

As per the Income Tax Act, 1961 ("Act"), as amended by the Finance Act, 2020, dividend distribution tax has been abolished with effect from April 1, 2020. Accordingly, dividend income is taxable in the hands of the shareholders. Mphasis Limited ("the Company") shall therefore deduct tax at source at the time of making payment of final dividend.

As per the information available in our domain, **you are an Indian resident Trust / Bank / Financial Institution / Clearing Member / Broker / Hindu Undivided Family** holding shares in the Company.

In the ensuing paragraphs, we have provided the applicable TDS rates and the relevant documents as required by the Company to determine the TDS rate applicable to you.

A. Withholding tax implications

Taxes are required to be withheld at the rate of 10 percent on the dividend payable to the aforementioned categories of shareholders, under the provisions of section 194 of the Act where PAN is provided. However, taxes are required to be withheld at the rate of 20% or as notified by the Government of India as per section 206AA of the Income-tax Act where PAN is not provided, or the PAN is invalid.

B. Documents required

If you wish to avail a lower/ nil TDS rate, as applicable, on the dividend pay-out, we request you to provide the following documents for verification:

- Lower/Nil withholding certificate issued under section 197 of the Income-tax Act. The certificate must not pertain to financial year ("FY") 2019-20 whose validity is extended up to June 30th, 2020 and must be valid for FY 2020-21;
- Declaration that you are eligible for non-withholding of taxes by virtue of circular 18/2017 issued by Central Board of Direct Taxes dated 29 March 2017, where applicable, as per **Annexure 1**.

Additionally,

- a) We request you to kindly verify the correctness of the PAN and 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), at the earliest.
- b) If the above documents are found in accordance with the provisions of the Act, the same shall be considered while deducting taxes by Company.
- c) In case you are holding shares under multiple accounts under different status / category and single PAN, you may note that, higher of the tax as applicable will be considered on your entire holding in different accounts.
- d) The documents as mentioned above and as mentioned in the separate communication are required to be emailed to us at <https://www.integratedindia.in/ExemptionFormSubmission.aspx> on or before 17 September 2021, 5:00 PM (IST) in order to enable the Company to determine and deduct appropriate TDS. Thereafter, no communication/documents on the tax determination/ deduction shall be considered by the Company and the TDS as appropriate basis information / documents available with the Company would be considered.

No claim shall lie against the Company for such taxes deducted.

The Company will arrange to email a soft copy of the TDS certificate at your registered email ID in due course, post payment of the said dividend. You will also be able to see the credit of TDS in Form 26AS, which can be downloaded from your e-filing account at <https://www.incometaxindiaefiling.gov.in/>.

Disclaimer: This communication shall not be treated as an advice from the Company or its Registrar & Transfer Agent. Shareholders should obtain the tax advice related to their tax matters from a tax professional.

Self - declaration for Resident Trust / Bank / Financial Institution / Clearing Member / Broker or Hindu Undivided Family for the period April 1, 2020 to March 31, 2021

Date:

To,
Mphasis Limited
Bagmane World Technology Centre
K.R. Puram, WTC 3, Block B, 1st Floor
Marathahalli Outer Ring Road
Doddanakhundi
Bangalore - 560048

Dear Sir,

Sub: Self - declaration for <<shareholder category>> for the period April 1, 2020 to March 31, 2021

We, _____ (name of shareholder) do hereby solemnly declare that we are covered under Circular 18/2017 issued by the Central Board of Direct Taxes dated 29 May 2017 and our income is unconditionally exempt from tax under the provisions of Section <<Insert section number>> of the Income-tax Act, 1961. Further, we are not required to file Income tax return in India for the period 1 April 2020 to 31 March 2021.

We are eligible for non-withholding of taxes on the dividend to be received by us from Mphasis Limited pursuant to the aforementioned Circular 18/ 2017.

We undertake to intimate Mphasis Limited immediately in case of any alteration in the aforesaid declaration.

Thanking you,

Yours Sincerely,

For _____ (name of Shareholder)

<<Signature>>

_____ (name of authorized person)

_____ (designation)