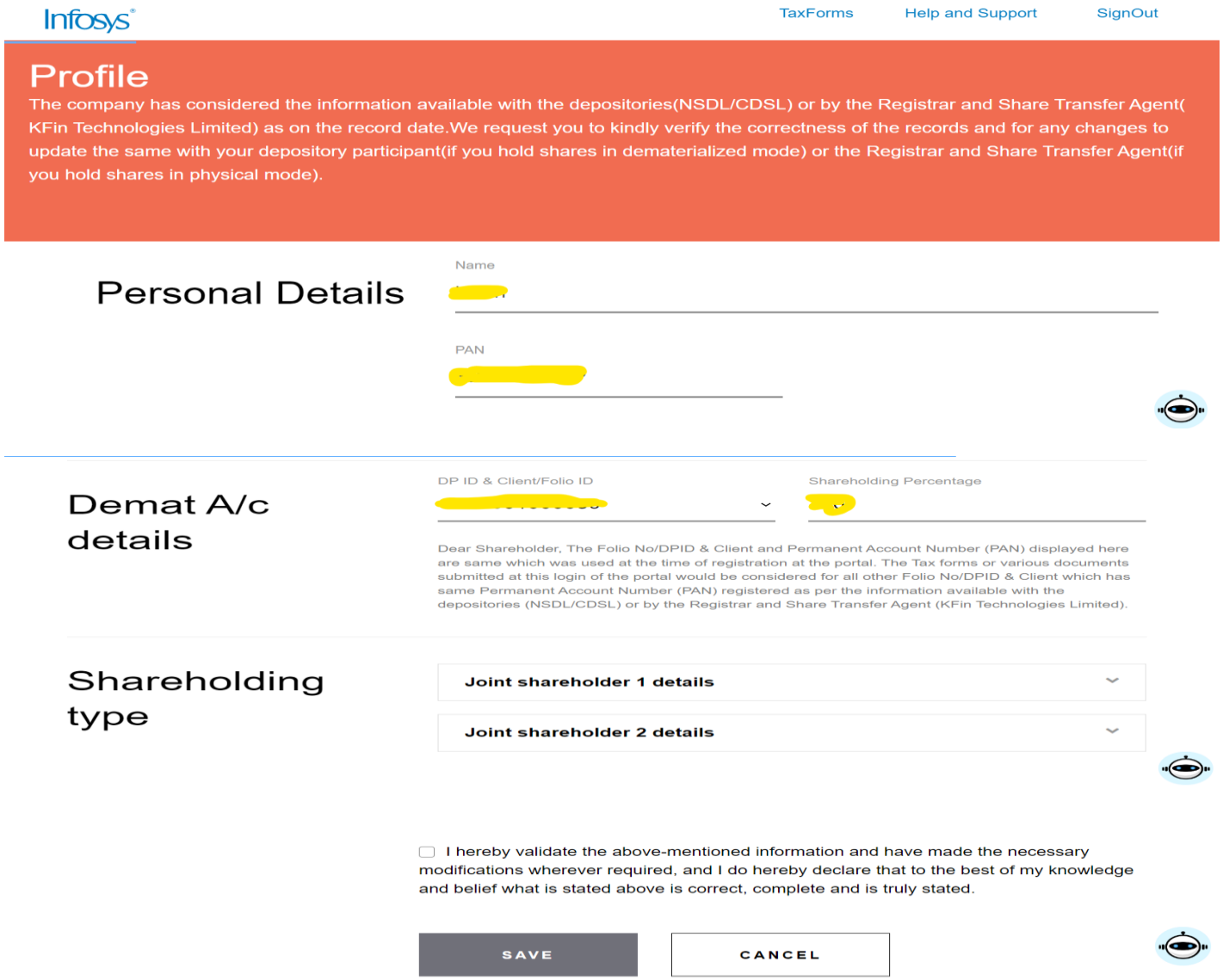
Once the email id is verified through verification code (OTP), shareholder will be directed to the shareholder login page.”

