

## **Annexure A**

### **PART A: FOR ALL SHAREHOLDERS – UPDATION OF DETAILS [AS APPLICABLE]**

Shareholders are requested to ensure that the below details are completed and/or updated, as applicable, in their respective Demat account(s) maintained with the Depository Participant(s) for equity shares held in demat mode; or in case of equity shares held in physical form, with the Company/ Registrar and Share Transfer Agent ('RTA'), on or before January 28, 2025.

Please note that the following details, in case you had already registered with the Company/ RTA, as available with the Company in the Register of Members/ Register of Beneficial Ownership maintained by the Depositories will be relied upon by the Company/ RTA, for the purpose of complying with the applicable TDS provisions:

- a. Valid Permanent Account Number ('PAN')
- b. Residential status as per the Act i.e., Resident or Non-resident for FY 2024-25
- c. Category of Shareholder viz. Mutual Fund, Insurance Company, Alternative Investment Fund ('AIF') Category I and II, AIF Category III, Government (Central/ State Government), Foreign Portfolio Investor ('FPI')/ Foreign Institutional Investor ('FII'): Foreign Company, FPI/FII: Others (being Individual, Firm, Trust, Artificial Juridical Person, etc.), Individual, Hindu Undivided Family ('HUF'), Firm, Limited Liability Partnership ('LLP'), Association of Persons ('AOP'), Body of Individuals ('BOI') or Artificial Juridical Person, Trust, Domestic Company, Foreign Company.
- d. Email address
- e. Residential address

### **PART B: TDS PROVISIONS AND DOCUMENTS REQUIRED, AS APPLICABLE FOR RELEVANT CATEGORY OF SHAREHOLDERS**

#### **I-In case of a Resident Shareholder:**

<b><i>Category of shareholder</i></b>	<b><i>TDS rate</i></b>	<b><i>Exemption Applicability/ Documentation Requirement</i></b>
Any resident shareholder	10 per cent (plus applicable surcharge and cess)	Resident shareholder who is not a "specified person" as per section 206AB having a valid PAN on records of the Company.
Resident shareholder without PAN/ Invalid PAN	20 per cent (plus applicable surcharge and cess)	Resident shareholder without PAN / invalid PAN / inoperative PAN* on records of the Company or is a "specified person" as per section 206AB of the Act  *Inoperative PAN – Cases where PAN is not linked to Aadhar number as per provisions of section 139AA of the Income-tax Act, 1961.

<b>Category of shareholder</b>	<b>TDS rate</b>	<b>Exemption Applicability/ Documentation Requirement</b>
Resident shareholder having lower / nil withholding Order under section 197 of the Act	Lower/Nil rate as specified in certificate issued under section 197 of the Act	Resident shareholder who has obtained a certificate from the income-tax authorities under section 197 of the Act for TDS at a lower / Nil rate. Tax will be deducted at the rate specified in the said certificate. The certificate should be valid for the FY 2024-25. <ul style="list-style-type: none"> <li>– Copy of PAN card</li> <li>– Lower/ Nil withholding tax certificate obtained from the Income-tax Authorities</li> </ul>
Individual shareholders	Nil	<ul style="list-style-type: none"> <li>– If the total dividend to be received from the Company during FY 2024-25 does not exceed ₹ 5,000/-; or</li> <li>– If duly verified Form 15G or 15H (as may be applicable) is furnished along with self-attested copy of PAN. (This form can be submitted only in case the shareholder's tax on estimated total income for FY 2024-25 is Nil),</li> </ul> <p><b>Form 15G/15H (can be downloaded from link)</b>  <a href="https://incometaxindia.gov.in/Pages/downloads/most-used-forms.aspx">https://incometaxindia.gov.in/Pages/downloads/most-used-forms.aspx</a></p>
Mutual Funds specified under clause (23D) of section 10 of the Act	Nil	<ul style="list-style-type: none"> <li>– Self-declaration that they are specified in section 10(23D) of the Act;</li> <li>– Self-attested copy of PAN card; and</li> <li>– Registration certificate issued by SEBI</li> </ul>
Insurance Companies	Nil	<ul style="list-style-type: none"> <li>– No TDS would be applied for the dividend payable on the shares held by the Life Insurance Corporation of India, the General Insurance Corporation of India, the National Insurance Company Limited, the New India Assurance Company Limited, the Oriental Insurance Company Limited and the United India Insurance Company Limited;</li> <li>– Self-declaration that it has full beneficial interest with respect to shares owned;</li> <li>– Self-attested copy of PAN card; and</li> <li>– Copy of registration certificate issued by the IRDAI.</li> </ul>
Alternative Investment Fund	Nil	<ul style="list-style-type: none"> <li>– Self-declaration that its income is exempt under section 10(23FBA) of the Act and established as Category I or</li> </ul>

