

## **PROCESS FOR CLAIMING TRANSFER OF TDS CERTIFICATES & CREDITS**

CRISIL has received requests from clearing members and custodians to transfer TDS certificates in the hands of underlying beneficiaries pursuant to transfer of the dividend paid by the Company to the beneficiaries.

Where dividend income is assessable to tax in the hands of a person other than to whom the dividend has been paid, then, such shareholder on record can request for transfer of TDS credit to such beneficiary shareholder.

The shareholder is required to submit to CRISIL, a declaration in the format given below, as prescribed under Rule 37BA of Income Tax Rules,1962, as under:

- a) Where beneficiary shareholders include one or more non-resident shareholders – **within 24 hours of record date for every dividend**
- b) Where all beneficiary shareholders under a folio/demat account include resident shareholders only – **by the end of the quarter** in which the dividend is declared i.e. for a dividend with a payment date of July, the documents can be sent upto 30<sup>th</sup> September.

Please note that the dividend (net of TDS) shall be paid to the person whose name is appearing in the records of R&T agent as on the record date and will not be transferred / paid to the beneficiary directly under any circumstances in view of company law provisions. The above facility is only for transfer of TDS credit and is being offered to alleviate hardship expressed by clearing houses and custodians, to the extent feasible and permissible considering the mandatory dividend processing timelines.

**Adherence to timelines is absolutely essential if TDS transfer is to be availed. Shareholders-on-record are requested to track the quarterly record and dividend payment dates announced by the Company from time to time through the CRISIL website and Stock exchange corporate announcements. NO separate/ case – to- case intimation will be provided in this regard to custodians/clearing members in general.**

The form mentioned hereafter, along with a duly certified copy of the Board Resolution (where applicable) authorizing representative(s) to sign the same, should reach us at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com), latest by the dates mentioned above. CRISIL has full right to demand for original documents and the shareholder agrees to make them available when requested.

If the above documents are found to be in order, the Company will issue the TDS certificates in the name of the beneficiary.

\*\*\*\*\*

On letterhead of Payee

Date:

The Company Secretary,  
CRISIL Limited  
CRISIL House, Central Avenue  
Hiranandani Business Park  
Powai, Mumbai- 400 076

Dear Sir / Madam,

**Re: Declaration and request to give credit of tax deducted at source ('TDS') to end beneficiary shareholder(s)**

We hereby declare that as on \_\_\_\_\_, being the 'Record Date' for the dividend declared by CRISIL Limited ('Company'), the following persons are the actual beneficiaries / owners of the shares lying with me / us:

Sr. No.	Demat Account Number of the registered shareholder	Name of the beneficiary	Address	PAN	Category (Individual, Mutual Fund, Insurance Company, FPI, FII, etc.)	Resident / non-resident	Reason for giving credit to such person	Dividend Amount

I / We confirm that the dividend of Rs. \_\_\_\_\_ will be / has been passed on to the aforesaid persons(s) and that such dividend will be taxable in their hands. Therefore I / we request that corresponding credit of TDS also be given to them.

I / We understand that the aforesaid information will be used for the purpose of filing TDS returns under the provisions of Income Tax Act, 1961. I / We declare that the aforesaid information is true and correct and indemnify the Company against any liability that may arise due to false or erroneous information provided by me / us.

Yours truly,

For \_\_\_\_\_

**Authorized Signatory**

Name:

Designation: