

User guide for Easy Dividend - Form 15G / 15H / Tax Treaty Declaration Filing



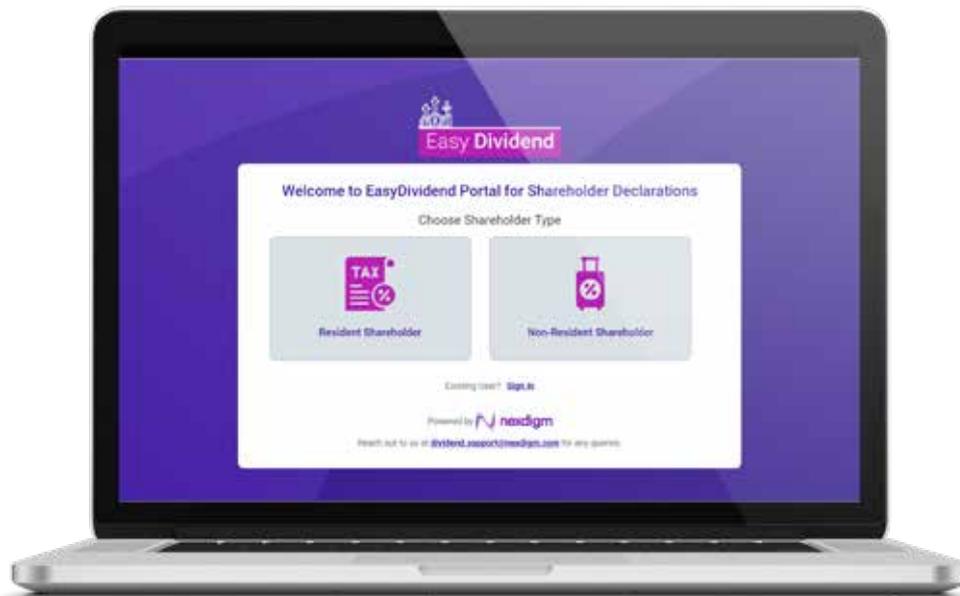
The shareholders can follow these steps based on their category.

| Type of Shareholders | Declaration Type | Reference Steps | Page Number |
|---|---|---------------------------|-------------------|
| Resident Individual Shareholders | Form 15G / Form 15H | Step 1 - 6 | 2 - 10 |
| Other Resident Shareholders | Documents such as lower deduction certificate, Mutual Fund / Insurance / NPS / AIF declarations | Step 1 - 3 and Step 7 – 8 | 2 - 5 and 11 - 12 |
| Non-resident Shareholders | Tax Treaty documents such as TRC, No PE, Form 10F, etc. | Step 1 and Step 9 – 10 | 2 and 13 - 14 |
| Resident Shareholders (Recently Purchased shares) | Form 15G / Form 15H / documents such as lower deduction certificate, Mutual Fund / Insurance / NPS / AIF declarations | Step 1 – 2 and Step 11 | 2 - 3 and 15 |

Step 1: Access the Easy Dividend Portal

Please click on the link provided in the email from Share Transfer Agent / RTA or the Company to access the Easy Dividend Portal:

