



TATA COMMUNICATIONS LIMITED
VSB, MAHATMA GANDHI ROAD, FORT,
MUMBAI - 400 001 INDIA
Tel: 91 22 6659 1968
Website: www.tatacommunications.com
CIN: L64200MH1986PLC039266

Sub : Tata Communications Limited (“Company”): recommended Final Dividend INR 14/- per equity share- Communication on Tax Deduction at Source / Withholding Tax

Dear Shareholder,

We are pleased to inform you that the Board of Directors at their Meeting held on April 28, 2021 have proposed a final dividend of INR 14/- per Equity Share of INR 10/- each (140%) for the Financial Year ended March 31, 2021 (“Dividend”).

As you are aware, under section 194 of the Income Tax Act, 1961, as amended by the Finance Act, 2020 (“Act”), dividend paid or distributed by a company after April 1, 2020 shall be taxable in the hands of the domestic shareholders and the Company would also be required to deduct tax at source (TDS) at the prescribed rates from the dividend paid to shareholders. Similarly in case of non-resident shareholders the Company would require to withhold tax (WHT) under section 195 / 196D of the Act. Accordingly, the Company shall be required to apply TDS / WHT at the time of making payment of the said Dividend after obtaining the approval of shareholders in the forthcoming AGM. The TDS / WHT rate would vary depending on the residential status of the shareholder and the valid documents submitted by them and accepted by the Company as explained herein below:

As per the amendment by Finance Act, 2021, section 206AB is introduced providing for deduction of tax at source for non-filers of income-tax return, whereby tax has to be deducted at the higher of the following rates, namely-

- (i) at twice the rate specified in the relevant provision of the Act; or
- (ii) at twice the rate or rates in force; or
- (iii) at the rate of five per cent.

The provisions of section 206AB is applicable to the following category of persons:

- (i) Residents; and
- (ii) Non-residents having a permanent establishment in India.

For Resident Shareholders

Tax is required to be deducted at source under Section 194 of the Act @ **10%** from the amount of dividend where valid PAN is available and provided to us, except for nil / lower rate of tax indicated in specific cases stated hereunder:



(A) For Resident Individuals

Income-tax will be deducted either at nil or lower rate from the dividend payable to resident individuals if –

- a. Total dividend to be received by them during Financial Year 2021-22 does not exceed INR 5,000/-, or
- b. The shareholder provides Form 15G duly signed (applicable to individual) / Form 15H duly signed (applicable to an Individual above the age of 60 years), as per the attached formats, provided that all the required eligibility conditions are met. Please note that all fields are mandatory to be filled up and Company may at its sole discretion reject the form if it does not fulfil the requirement of law., or
- c. The shareholder provides certificate issued by the Income-tax Department u/s. 197 of the Act for lower rate / nil rate, or
- d. The Shareholder provides Exemption certificate issued by the Income-tax Department, if any

(B) For Resident Non-Individual shareholders:

Income-tax will be deducted either at nil or lower rate from the dividend payable to resident non-individual shareholders if they provide the following documents –

- a. **Insurance Companies:** Public & Other Insurance Companies, a declaration duly signed that it has full beneficial interest with respect to the shares owned by it along with its self-attested copy of PAN
- b. **Mutual Funds:** Certificate of registration u/s 10(23D) of the Act issued by the appropriate authority along with its self-attested copy of PAN
- c. **Alternative Investment Fund (“AIF”):** **Self certified copy of SEBI registration certificate** that the AIF is registered under SEBI along with its self- attested copy of PAN
- d. **Other Non-Individual shareholders** who are holding certificate issued by the Income- tax Department u/s. 197 of the Act for lower / nil rate or exempt from TDS under provisions of Section 194 of the Act or who are covered u/s 196 of the Act, are required to submit an attested copy of the PAN along with the documentary evidence in relation to the exemption/ lower rate.

Kindly submit the declaration in the form attached at Annexure 1 alongwith all the attachments referred to above as may be applicable latest by June 5, 2021, so as to enable us to determine appropriate rate of TDS, if any applicable to the payment of



dividend. In the absence of this declaration, the Company would be constrained to deduct tax at a higher rate as per the relevant provisions of the Income-tax Act, 1961.

Further, it may kindly be noted that recording of the Permanent Account Number (PAN) for the registered Folio/DP id-Client Id is mandatory, failing which tax will be deducted @ 20% as provided under Section 206AA of the Act, in case payment of dividend exceeds Rs. 5000 during the financial year 2020 21.