<b>Category of shareholder</b>	<b>TDS rate</b>	<b>Exemption Applicability/ Documentation Requirement</b>
('AIF')		Category II AIF under SEBI regulations; <ul style="list-style-type: none"> <li>– Self-attested copy of the PAN card; and</li> <li>– Registration certificate issued by SEBI.</li> </ul>
Corporation established by or under a Central Act, which is, under any law for the time being in force, exempt from income-tax on its income	Nil	<ul style="list-style-type: none"> <li>– Declaration that it is a corporation established by or under a Central Act whereby income- tax is exempt on the income and accordingly, covered under section 196 of the Act;</li> <li>– Self-attested copy of PAN card; and</li> <li>– Registration certificate and relevant extract of the section whereby the income is exempt from tax</li> </ul>
Government (Central/ State)/ RBI	Nil	<ul style="list-style-type: none"> <li>– No TDS is required to be deducted as per Section 196(i) of the Act</li> </ul>
Any other entity entitled to exemption from TDS	NIL	<ul style="list-style-type: none"> <li>– Valid self-attested documentary evidence (e.g., copy of the relevant registration, notification, order, etc.) in support of the entity being entitled to TDS exemption relevant for FY 2024-25 along with self-attested copy of PAN card</li> </ul>

**II-In case of a Non-resident Shareholder:**

Category of Shareholders	Tax Deduction Rate	Exemption Applicability/ Documentation Requirement
FPIs and FIIs	<p>@20% (plus applicable surcharge and cess)</p> <p>or</p> <p>at applicable concessional rate, if any, as on the date of payment of dividend</p>	<ul style="list-style-type: none"> <li>– Self-attested copy of Tax Residency Certificate for calendar year 2024 and 2025 obtained from the tax authorities of the country of which the shareholder is a resident</li> <li>– E-filed Form 10F on the income-tax portal for FY 2024-25 as per Notification No. 03/2022 dated 16 July 2022 issued by Central Board of Direct Taxes ('CBDT'). <b>[Physical / Manual filed Form 10F will not be acceptable]</b></li> <li>– Self-declaration along with adequate documentary evidence substantiating the nature of the entity.</li> <li>– Self-declaration for no permanent establishment / fixed base / business connection in India, place of effective management, beneficial ownership and eligibility to avail tax treaty benefit [on shareholder's letterhead]</li> <li>– Registration certificate issued by SEBI</li> <li>– Self-declaration certifying that the shareholder is and will continue to remain a tax resident of the country of its residence during the FY 2024-25;</li> <li>– The shareholder is eligible to claim the beneficial Tax Treaty rate for the purposes of tax withholding on dividend declared by the Company; The transaction/ arrangement/ investments from which the dividend is derived by the shareholder is not arranged in a manner which results in obtaining a tax benefit, whether directly or indirectly, as one of its principal purposes. The tax benefit, if any, derived from such transaction/arrangement/investments would be in accordance with the object and purpose of the provisions of the relevant Tax Treaty ('the Principle Purpose Test', if applicable to the respective Tax Treaty);</li> </ul>

Category of Shareholders	Tax Deduction Rate	Exemption Applicability/ Documentation Requirement
		<ul style="list-style-type: none"> <li>– The shareholder has no reason to believe that its claim for the benefits of the Tax Treaty is impaired in any manner;</li> <li>– The shareholder is the beneficial owner of its shareholding in the Company and dividend receivable from the Company and The Shareholder does not have a taxable presence or a permanent establishment in India during the FY 2024-25.</li> </ul>
Other non-resident shareholders	20% (plus applicable surcharge and cess) or Tax Treaty rate, whichever is lower	<ul style="list-style-type: none"> <li>– Self-declaration along with adequate documentary evidence substantiating the nature of the entity.</li> <li>– Non-resident shareholders may opt for tax rate under the Double Taxation Avoidance Agreement ('Tax Treaty'). The Tax Treaty rate may be applied for tax deduction at source on submission of the following documents to the Company: <ul style="list-style-type: none"> <li>– Self-attested copy of the PAN allotted by the Indian Income-tax authorities</li> <li>– Self-attested copy of Tax Residency Certificate for calendar year 2024 and 2025 obtained from the tax authorities of the country of which the shareholder is a resident.</li> <li>– E-filed Form 10F on the income-tax portal for FY 2024-25 as per Notification No. 03/2022 dated 16 July 2022 issued by CBDT. <b>[Physical / Manual filed Form 10F will not be acceptable]</b> (Non-resident shareholders who do not have a PAN and not required to obtain PAN can also file E-filed Form 10F through new facility enabled on the Income-tax portal)</li> <li>– Self-declaration certifying that the shareholder</li> <li>– is and will continue to remain a tax resident of the country of its residence during the FY 2024-25;</li> <li>– The shareholder is eligible to claim the beneficial Tax Treaty rate for the purposes of tax withholding on dividend declared by the Company; The</li> </ul> </li> </ul>