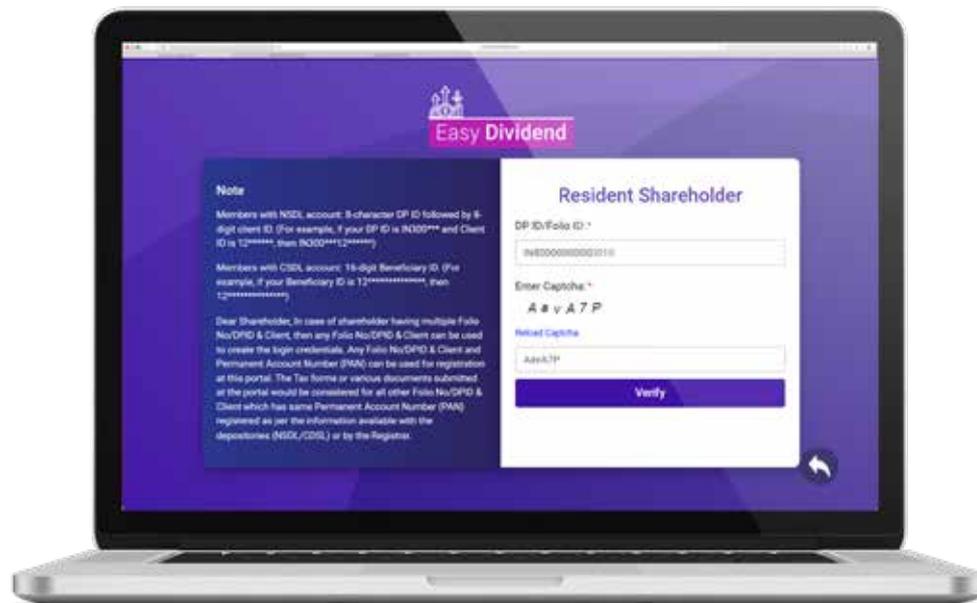
<https://easydividend.nexdigm.com/>



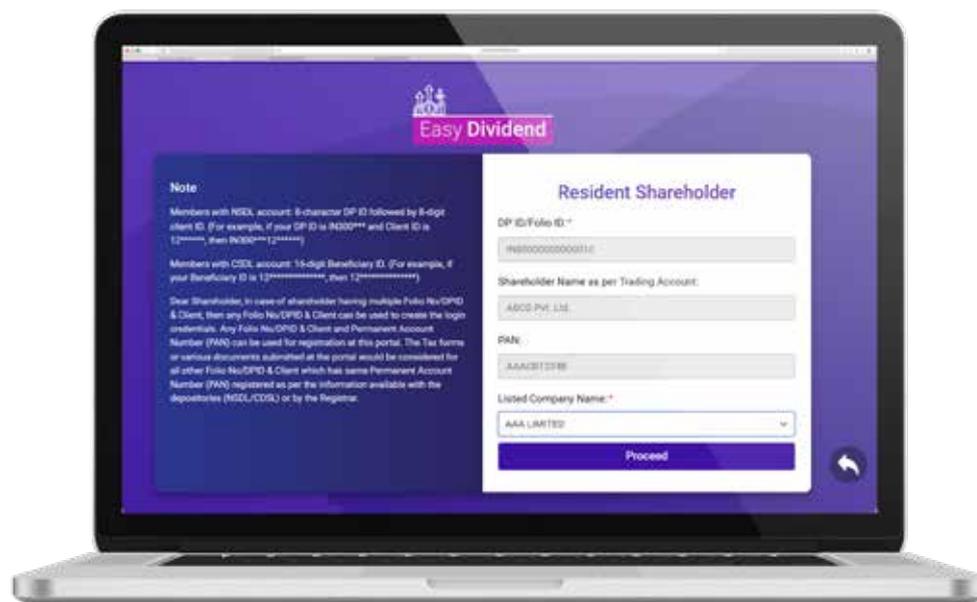
In case of any technical difficulties, please write to dividend.support@nexdigm.com

Step 2: Verification of Details (for Residents)

Please enter your **DPID/Folio ID** and enter **Captcha** to verify your details



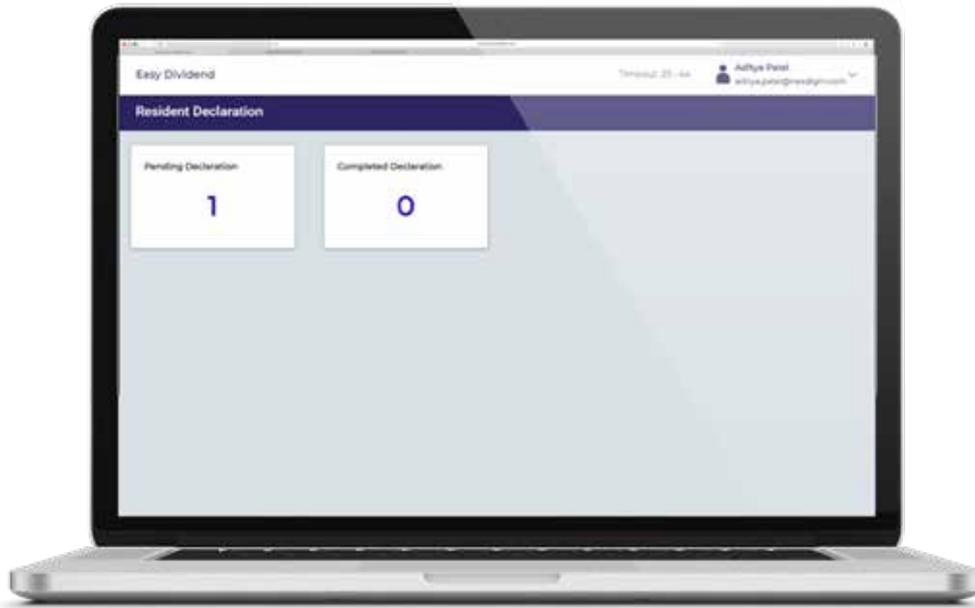
Select the name of the Company from the dropdown list and press '**Proceed**' button