For Non Resident Shareholders

Taxes are required to be withheld in accordance with the provisions of Section 195 or section 196D of the Act as per the rates in force. As per the relevant provisions of the Act, the withholding tax shall be at the rate of 20% (plus applicable surcharge and cess) on the amount of dividend payable to them, or at the lower / nil rate in following cases :

- a. Certificate obtained under section 195(3) of the Income-tax Act for lower / nil rate of withholding tax.

(b) As per Section 90 of the Act, the non-resident shareholder has also the option to be governed by the provisions of the Double Taxation Avoidance Agreement ("DTAA") between India and the country of tax residence of the shareholder, if they are more beneficial to them. For this purpose, i.e. to avail DTAA benefits, the non-resident shareholders will have to provide the following:

- I. Self-attested copy of the Permanent Account Number (PAN) Card allotted by the Indian Income Tax authorities, if available.
- II. Self-attested copy of Tax Residency Certificate (TRC) obtained from the tax authorities of the country of which the shareholder is resident.
- III. Self-declaration in Form 10F duly signed (attached herewith)
- IV. Self-declaration in the format attached at **Annexure 2** by shareholder having no Permanent Establishment in India for meeting treaty eligibility requirements and satisfying beneficial ownership requirement. (draft format attached herewith)
- V. Self-declaration as per the format attached at **Annexure 3**, duly signed, by the non-resident shareholder having a Permanent Establishment in India. In case of Foreign Institutional Investors and Foreign Portfolio Investors, copy of SEBI registration certificate.
- VI. In case of shareholder being tax resident of Singapore proof of satisfying requirement of Article 24 – Limitation of Relief should be provided.

It is recommended that shareholders should independently satisfy their eligibility to claim DTAA benefit including meeting of all conditions laid down by DTAA.



Accordingly, in order to enable us to determine the appropriate TDS / WHT rate applicable, we request you to provide the above referred details and documents on or before 11:59 p.m. IST on Saturday, June 05, 2021.

Based on the foregoing, we have summarized hereunder the applicable rate of TDS / WHT to the payment of dividend :

- a. Nil for resident shareholders if the payment of dividend during financial year 2021-22 does not exceed Rs. 5000/- or exempted under relevant provisions of the Income-tax Act or in case duly signed complete Form 15G / Form15H / certificate under section 197 (as applicable) along with self-attested copy of the PAN is submitted or at prescribed rate as per certificate under section 197 of the Act.
- b. **10%** for other resident individual shareholders having a valid PAN where payment of dividend exceeds Rs.5,000/- in a financial year, provided and the declaration in the attached format has been submitted to the Company on or before June 05, 2021.
- c. 20% for resident shareholders having payment of dividend in excess of Rs.5,000/- in a financial year, in the absence of valid PAN or declaration as required in Annexure 1 referred to above is not submitted.
- d. Beneficial DTAA rate (based on DTAA with India) for non-resident shareholders, will be applied on the basis of valid documents submitted by the non-resident shareholders, subject to satisfaction of the Company.
- e. 20% plus applicable surcharge and cess for non-resident shareholders in case the aforementioned documents duly signed are not submitted.
- f. 40% plus applicable surcharge and cess in case of non-resident declaration having a permanent establishment in India, if the declaration as per Annexure 3 referred to above is not submitted.
- g. Shareholders holding shares under multiple accounts under different status / category and single PAN, may note that higher of the tax as applicable to the status in which shares are held under a PAN, will be considered on their entire holding in different accounts.

Kindly note that the aforementioned documents are required to be emailed to us at the following email IDs citing the name of the Company i.e **TATA COMMUNICATIONS LIMITED** in the subject line:



- i. If you are a **Resident Shareholder**, at Csg-exemptforms2122@tcplindia.co.in on or before **11:59 p.m. IST on Saturday, June 05, 2021** in order to enable the Company to determine and deduct appropriate TDS / withholding tax rate. No communication on the tax determination/ deduction shall be entertained post **11:59 p.m. IST on Saturday, June 05, 2021**.
- ii. If you are a **Non Resident Shareholder**, at taxforms@tatacommunications.com on or before 11:59 p.m. IST on Saturday, June 05, 2021 in order to enable the Company to
- iii. determine and deduct appropriate TDS / withholding tax rate. No communication on the tax determination/ deduction shall be entertained post 11:59 p.m. IST on Saturday, June 05, 2021.

It may be further noted that in case the tax on Dividend is deducted at a higher rate in absence of receipt and/or satisfactory validation of the aforementioned details/documents, there would still be an option available with the shareholder to file the return of income and claim an appropriate refund, if eligible. No claim shall lie against the Company for such taxes deducted.