6. Profile Section

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

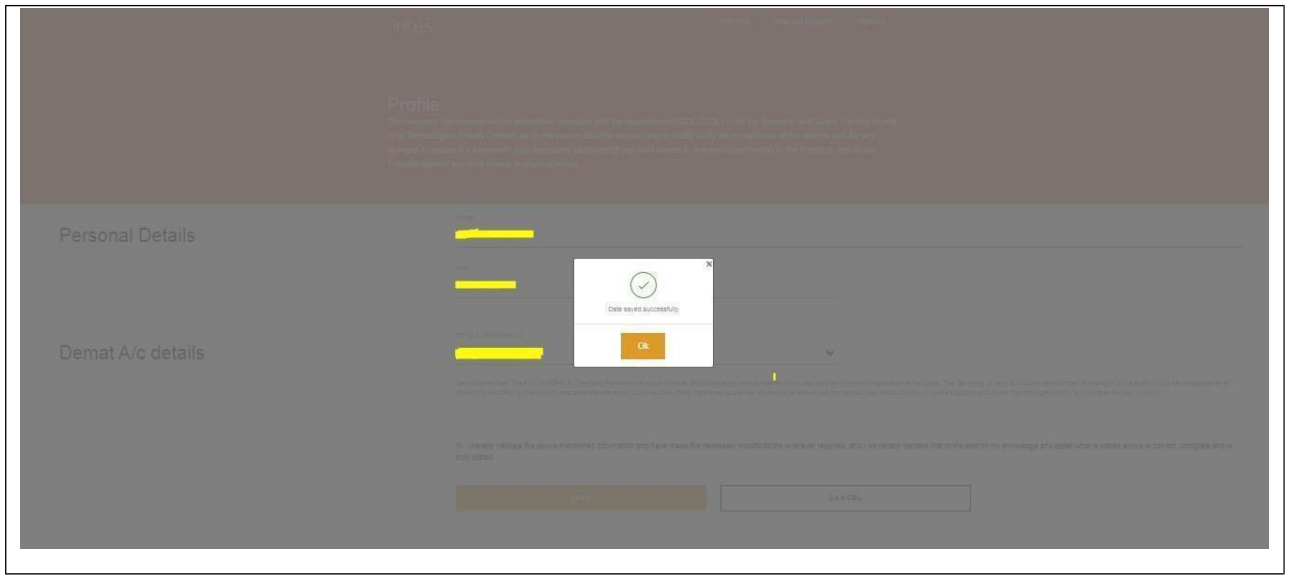
Kindly Note that the company has considered the information available with the depositories (NSDL/CDSL) or by the Registrar and Share Transfer Agent KFin Technologies Limited (formerly KFin Technologies Private Limited) as on the record date. We request you to kindly verify the correctness of the records 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 –