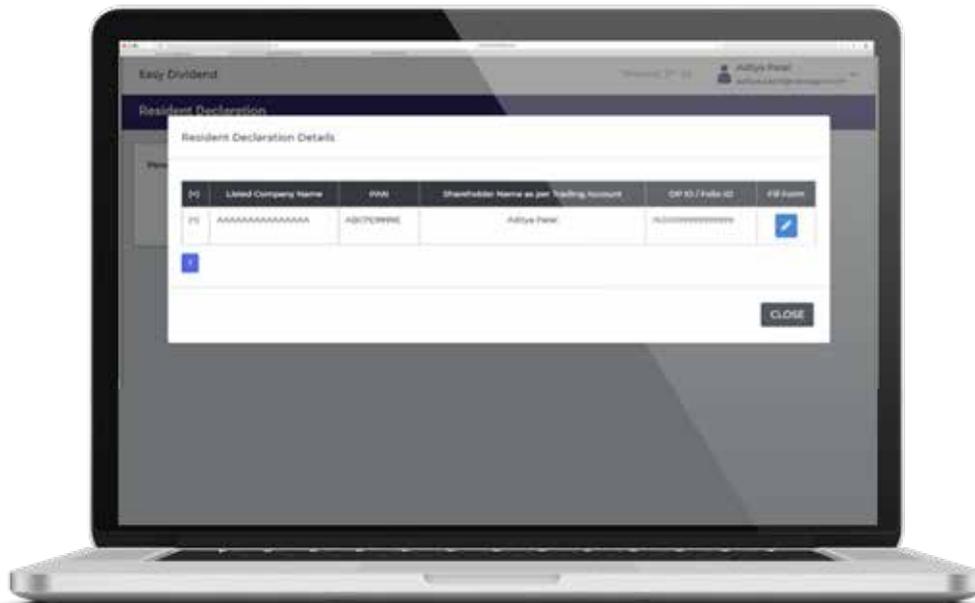
In case of any technical difficulties, please write to dividend.support@nexdigm.com

Step 3: Filling the Declaration

After logging in, please click on **Pending Declaration** to access the Form

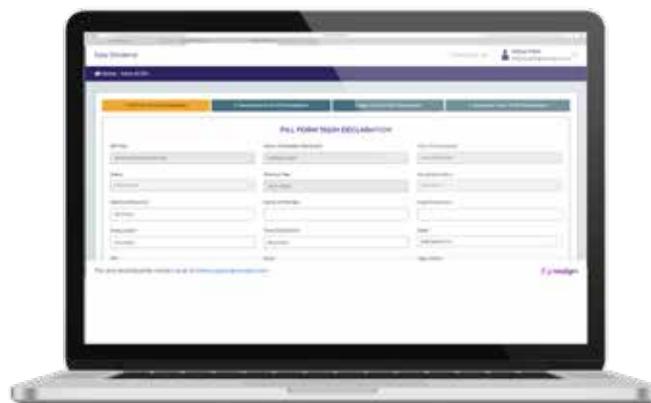


Subsequently, please click on '**Fill Form**' button to access the fillable Form 15G/H

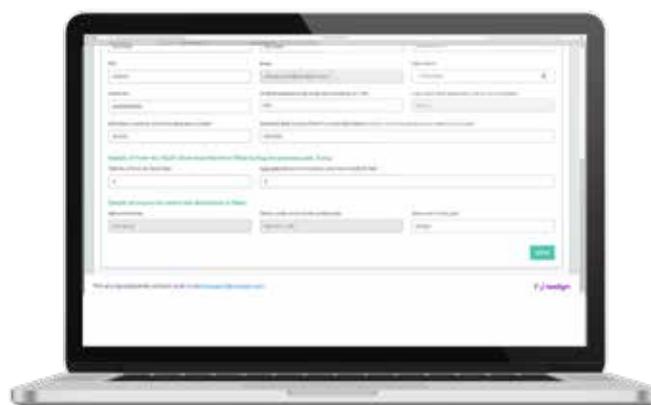


In case of any technical difficulties, please write to dividend.support@nexdigm.com

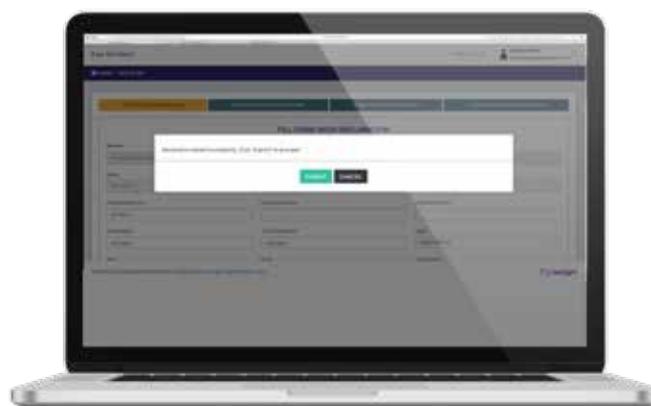
Fill the details in the Form 15G/H Declaration in the relevant fields. The fields marked in Red Asterisk (*) are mandatory