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. Company shall not accept any such declaration and amend its TDS return after three months of making payment of dividend.

We shall be happy to provide any further clarification for which you may kindly send your query to our email id taxforms@tatacommunications.com.

We seek your kind co-operation in this regard.

Thanking you.

Yours faithfully,

For Tata Communications Limited
SD
Zubin Patel
Company Secretary

Name of the Company	Dp. Id – Client Id/ Folio No.
TATA COMMUNICATIONS LIMITED	

INCOME-TAX RULES, 1962

¹FORM NO. 15G

[See section 197A(1), 197A(1A) and rule 29C]

Declaration under section 197A(1) and section 197A(1A) to be made by an individual or a person (not being a company or firm) claiming certain incomes without deduction of tax

PART I

1. Name of Assessee (Declarant)		2. PAN of the Assessee ¹	
3. Status ² Resident	4. Previous year (P.Y.) ³ (for which declaration is being made) 2021-2022	5. Residential Status ⁴ Individual	
6. Flat/Door/Block No.	7. Name of Premises	8. Road/Street/Lane	9. Area/Locality
10. Town/City/District	11. State	12. PIN	13. Email
14. Telephone No. (with STD Code) and Mobile No.	15. (a) Whether assessed to tax under the Income-tax Act, 1961 ⁵ <div style="display: flex; justify-content: space-around; align-items: center;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div> (b) If yes, latest assessment year for which assessed		
16. Estimated income for which this declaration is made		17. Estimated total income of the P.Y. in which income mentioned in column 16 to be included ⁶	
18. Details of Form No.15G other than this form filed during the previous year, if any ⁷			
Total No. of Form No.15G filed		Aggregate amount of income for which Form No.15G filed	
19. Details of income for which the declaration is filed			
Sl. No.	Identification number of relevant investment/account, etc ⁸	Nature of income	Section under which tax is deductible Amount of income

.....
*Signature of the Declarant*⁹

Declaration/Verification¹⁰

*I/We.....do hereby declare that to the best of *my /our knowledge and belief what is stated above is correct, complete and is truly stated. *I/We declare that the incomes referred to in this form are not includible in the total income of any other person under sections 60 to 64 of the Income-tax Act, 1961. *I/We further declare that the tax *on my/our estimated total income including *income/incomes referred to in column 16 *and aggregate amount of *income/incomes referred to in column 18 computed in accordance with the provisions of the Income-tax Act, 1961, for the previous year ending on **31-MAR-2022**. relevant to the assessment year **2022-2023** will be *nil*. *I/We also declare that *my/our *income/incomes referred to in column 16 *and the aggregate amount of *income/incomes referred to in column 18 for the previous year ending on **31-MAR-2022**. relevant to the assessment year **2022-2023** will not exceed the maximum amount which is not charge-able to income-tax.

Place:.....

.....

Date:.....

*Signature of the Declarant*⁹

-
1. Substituted by IT (Fourteenth Amdt.) Rules 2015, w.e.f. **1-10-2015**. Earlier Form No.15G was inserted by the IT (Fifth Amdt.)Rules, 1982, w.e.f. 21-6-1982 and later on amended by the IT (Fifth Amdt.) Rules, 1989, w.r.e.f. 1-4-1988, IT (Fourteenth Amdt.) Rules, 1990, w.e.f. 20-11-1990 and IT (Twelfth Amdt.) Rules, 2002, w.e.f. 21-6-2002 and substituted by the IT (Eighth Amdt.) Rules, 2003, w.e.f. 9-6-2003 and IT (Second Amdt.)Rules, 2013, w.e.f. 19-2-2013.

PART II

[To be filled by the person responsible for paying the income referred to in column 16 of Part I]

1. Name of the person responsible for paying		2. Unique Identification No. ¹¹	
3. PAN of the person responsible for paying	4. Complete Address		5. TAN of the person responsible for paying
6. Email	7. Telephone No. (with STD Code) and Mobile No.		8. Amount of income paid ¹²
9. Date on which Declaration is received (DD/MM/YYYY)		10. Date on which the income has been paid/credited (DD/MM/YYYY)	

Place:

Date: *Signature of the person responsible for paying the income referred to in column 16 of Part I*

*Delete whichever is not applicable.

¹As per provisions of section 206AA(2), the declaration under section 197A(1) or 197A(1A) shall be invalid if the declarant fails to furnish his valid Permanent Account Number (PAN).

²Declaration can be furnished by an individual under section 197 A (1) and a person (other than a company or a firm) under section 197A(1A).

³The financial year to which the income pertains.