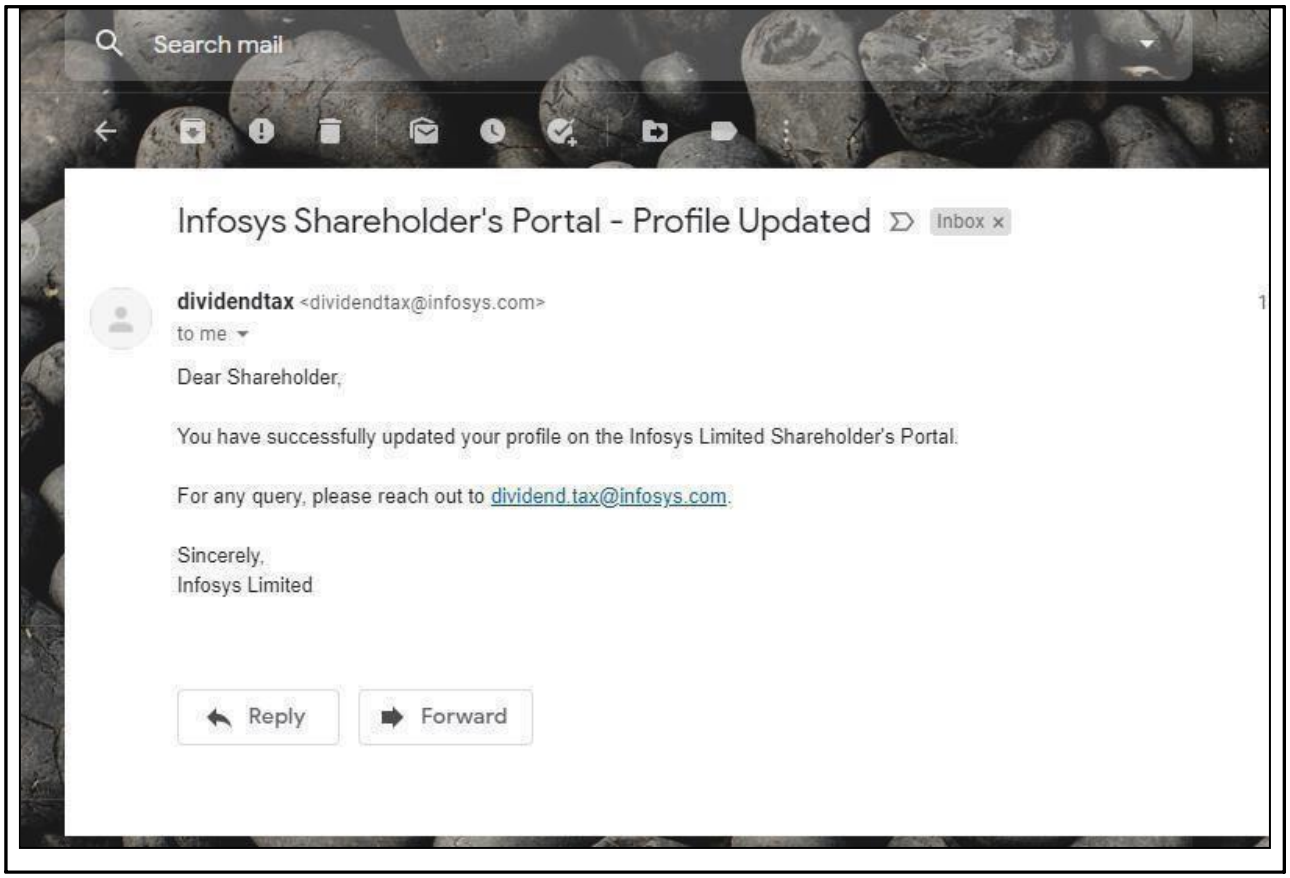


Kindly note that the Folio No/DPID & Client and Permanent Account Number (PAN) displayed in profile are same which was used at the time of registration at the portal. The Tax forms or various documents submitted at this login of the portal would be considered for all other Folio No/DPID & Client which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



Parallelly, 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, 2026. No tax forms or tax documents will be considered after October 28, 2026.

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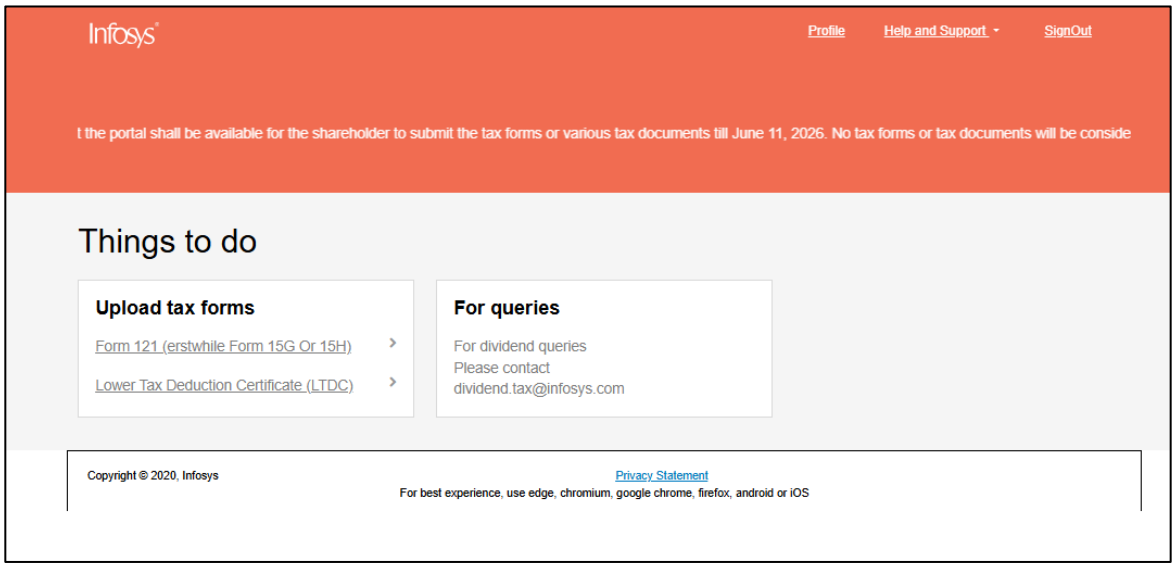
Documents/declarations/Forms can be uploaded/submitted in the below section –



A. <u>Tax Documents for Resident Individual Shareholder</u> – 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 fill in all the required details on portal for the Form 121 .