After filling in the mandatory details in the form, click on '**SAVE**' button

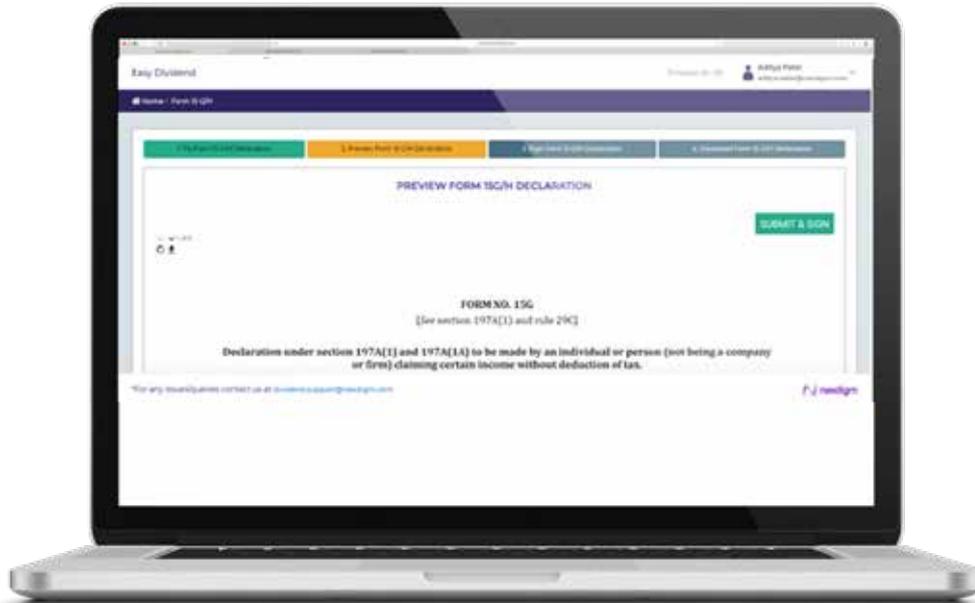


Press '**SUBMIT**' button to proceed



Step 4: Previewing the Filled Form

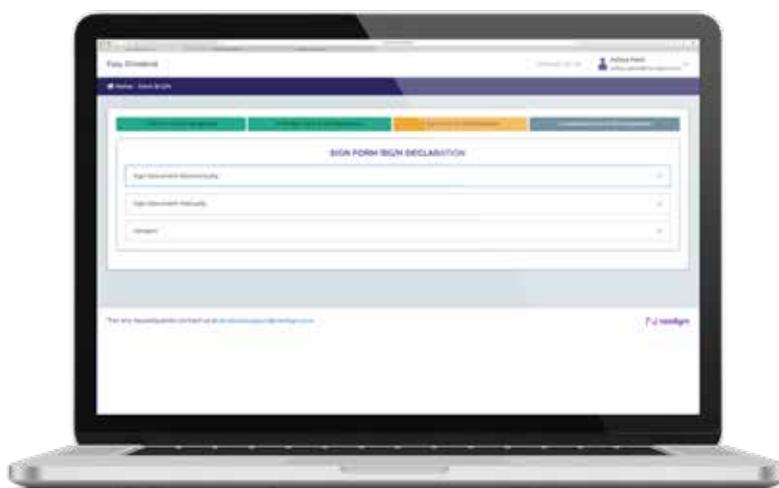
1. After submitting the declaration, you can preview the form;
2. Please go through the form and click on '**SUBMIT & SIGN**' button



Step 5: Signing the Form

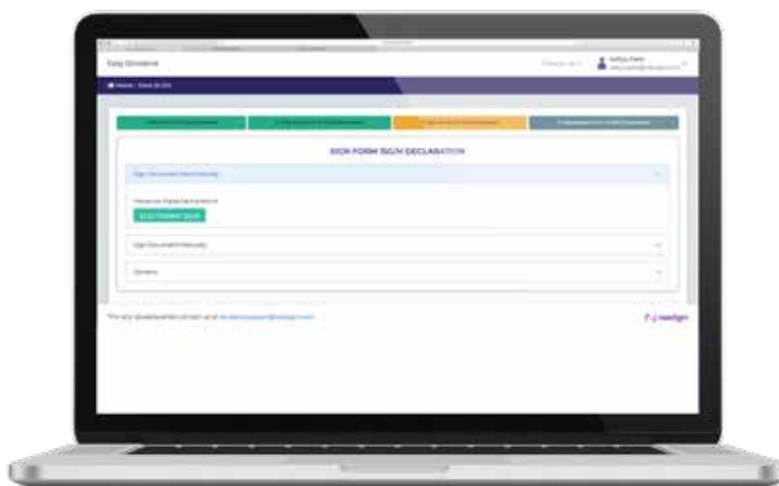
There are multiple options available to sign:

1. You can sign by uploading manually signed form;
2. You can e-sign using Aadhar/PAN;
3. You can sign using Digital Signature Certificate (DSC Token);
4. You can e-sign using placing your own signature (either by mentioning name or drawing or uploading signature)



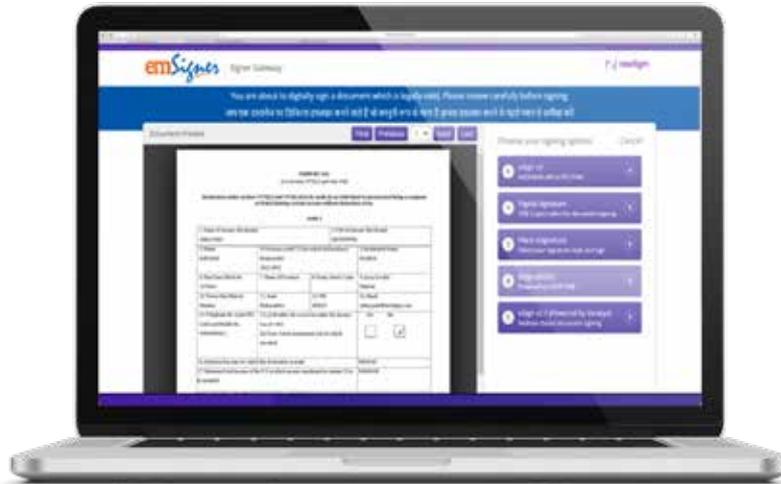
Step 5A: Signing Document Electronically