Category of Shareholders	Tax Deduction Rate	Exemption Applicability/ Documentation Requirement
		<p>transaction/ arrangement/ investments from which the dividend is derived by the shareholder is not arranged in a manner which results in obtaining a tax benefit, whether directly or indirectly, as one of its principal purposes. The tax benefit, if any, derived from such transaction/arrangement /investments would be in accordance with the object and purpose of the provisions of the relevant Tax Treaty ('the Principle Purpose Test', if applicable to the respective Tax Treaty);</p> <ul style="list-style-type: none"> <li>- The shareholder has no reason to believe that its claim for the benefits of the Tax Treaty is impaired in any manner;</li> <li>- The shareholder is the beneficial owner of its shareholding in the Company and dividend receivable from the Company and The Shareholder does not have a taxable presence or a permanent establishment in India during the FY 2024-25</li> <li>- Self-declaration for no permanent establishment/ fixed base / business connection in India, place of effective management, beneficial ownership and eligibility to avail tax treaty benefit [on shareholder's letterhead]</li> </ul> <p><i>(Note: Application of beneficial Tax Treaty Rate shall depend upon the completeness and satisfactory review by the Company of the documents submitted by the non-resident shareholders read together with the provisions of the law. In case the documents are found to be incomplete, the Company reserves the right to not consider the tax rate prescribed under the tax treaty)</i></p>
Any entity entitled to exemption from TDS	Nil	<ul style="list-style-type: none"> <li>- Valid self-attested documentary evidence (e.g. relevant copy of registration, notification, order, etc. by the Indian tax authorities) in support of the entity being entitled to exemption from TDS</li> <li>- Self-declaration substantiating the applicability of the section to the entity relevant for FY 2024-25</li> </ul>
Tax resident of any notified jurisdictional area	30% or rate specified in the relevant	<ul style="list-style-type: none"> <li>- Where any shareholder is a tax resident of any country or territory notified as a notified jurisdictional area under section 94A(1) of the Act,</li> </ul>

Category of Shareholders	Tax Deduction Rate	Exemption Applicability/ Documentation Requirement
	provision of the Act or at the rates in force, whichever is higher (plus applicable surcharge and cess)	tax will be deducted at source @ 30% or at the rate specified in the relevant provision of the Act or at the rates in force, whichever is higher, from the dividend payable to such shareholder in accordance with Section 94A(5) of the Act
Other non-resident shareholders having Order under section 197 of the Act	Rate provided in the Order	- Lower/ Nil withholding tax certificate obtained from the Income-tax Authorities
ADR/ GDR holders	10% (plus applicable surcharge and cess)	- Self-attested copy of the PAN allotted by the Indian Income-tax authorities