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

Tax Regime for Tax Year 2026-27

Please select the tax regime you are opting for Tax Year 2026-27

- (•) New Tax Regime
- ( ) Old Tax Regime

Whether age is 60 years or more at any time during the tax year?

- ( ) Yes
- (•) No

ITR details for the last two Tax Years

Whether Income Tax Returns filed for previous two tax years? *

- ( ) Yes
- ( ) No

Estimated Income For Declaration

Estimated Income For This Declaration	Estimated Total Income Of Shareholder For Tax Year 2026-27 *
0	0
Nature Of Income	**Section For Tax Deduction**
Dividend	393

Details of other Form 121 (erstwhile Form 15G Or 15H) filed with other entities during the Tax Year 2026-27

Total Number Of Other Form 121 (Erstwhile Form 15G Or 15H) Filed With Other Entities	Aggregate Amount Of Income For Which Form 121 Filed For Other Entities During The Tax Year 2026-27 *
	0

Total of Estimated income for this declaration and aggregate income of other Form 121 filed for other entities*

0

*** Note:**

If you are a Resident Individual Shareholder below 60 years of age, the aggregate amount of income for which declaration is made during the tax year (the total of "Other Form 121 filed" and "Estimated Income for this Declaration") should not exceed the threshold of INR 4 Lakhs for New Tax Regime or INR 2.5 lakhs for Old Tax Regime respectively. If the aggregate total exceeds the threshold amount at any time during the financial year, then the forms would be invalid, and tax would be deducted on the total payments made during the financial year from the dividend consideration.

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DECLARATION

I, Khatheeja having Permanent Account Number BBKPK0036P do hereby declare that:

(i) to the best of my knowledge and belief what is stated above is correct, complete and is truly stated.

(ii) the incomes referred to in this form are not includible in the total income of any other person under sections 96 to 99.

(iii) tax on my estimated total income as referred to in column 13 of Part A (including the income referred to in column 12 of Part A) for tax year will be nil.

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:

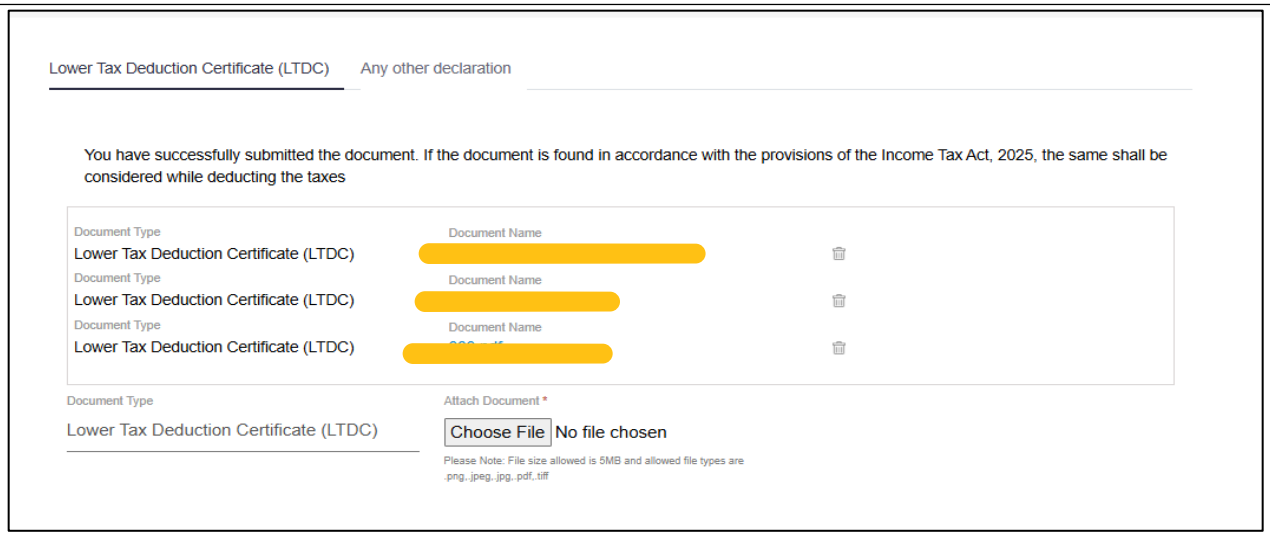
a. The person has a valid PAN

b. 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.

c. 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)