In order to sign the document electronically, click on '**ELECTRONIC SIGN**' button



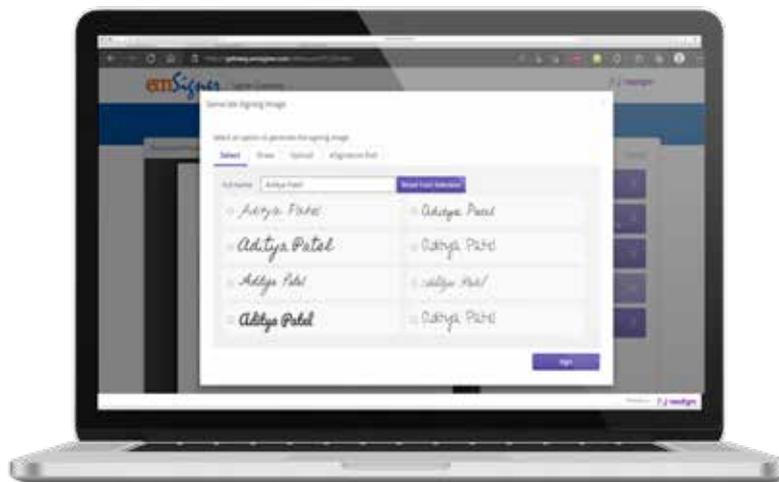
In case of any technical difficulties, please write to dividend.support@nexdigm.com

You will be redirected to **emSigner gateway** for signing the declaration



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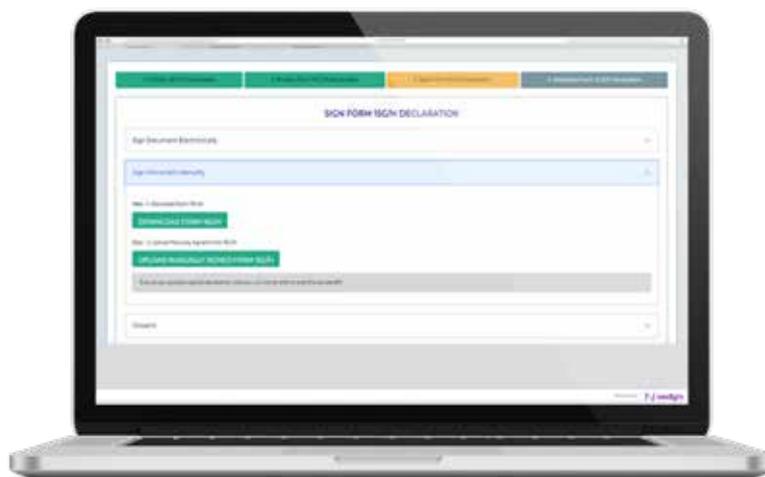
Select your preferred method and click on '**SIGN**' button to digitally sign the form



In case of any technical difficulties, please write to dividend.support@nexdigm.com

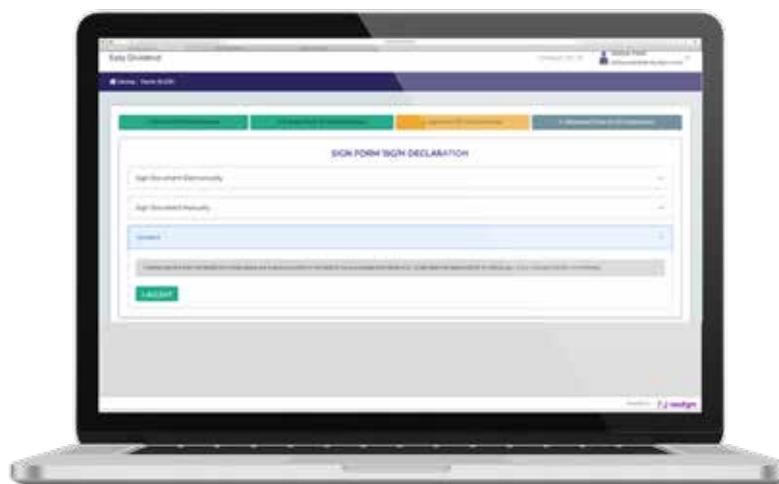
Step 5B: Signing Document Manually

- In order to sign the document manually, click on '**Download Form 15G/H**' button to download pdf form
- Sign the Form and upload the scanned copy of the same by clicking on '**Upload Manually Signed Form 15G/H**'