⁴Please mention the residential status as per the provisions of section 6 of the Income-tax Act, 1961.

⁵Please mention "Yes" if assessed to tax under the provisions of Income-tax Act, 1961 for any of the assessment year out of six assessment years preceding the year in which the declaration is filed.

⁶Please mention the amount of estimated total income of the previous year for which the declaration is filed including the amount of income for which this declaration is made.

⁷In case any declaration(s) in Form No.15G is filed before filing this declaration during the previous year, mention the total number of such Form No.15G filed along with the aggregate amount of income for which said declaration(s) have been filed.

⁸Mention the distinctive number of shares, account number of term deposit, recurring deposit, National Savings Schemes, life insurance policy number, employee code, etc.

⁹Indicate the capacity in which the declaration is furnished on behalf of a HUF, AOP, etc.

¹⁰Before signing the declaration/verification, the declarant should satisfy himself that the information furnished in this form is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under section 277 of the Income-tax Act, 1961 and on conviction be punishable-

- (i) in a case where tax sought to be evaded exceeds twenty-five lakh rupees, with rigorous imprisonment which shall not be less than six months but which may extend to seven years and with fine;
- (ii) in any other case, with rigorous imprisonment which shall not be less than three months but which may extend to two years and with fine.

¹¹The person responsible for paying the income referred to in column 16 of Part I shall allot a unique identification number to all the Form No. 15G received by him during a quarter of the financial year and report this reference number along with the particulars prescribed in rule 31A(4)(vii) of the Income-tax Rules, 1962 in the TDS statement furnished for the same quarter. In case the person has also received Form No. 15H during the same quarter, please allot separate series of serial number for Form No. 15G and Form No. 15H.

¹²The person responsible for paying the income referred to in column 16 of Part I shall not accept the declaration where the amount of income of the nature referred to in sub-section (1) or sub-section (1A) of section 197A or the aggregate of the amounts of such income credited or paid or likely to be credited or paid during the previous year in which such income is to be included exceeds the maximum amount which is not chargeable to tax. For deciding the eligibility, he is required to verify income or the aggregate amount of incomes, as the case may be, reported by the declarant in columns 16 and 18.

Name of the Company	Dp. Id – Client Id/ Folio No.
TATA COMMUNICATIONS LIMITED	

¹FORM NO. 15H

[See section 197A(1C) and rule 29C]

Declaration under section 197A(1C) to be made by an individual who is of the age of sixty years or more claiming certain incomes without deduction of tax.

PART I

1. Name of Assessee (Declarant)		2. Permanent Account Number or Aadhaar Number of the Assessee ¹		3. Date of Birth ² (DD/MM/YYYY)	
4. Previous year(P.Y.) ³ (for which declaration is being made)		5. Flat/Door/Block No.		6. Name of Premises	
2021-2022					
7. Road/Street/Lane		8. Area/Locality	9. Town/City/District		10. State
11. PIN	12. Email		13. Telephone No. (with STD Code) and Mobile No.		
14 (a) Whether assessed to tax ⁴ :				Yes	No
(b) If yes, latest assessment year for which assessed					
15. Estimated income for which this declaration is made					
16. Estimated total income of the P.Y. in which income mentioned in column 15 to be included ⁵					
17. Details of Form No.15H other than this form filed for the previous year, if any ⁶					
Total No. of Form No.15H filed		Aggregate amount of income for which Form No.15H filed			
18. Details of income for which the declaration is filed					
Sl. No.	Identification number of relevant investment/account, etc. ⁷	Nature of income	Section under which tax is deductible	Amount of income	

Signature of the Declarant

1. Substituted by the IT (Fourteenth Amdt.) Rules, 2015, w.e.f. **1-10-2015**. Earlier Form No. 15H was amended by the IT (Fifth Amdt.) Rules, 1982, w.e.f. 21-6-1982, IT (Fifth Amdt.) Rules, 1989, w.r.e.f. 1-4-1988, IT (Fourteenth Amdt.) Rules, 1990, w.e.f. 20-11-1990, IT (Twelfth Amdt.) Rules, 1992, w.e.f. 1-6-1992, IT (Seventh Amdt.) Rules, 1995, w.e.f. 1-7-1995, IT (Thirty-second Amdt.) Rules, 1999, w.e.f. 19-11-1999, IT (Twelfth Amdt.) Rules, 2002, w.e.f. 21-6-2002, IT (Eighth Amdt.) Rules, 2003, w.e.f. 9-6-2003, IT (Fourteenth Amdt.) Rules, 2003, w.e.f. 1-8-2003 and IT (Second Amdt.) Rules, 2013, w.e.f. 19-2-2013.