**Notes:**

1. In due compliance of the applicable provisions of the Income Tax Act, the Company will be issuing certificate for TDS in Form 16A through email registered with the Company / RTA. The credit of TDS can also be verified by the Shareholder by verifying Form 26AS, after the statement of TDS is furnished by the Company and the same is updated in the Income Tax portal (<https://incometaxindia.gov.in>).
2. All the above referred tax rates will be enhanced by surcharge and cess, as applicable.
3. The aforesaid documents such as Form 15G/ 15H, documents under section 196, 197A, FPI Registration Certificate, Tax Residency Certificate, Lower Tax certificate etc. can be uploaded on the link <https://ris.kfintech.com/form15> on or before January 28, 2025 to enable the Company to determine the appropriate withholding tax rate applicable. In case where copy of documents (such as, PAN card, Registration certificate, etc.) is provided, the copy should be self-attested by the Shareholder or its authorized signatory. Any communication in relation to tax rate determination/deduction received post January 28, 2025 shall not be considered.
4. For all self-attested documents, shareholders must mention on the document “certified true copy of the original”. For all documents being uploaded by the shareholder, the shareholder undertakes to send the original document(s) on request by the Company.
5. In case the aggregate of dividend paid during Financial year 2024-25 [interim, final or by any other name called] exceeds ₹5,000/- for a resident individual shareholder, TDS will be calculated on the aggregate amount and deducted from the next sequential dividend paid upto 31 March 2025.
6. For download of documents, the non-resident shareholders are requested to verify the link:<https://ris.kfintech.com/form15>. TDS shall be deducted at source @ 20% (plus applicable surcharge and cess) if the above-mentioned documents are not provided. The Company is not obligated to apply the Tax Treaty rates at the time of tax deduction/ withholding on dividend amounts, if the completeness of all the documents submitted by the non-resident shareholder is not to the satisfaction of the Company, or not in accordance with the provisions of the Act.
7. Determination of withholding tax rate is subject to necessary verification by the Company of the shareholder details as available with the Depository participant in case shares are held in dematerialized form; in case shares are held in physical form as on the Record Date, and other documents available with the Company. Shareholders holding shares under multiple accounts under different residential status / category and single PAN, may note that, higher of the tax rate as applicable to different residential status/ category will be considered for their entire shareholding under different accounts.
8. Needless to mention, PAN will be mandatorily required. In absence of PAN/ valid PAN, tax will be deducted at a higher rate of 20% as per section 206AA of the Act. Further, in a case where PAN is not updated with the Company’s RTA or information sought in the declaration are not provided, higher rate of withholding tax as per section 206AA shall be applied.



9. In case, dividend income is assessable to tax in the hands of a person other than the registered Shareholder as on the Record Date, the registered shareholder is required to furnish a declaration containing the name, address, PAN of the person to whom TDS credit is to be given and reasons for giving credit to such person.
10. Above communication on TDS sets out the provisions of law in a summary manner only and does not purport to be a complete analysis or listing of all potential tax consequences. Shareholders should consult with their own tax advisors for the tax provisions that may be applicable to them.
11. We shall arrange to email the soft copy of the TDS certificate at your registered email id in due course, post payment of dividend.
12. In case tax on dividend is deducted at a higher rate in the absence of receipt of the aforementioned details/ documents, the concerned Shareholder would still have the option of claiming refund of the excess tax deducted at the time of filing the income tax return. No claim shall lie against the Company for such taxes deducted.
13. In the event of any income tax demand (including interest, penalty, etc.) arising from any misrepresentation, inaccuracy, or omission of information provided/ to be provided by the Shareholder(s), such Shareholder(s) will be responsible to indemnify the Company and, provide the Company with all information/ documents and co-operation in any appellate proceedings.
14. In case of any discrepancy in documents submitted by the shareholder, the company will deduct tax at higher rate as applicable, without any further communication in this regard.
15. In terms of Rule 37BA of Income Tax Rules 1962 if dividend income on which tax has been deducted at source is assessable in the hands of a person other than the deductee, then deductee should file declaration with Company in manner prescribed by Rules on or before January 28, 2025.
16. In case of dividend paid on GDR/ ADR to non-residents, tax will be deducted at the rate of 10% under section 196C of the Act- Subject to self-attested copy of PAN card issued by Indian Revenue Authorities.

Accordingly, in order to enable the Company to determine the appropriate TDS, **we request you to provide the above-mentioned details and documents, as applicable to you on or before January 28, 2025, at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) to update our records from a TDS perspective.** No communication on the tax determination/deduction shall be entertained post the above date.

All communications/ queries in this respect should be addressed and sent to our email address mentioned above.

Shareholders may note that, in case the tax on the dividend, declared if any, is deducted at a higher rate in absence of receipt or insufficiency of the aforementioned details/ documents, the shareholder has an option to file the return of income and claim an appropriate refund of excess tax deducted, if eligible.

In order to know the amount of tax deducted out of dividend paid to shareholders after payment of dividend, the Company shall arrange to email the soft copy of the TDS certificate at your registered email address/ or send the same by post in case where an email address is not available.

Moreover, to know the amount of tax deducted the shareholder can also check Form 26AS from their e-filing accounts at <https://incometaxindia.gov.in>

*Disclaimer: The above information does not constitute tax or legal advice. In view of the individual nature of the tax implications, each investor is advised to consult his or her own tax advisors with respect to the specific tax implications.*