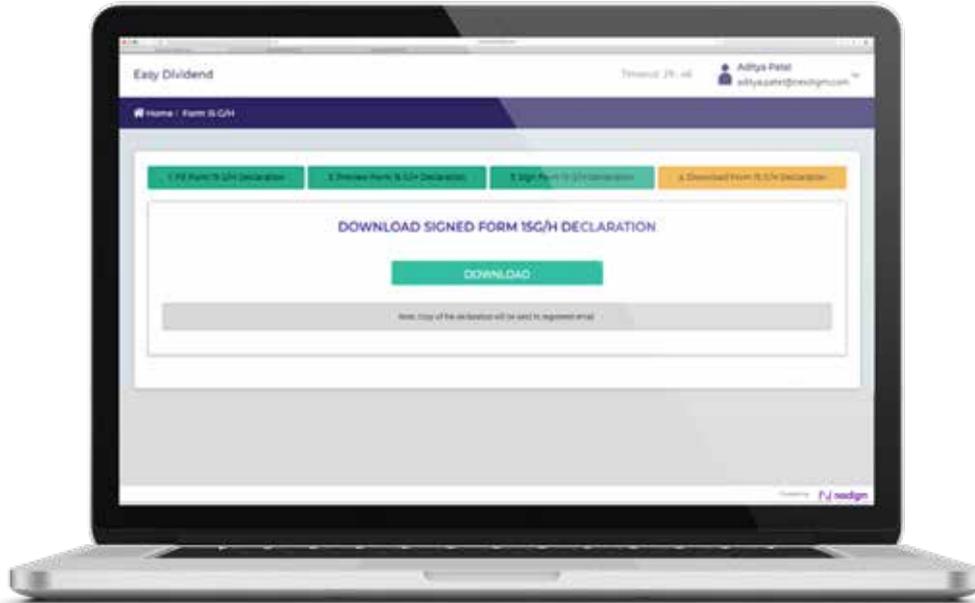
Step 5C: Providing Consent

In order to sign the document by providing your consent, click on '**I Accept**' button



Step 6: Downloading the Signed Declaration

After signing the document, you will be allowed to download the signed form for records by clicking on **DOWNLOAD** button



You have successfully furnished the declaration. An email providing the declaration shall be sent on your registered email ID. You can log out from the application.

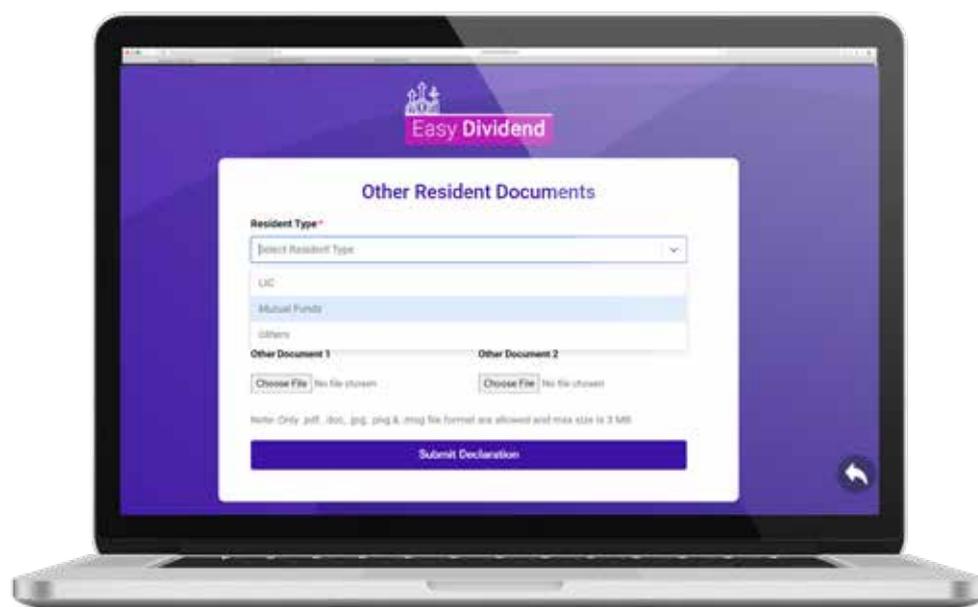
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For Other Resident Shareholders

After following Step 1 & 2, please follow the below steps:

Step 7: Selection of type of Shareholder

The shareholder can select their type (i.e. LIC, Mutual Funds, Others) from the drop down list and upload