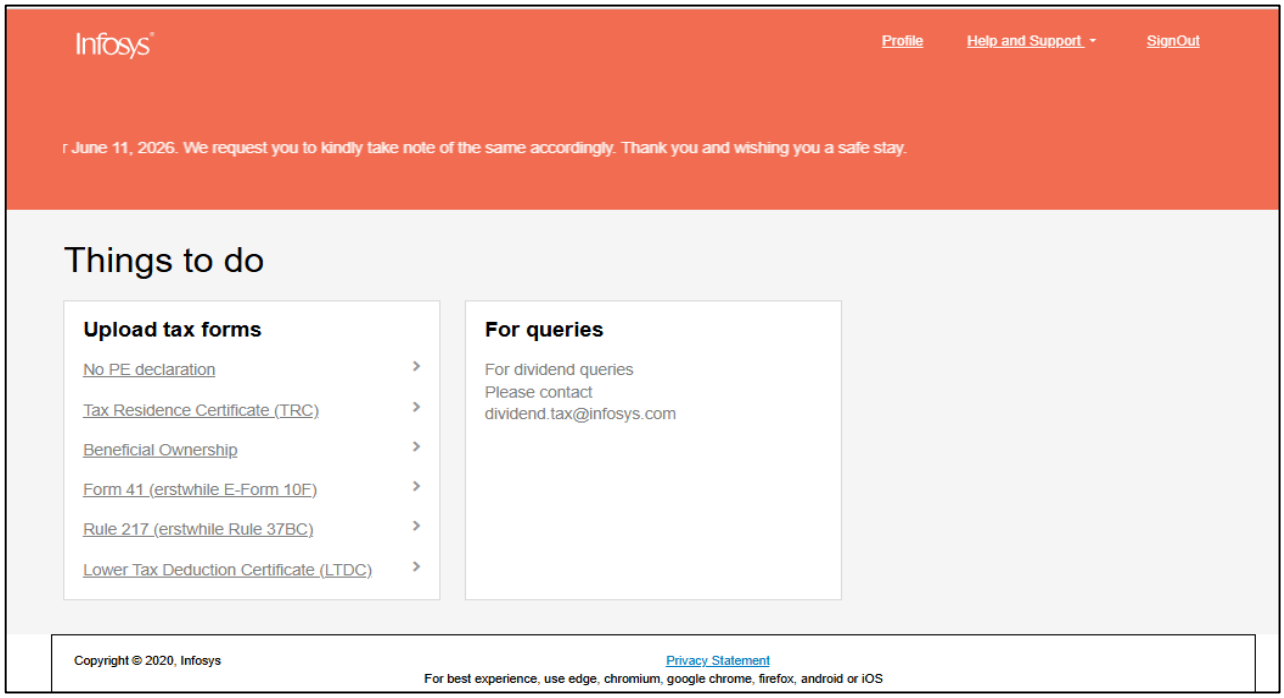
d. Estimated total income shall be calculated after allowing for deduction(s) under Chapter VIII of the Act, if any, or set off of loss, if any, under the head “Income from house property” and rebate allowable under section 156.

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.