Declaration/Verification⁸

I do hereby declare that I am resident in India within the meaning of section 6 of the Income-tax Act, 1961. I also hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated and that the incomes referred to in this form are not includible in the total income of any other person under sections 60 to 64 of the Income-tax Act, 1961. I further declare that the tax on my estimated total income including *income/incomes referred to in column 15 *and aggregate amount of *income/incomes referred to in column 17 computed in accordance with the provisions of the Income-tax Act, 1961, for the previous year ending on **31-MAR-2022** relevant to the assessment year **2022-23** will be *nil*.

Place:



Date :

Signature of the Declarant Signature

PART II

[To be filled by the person responsible for paying the income referred to in column 15 of Part I]

1. Name of the person responsible for paying		2. Unique Identification No. ⁹	
3. Permanent Account Number or Aadhaar Number of the person responsible for paying	4. Complete Address		5. TAN of the person responsible for paying
6. Email	7. Telephone No. (with STD Code) and Mobile No.		8. Amount of income paid ¹⁰
9. Date on which Declaration is received (DD/MM/YYYY)		10. Date on which the income has been paid/credited (DD/MM/YYYY)	

Place:.....

Date: *Signature of the person responsible for paying the income referred to in column 15 of Part I*

*Delete whichever is not applicable.

1. As per provisions of section 206AA(2), the declaration under section 197A(1C) shall be invalid if the declarant fails to furnish his valid Permanent Account Number or Aadhaar Number.

2. Declaration can be furnished by a resident individual who is of the age of 60 years or more at any time during the previous year.

3. The financial year to which the income pertains.

4. Please mention “Yes” if assessed to tax under the provisions of Income-tax Act, 1961 for any of the assessment year out of six assessment years preceding the year in which the declaration is filed.

5. Please mention the amount of estimated total income of the previous year for which the declaration is filed including the amount of income for which this declaration is made.

6. In case any declaration(s) in Form No. 15H is filed before filing this declaration during the previous year, mention the total number of such Form No. 15H filed along with the aggregate amount of income for which said declaration(s) have been filed.

7. Mention the distinctive number of shares, account number of term deposit, recurring deposit, National Savings Schemes, life insurance policy number, employee code, etc.

8. Before signing the declaration/verification, the declarant should satisfy himself that the information furnished in this form is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under section 277 of the Income-tax Act, 1961 and on conviction be punishable—

- (i) in a case where tax sought to be evaded exceeds twenty-five lakh rupees, with rigorous imprisonment which shall not be less than six months but which may extend to seven years and with fine;
- (ii) in any other case, with rigorous imprisonment which shall not be less than three months but which may extend to two years and with fine.

9. The person responsible for paying the income referred to in column 15 of Part I shall allot a unique identification number to all the Form No. 15H received by him during a quarter of the financial year and report this reference number along with the particulars prescribed in rule 31A(4)(vii) of the Income-tax Rules, 1962 in the TDS statement furnished for the same quarter. In case the person has also received Form No.15G during the same quarter, please allot separate series of serial number for Form No.15H and Form No.15G.

10. The person responsible for paying the income referred to in column 15 of Part I shall not accept the declaration where the amount of income of the nature referred to in section 197A(1C) or the aggregate of the amounts of such income credited or paid or likely to be credited or paid during the previous year in which such income is to be included exceeds the maximum amount which is not chargeable to tax after allowing for deduction(s) under Chapter VI-A, if any, or set off of loss, if any, under the head “income from house property” for which the declarant is eligible. For deciding the eligibility, he is required to verify income or the aggregate amount of incomes, as the case may be, reported by the declarant in columns 15 and 17.

¹**[Provided that such person shall accept the declaration in a case where income of the assessee, who is eligible for rebate of income-tax under section 87A, is higher than the income for which declaration can be accepted as per this note, but his tax liability shall be nil after taking into account the rebate available to him under the said section 87A.]**

1. Inserted by Income-tax (4th Amendment) Rules, 2019, w.e.f. **22-5-2019**.

FORM NO. 10F

[See sub-rule (1) of rule 21AB]

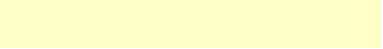
**Information to be provided under sub-section (5) of section 90 or
sub-section (5) of section 90A of the Income-tax Act, 1961**

I *son/daughter of Shri in the capacity of
..... (designation) do provide the following information,
relevant to the previous year *in my case/in the case
of.....for the purposes of sub-section (5) of *section 90/section 90A:—