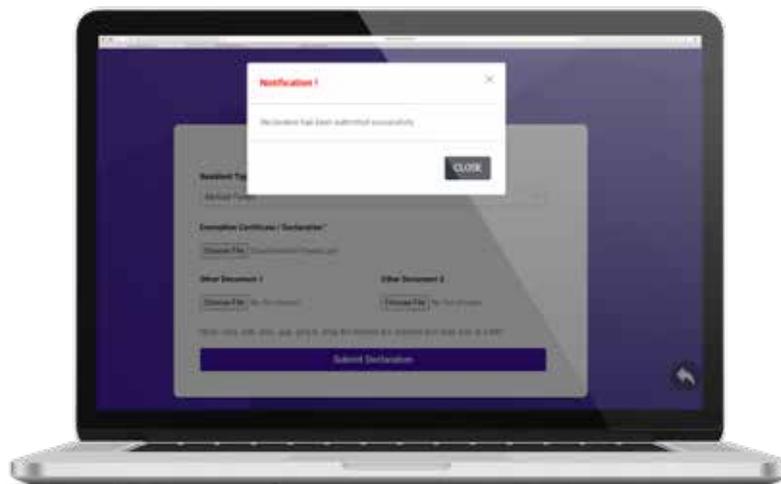


Step 8: Uploading Exemption Declaration/Documents

Shareholders can upload the necessary declarations/documents by clicking on '**Choose File**' button. Once the documents have been uploaded, click on '**Submit Declaration**' button.



You will get a notification mentioning '**Declaration has been submitted successfully**'.



You have successfully submitted the Tax Treaty Documents. A confirmation email shall be sent on your registered email ID. You can click on '**CLOSE**' button to log out from the application.

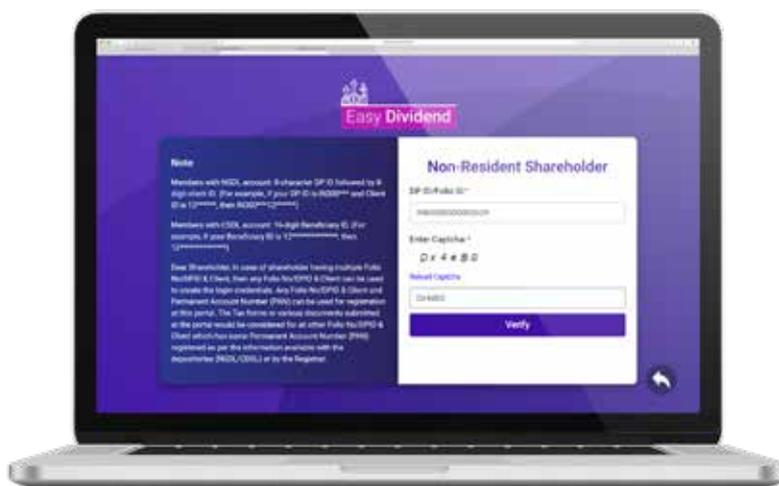
In case of any technical difficulties, please write to dividend.support@nexdigm.com

For Non-Resident Shareholders

After following Step 1, please follow the below steps:

Step 9: Verification of Details (for Non-Residents)

Please enter your **DPID/Folio ID** and enter **CAPTCHA** to verify your details



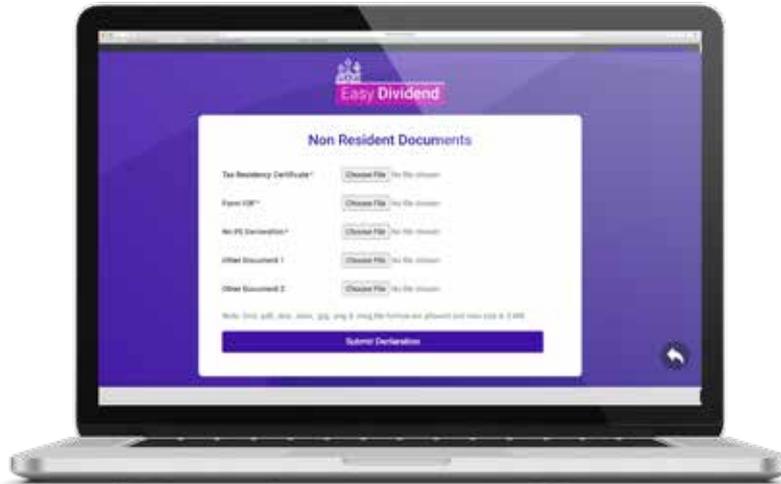
Select the name of the Company from the dropdown list and press '**PROCEED**' button



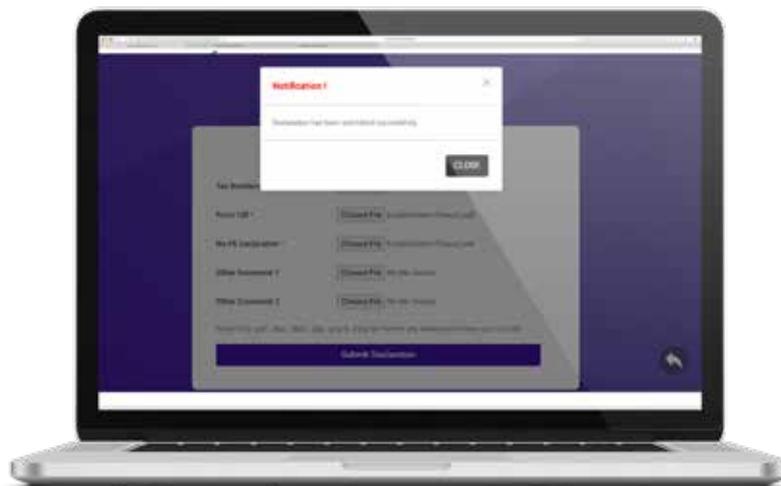
In case of any technical difficulties, please write to dividend.support@nexdigm.com

Step 10: Uploading Tax Treaty Documents

Upload the documents by pressing on '**Choose File**' button. Once all the documents are uploaded, click on '**SUBMIT DECLARATION**' button.