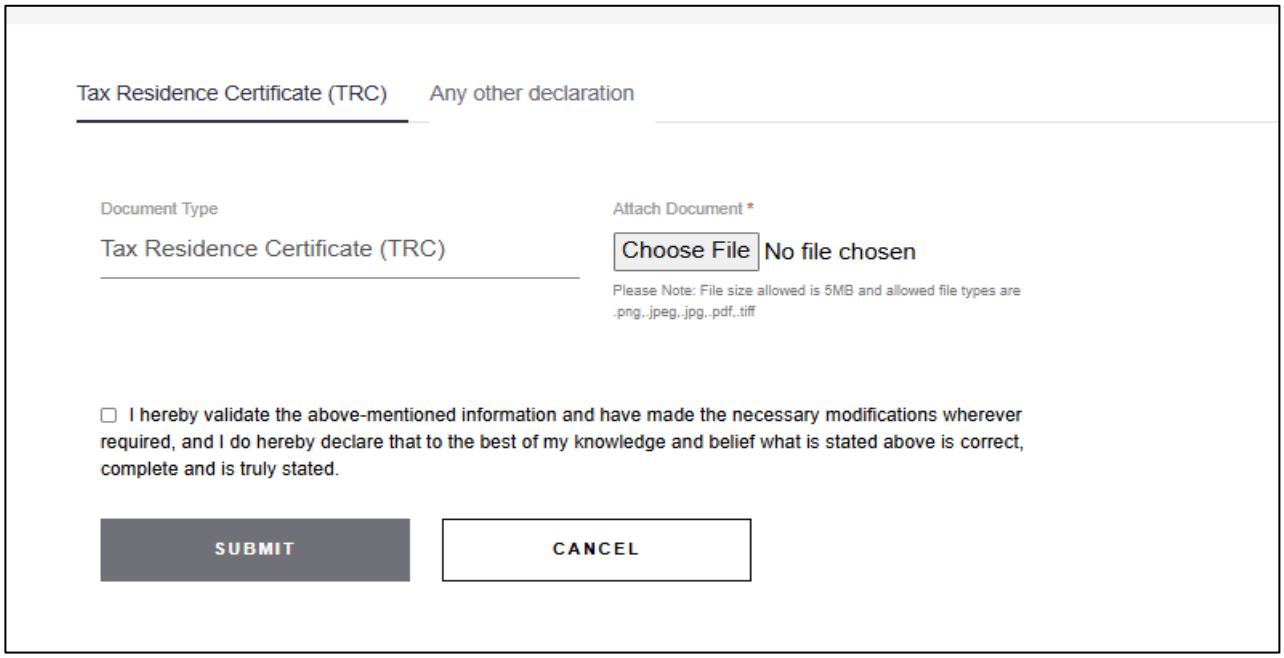


A.3. Any other declaration – Shareholders can also submit any other documents (if eligible) under the tab **"Any Other declaration"** as shown below. For this, shareholder has to attach the relevant document under the tab "choose file". After attaching a valid document, shareholder can validate the information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

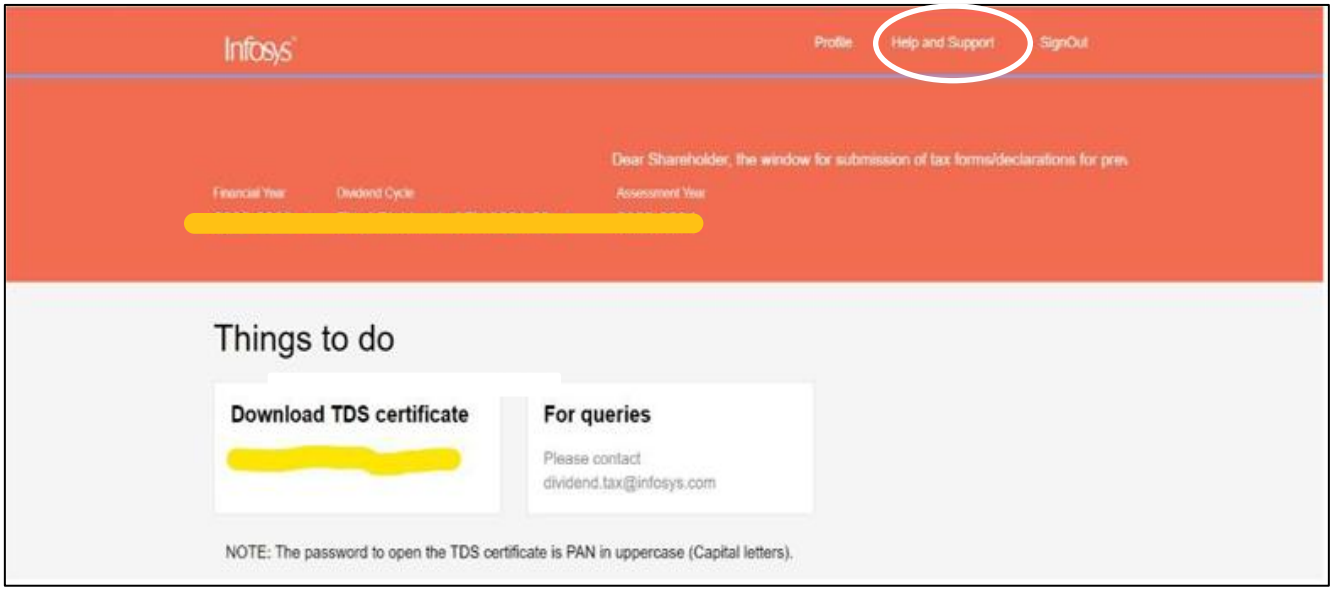
B. Tax Documents for non- resident Shareholder – A non-resident individual can submit below forms/documents (depending on the eligibility) as appearing into the upload tax forms



The 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-



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 Interim Dividend of FY 2026-27, 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 –