<i>Sl.N o .</i>	<i>Nature of information</i>	<i>:</i>	<i>Details #</i>
(i)	Status (individual, company, firm etc.) of the assessee	:	
(ii)	Permanent Account Number or Aadhaar Number of the assessee if allotted	:	
(iii)	Nationality (in the case of an individual) or Country or specified territory of incorporation or registration (in the case of others)	:	
(iv)	Assessee's tax identification number in the country or specified territory of residence and if there is no such number, then, a unique number on the basis of which the person is identified by the Government of the country or the specified territory of which the assessee claims to be a resident	:	
(v)	Period for which the residential status as mentioned in the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A is applicable	:	
(vi)	Address of the assessee in the country or territory outside India during the period for which the certificate, mentioned in (v) above, is applicable	:	

2. I have obtained a certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A from the Government of (name of country or specified territory outside India)

Signature:

Name: 

Address:

Permanent Account Number or Aadhaar Number

Verification

..... I . do hereby declare that to the best of my knowledge and belief
what is stated above is correct, complete and is truly stated.



Verified today the day of

Signature of the person providing the information

Place:

Notes :

1. *Delete whichever is not applicable.
2. #Write N.A. if the relevant information forms part of the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A.

ON THE LETTERHEAD (OTHER THAN FOR INDIVIDUALS AND HUF)

Date:

To
TATA COMMUNICATIONS LIMITED
VSB
M G Road
Fort
Mumbai 400001
....

Dear Sir,

Subject: Declaration for compliance of Income-tax Act, 1961 -

Ref: PAN – Mention PAN of Shareholder

Folio Number / DP ID/ Client ID – Mention all the account details

With reference to the captioned subject, and in relation to the appropriate withholding of taxes on the Dividend payable to me / us by **TATA COMMUNICATIONS LIMITED** (the Company), I / We hereby declare as under:

1. I/We, Full name of the shareholder _____, holding share/shares of the Company as on the record date, hereby declare that I am/ we are tax resident of India for the period 1 April 2021 – 31 March 2022 (Indian Fiscal Year).
2. I/We hereby declare that (Select Applicable)
 - ☐ I am an Individual having linked the Aadhar number with PAN Card.
 - ☐ We are **Insurance Company** and are the beneficial owner of the share/shares held in the Company; and we are submitting self-attested copy of PAN Card.
 - ☐ We are **Mutual Fund** specified in Section 10(23D) of the Income Tax Act, 1961 and are the beneficial owner of the share/shares held in the Company; and we are submitting self-attested copy of PAN Card and registration certificate.
 - ☐ We are **Alternative Investment fund** established in India and are the beneficial owner of the share/shares held in the Company; and our income is exempt under Section 10(23FBA) of the Act and are governed by SEBI regulations as Category I or Category II AIF; and we are submitting self-attested copy of the PAN card and registration certificate.
 - ☐ We are **New Pension System Trust** established in India and are the beneficial owner of the share/shares held in the Company; and our income is exempt under Section 10(44) of the Act and being regulated by the provisions of the Indian Trusts Act, 1882; and we are submitting self-attested copy of the PAN card and registration certificate, as applicable.
 - ☐ We are category of the entity _____ and are the beneficial owner of the share/shares held in the Company; and are not subject to

withholding tax under section 196 of the Income Tax Act, 1961; and we are submitting self-attested copy of the documentary evidence supporting the exemption status along with self-attested copy of PAN card.

3. I/We hereby declare that (Select Applicable)

☐ I/ We hereby declare that I/we have duly filed return of income, as per the provisions of the Income-tax Act, 1961, for both of the two assessment years relevant to the two previous years immediately prior to the previous year in which tax is required to be deducted, for which the time limit of filing return of income under sub-section (1) of section 139 of the Income Tax Act, 1961 has expired.

☐ The aggregate of tax deducted at source and tax collected at source in my/our case is less than rupees fifty thousand in each of these two previous years.

4. I/We hereby confirm that the above declaration should be considered to be applicable for all the shares held in the Company under PAN/ accounts declared in the form.

5. I/ We further indemnify the Company for any consequences arising out of any acts of commission or omission initiated by the Company by relying on my/ our above averment.

Thanking you.

Yours faithfully,

For *Name of the shareholder*

<<insert signature>>

Authorized Signatory - *Name and designation*

Note: Kindly strikethrough whichever is not applicable

To be printed on the letterhead other than Individuals

Date:

To,

**Tata Communications Limited
VSB
M G Road
Fort
Mumbai 400001**

Dear Sir/Ma'am,

Re: Self declaration for Indian Financial Year (FY) 2021-22 with respect to availment of tax treaty benefits in relation to receipt of dividend income [Name of Company].

