

List of documents to be submitted for applicability of appropriate rate of deduction of Tax at Source

Part 1 - Resident Shareholders

Individual Resident Shareholders

- Lower or nil Withholding tax Certificate under section 197 of the Income-tax Act, 1961 ('the Act'), if any.
- Form 15G/ 15H [as prescribed under sections 197A(1) and 197A(1C) of the Act, respectively]. Click here for the format of [Form 15G / 15H](#).
- Declaration under Rule 37BA of the Income Tax Rules in case of Joint shareholders, Minor shareholders, etc.

Note: No tax shall be deducted on the dividend payable to a resident individual if the total dividend to be received during a financial year does not exceed Rs. 5,000.

Non-individual Resident Shareholders

- Lower or Withholding tax Certificate under section 197 of the Act, if any
- Form 15G [as prescribed under sections 197A(1) of the Act,] [Click here](#) for the format of Form 15G.

Additional documents for following categories of shareholders:

Categories of resident shareholders	Documents required
Insurance Companies (Public/ Other Insurance Companies)	Self-Attested Registration certificate along with declaration that you are an Insurance company as defined under the second proviso to section 194 of the Act
Mutual Funds	Self-Attested Certificate of registration and declaration that you are a Mutual Fund covered under section 10(23D) of the Act
Category I/ Category II Alternative Investment Fund	Self-Attested Certificate of registration and a declaration that the income is exempt under Section 10(23FBA) and clause (a) of Explanation 1 to Section 115UB of the Indian Income-tax Act, 1961 [covered by Notification No. 51/2015 dated June 25, 2015]
National Pension Scheme Trust	Registration certificate/ declaration that you qualify as NPS Trust for the purpose of section 197A(1E) of the Act, and that your income is eligible for exemption under section 10(44) of the Act
Entities unconditionally exempt under section 10	Documentary evidence and self-declaration substantiating that you are an entity covered by the Circular No. 18 of 2017 issued by the Central Board of Direct Tax and that your income is unconditionally exempt under section 10 of the Act and that you are not statutorily required to file return of income under section 139 of the Act
Government	Documentary evidence and self-declaration that it is a Corporation set up under specific legislation whose income is exempt from any income-tax and can be considered as a 'Government' and qualify for exemption under section 196 of the Act

Part 2 - Non-Resident Individuals/ Foreign Nationals/ Foreign Corporate Bodies, Foreign Banks, OCBs, FPI/ FIIs

- Lower or Nil Withholding tax Certificate under section 197 of the Act, if any.

OR

- Copy of the PAN Card (duly attested) allotted by the Indian Income-tax authorities.
- Copy of Tax Residence Certificate (TRC) (of FY 2023-24 or calendar years 2023 and 2024, valid as on record date) obtained from the tax authorities of the country of which the shareholder is resident. In case, the TRC is furnished in a language other than English, the said TRC would have to be translated from such other language to English language and thereafter, duly notarized and apostilled copy of the TRC would have to be provided;
- Self-declaration in Form 10F: In case of PAN holders, it is mandatory to provide copy of e-filed form 10F and in case, the form provided is not e-filed then the benefit of lower withholding (i.e., DTAA benefit) will not be given. However, for non-resident shareholders who does not hold any PAN and is not required to obtain any PAN under the provisions of Income Tax Act, 1961, can file manual form 10F. Please note that it will be at the discretion of the company whether to consider such form for providing the treaty benefit. [Click here](#) for the format of Form 10F
- Self-Declaration to be provided under Rule 37BC(2) of the Income Tax Rules, 1962.
- Declaration under Rule 37BA of the Income-tax Rules, 1962 – in case of Joint shareholders, Minor shareholders etc.
- Self-declaration by the non-resident shareholder in the prescribed format. [Click here](#) for the format of the self-declaration.