With reference to the captioned subject and in relation to the appropriate deduction of taxes on the dividend payable to me / us by Tata Communications Limited ("the Company"), I / We hereby declare as under:

- I / We, <<**full name of the shareholder**>>, having Permanent Account Number (PAN) under the Indian Income tax Act, 1961 ('the Act') <<**mention PAN**>>, and holding <<**mention number of shares held**>> number of shares of the Company as on the record date. I / We am / are a tax resident of <<**country name**>>. A copy of the valid tax residency certificate for the period 1 April 2021 to 31 March 2022, is attached herewith.
- I / We am / are tax resident of the <<**country name**>> as defined under Article ___ of the tax treaty between India and _____ ('the applicable tax treaty') . I / We am / are eligible to be governed by the provisions of the applicable tax treaty and meet all the necessary conditions to avail the benefits under the applicable tax treaty.
- I / We do not have any Permanent Establishment ('PE') or fixed base in India as construed under relevant Articles of the applicable tax treaty nor do we have any PE or business connection in India as construed under the relevant provisions of the Act.
- As required to claim the benefits of the lower tax rate under the applicable tax treaty in relation to the dividend income to be received by me / us from the Company, I / We specifically confirm that I / We am / are the beneficial owner of the above referred equity shares of the Company and the dividend income receivable from the Company in relation to the said shares.
- I / We further declare that I / we have the right to use and enjoy the dividend received / receivable from the above shares and such right is not constrained by any contractual and / or legal obligation to pass on such dividend to another person.

- I / We specifically confirm that my affairs / affairs of <<**full name of the shareholder**>> were not arranged such that the main purpose or the principal purpose thereof was to obtain tax benefits available under the applicable tax treaty.
- Further, our claim for relief under the tax treaty is not restricted by application of Limitation of Benefit clause, if any, thereunder.

This declaration is valid for the period 1 April 2021 to 31 March 2022.

I / We _____ (Signatory Name) , in my capacity as _____ (Authorised Signatory *) of _____ (Name of the Shareholder) confirm that the above is true and I / We shall be solely responsible for any income-tax consequences (tax , including interest and penalty) arising under tax Income Tax Act , 1961 in relation to the dividend income to be received from the Company. Further, I / we agree and undertake : (1) to indemnify the Company in relation to any Income tax consequences (tax , including interest and penalty) arising under the Income Tax Laws if any of the above is questioned and held otherwise by the Income Tax Authorities; (2) to provide all the necessary documentation as sought by the Indian Tax Authorities in this regard.

<< **Entity Name** >>

(Signature)

Place:

Name: _____

Date:

Designation: _____

(*In case of any Authorised Signatory being other than Director/ Managing Director, please attach the valid Power of Attorney authorising the individual as an Authorised Signatory.)

The shareholders are required to provide a Declaration strictly as per the specified format given above, failing which the Company reserves the right to deny the Treaty benefits.

On the letterhead other than Individuals

Date:

To
TATA COMMUNICATIONS LIMITED
VSB,
M G Road,
Fort,
Mumbai 400001

Subject: Declaration - Section 206AB of the Income Tax Act, 1961

Ref: PAN – Mention PAN of Shareholder

Folio Number / DP ID/ Client ID – Mention all the account details

With reference to the captioned subject, and in relation to the appropriate withholding of taxes on the Dividend payable to me / us by **TATA COMMUNICATIONS LIMITED** (the Company), I / We hereby declare as under:

1. I/We, Full name of the shareholder _____, holding share/shares of the Company as on the record date, hereby declare that I am/ we are non-resident having a permanent establishment in India for the period 1 April 2021- 31 March 2022 (Indian Fiscal Year).
2. I/We hereby declare that (Select Applicable)

☐ I/ We hereby declare that I/we have duly filed return of income, as per the provisions of the Income-tax Act, 1961, for both of the two assessment years relevant to the two previous years immediately prior to the previous year in which tax is required to be deducted, for which the time limit of filing return of income under sub-section (1) of section 139 of the Income Tax Act, 1961 has expired.

☐ The aggregate of tax deducted at source and tax collected at source in my / our case is less than rupees fifty thousand in each of these two previous years.
3. I/We hereby confirm that the above declaration should be applicable for all the shares held in the Company under PAN/ accounts declared in the form.
4. I/ We further indemnify the Company for any consequences arising out of any acts of commission or omission initiated by the Company by relying on my/ our above averment.

Thanking you.

Yours faithfully,

For Name of the shareholder

<<insert signature>>

Authorized Signatory - Name and designation

Note: Kindly strikethrough whichever is not applicable

PRELIMINARY CHECK LIST FOR FOREIGN REMITTANCE U/S 195 OF THE I.T. ACT
(To be furnished by the Recipient of remittance in consultation with their Tax Advisors)

1. Particulars of the **Beneficial Owner** of the proposed remittance as under:
 - 1.1. Full name and address.
 - 1.2. **Country** where the remittance is to be sent.
 - 1.3. **Status** of the Beneficial Owner for the purpose of taxation in the country of **Residence**.
(Whether Individual, Partnership Firm, Incorporated Company, Trust, Association of Persons (Society etc), Bank or Government or a Government Body or any other status)
[Taxability and Rate of tax depends upon the Status of the payee]
 - 1.4. If the Payee is a company, is it a Branch of the company/ entity which a Resident of another Tax Jurisdiction? (e.g. an Entity based in Singapore could be a Branch of a company incorporated in U.S.A. or U.K. or Japan etc.)
 - 1.5. Principal Place of Business (City and Country) .
 - 1.6. Email Address.
 - 1.7. Telephone No(s). with ISD code.
 - 1.8. **Tax Residency Certificate (TRC)** issued to the Beneficial Owner by the Tax Authorities of the country where it is **liable to tax**. If it is a Branch, TRC of the Parent Company. If the Beneficial Owner is not a Taxable Unit/ Entity not liable/subjected to tax, (i.e. it is a transparent or pass – through entity) please furnish the names, shares and TRC's of the persons who are the partners/ members/ beneficiaries liable to tax on their respective share of income distributed.
2. **Nature of Payment:** Whether Royalty, Fees for Technical Services, Professional Fees, Business Income, Interest, Dividend, Management Fees, Reimbursement of expenses or any Other Income.
3. Whether the Beneficial Owner is assessed to Income Tax in India? **YES/No**
 - 3.1 If '**Yes**', please provide a photo copy of the **Income Tax PAN (i.e. Permanent Account Number)** issued by the Indian Income Tax Authorities.
 - 3.2 In case the beneficial owner is not assessed to income tax in India, but has obtained / has been allotted Income tax PAN, please provide a photo copy of the same.
4. If the payment is in the nature of Fees for Technical Services, please **furnish a declaration** to the effect that its presence/ activities in India would/ would not constitute a Service PE in India in terms of Article 5 of the applicable Tax Treaty.

5. Please state whether you have any Place of management, Branch, Office, Factory, Warehouse, Sales-outlet, Installation or Assembly Projects or Supervisory Activities connected therewith in India which constitutes its permanent establishment in India or Service PE or Agency PE in India as per Article 5 of DTAA between India and the Country of its residence. **Please furnish a declaration in this regard.**
- 5.1 In case you have a Permanent Establishment (PE) in India. Please state whether the aforesaid remittance is “effectively connected with or attributable to the business activities” of such Permanent Establishment in India.
6. Whether the Beneficial Owner has a liaison office in India? **YES/NO**
 - 6.1 Whether the liaison office is concluding business contracts or securing orders on its behalf in India? **YES/NO**
7. In case of Independent Personal Services (i.e. Professional Services)
 - 7.1 An Undertaking from the Non-resident Professional (i.e. Proprietor or Partners) providing the Professional Services **in India** stating his/their likely stay **in India** (No. of Days) during the relevant Financial Year (from 01 April to 31 March);
 - 7.2 Whether any Fixed Base is available in India for rendering such Professional Services?
 - 7.3 Place (**Country**) where the professional services have been/ shall be rendered?
8. To ascertain the correct classification of income, please furnish the following details/documents:
 - 8.1.1. Contract/ agreement/ MOU with the payer and any other correspondence/ emails,
 - 8.1.2. Invoice,
 - 8.1.3. In case of Reimbursement of expenses, supporting invoices/ vouchers and other documentary proof.
9. Detailed note on services rendered.
10. Place (**Country**) where the Services have been rendered.
11. In case of remittance of Shipping Freight/ Air Freight /Demurrage, please provide the following informations:-
 - 11.1 Whether the recipient enterprise is engaged in the business of **“operation of ships/Aircraft in international traffic?”** **YES/No.**
 - 11.2 Country where the **“Place of Effective Management of the Enterprise”** is situated?
 - 11.3 A Declaration from shareholders stating that the construct and affairs of the shareholders are not arranged with the main or principal purpose of obtaining any tax benefits, directly or indirectly, under the Tax Treaty.