You will get a notification mentioning '**Declaration has been submitted successfully**'.



You have successfully submitted the Tax Treaty Documents. A confirmation email shall be sent on your registered email ID. You can click on 'CLOSE' button to log out from the application.

In case of any technical difficulties, please write to dividend.support@nexdigm.com

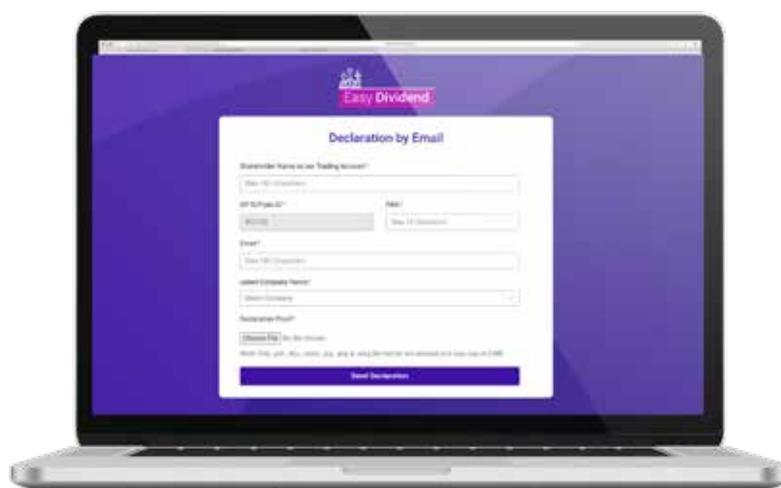
For Resident Shareholders (Who Have Recently Acquired Shares)

In case you have recently acquired shares, your details would not be available in the Easy Dividend System.

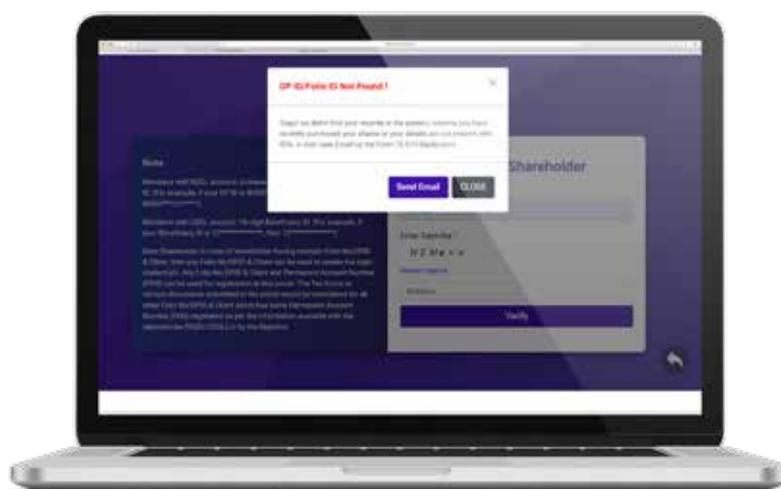
In such case, after following Step 1 & 2, please follow the below steps:

Step 11: Submit Documents via 'Send E-Mail' Button

If Shareholder details are not available in the system, you will get a pop-up mentioning 'DP ID/Folio ID not found'.



In such case, click on 'Send Email' button to submit the documents.



You will get a pop-up with a message that 'Declaration has been sent successfully'. A confirmation email shall be sent on your email ID. You can click on 'CLOSE' button to log out from the application.

In case of any technical difficulties, please write to dividend.support@nexdigm.com

Our Service Capabilities

Business Services

Consulting, Operations & Implementation

BUSINESS PROCESS MANAGEMENT

Finance & Accounting Management
 Commercial Operations
 Contract Management
 Process Improvement
 Shared Services

OPERATIONS & FINANCE TRANSFORMATION

Finance
 Supply Chain
 Intelligent Automation & Accelerated Analytics (ia³)

STRATEGIC INITIATIVES

Mergers, Acquisitions, Divestitures & Restructuring
 Greenfield & Brownfield
 Program Management/Business Consulting
 Pre-Investment Advisory & Market Research

TECHNOLOGY ADVISORY

Cyber Security & Data Privacy
 Technology Solutions
 Cloud Migration

Professional Services

Advisory, Compliance & Risk Management

ENTITY SET-UP & MANAGEMENT

Business Establishment
 Finance & Accounting
 Payroll, Administration & HR Compliance
 Corporate & Tax Compliance
 CFO Support & Finance Controller Services

TAXATION

Direct Tax & Indirect Tax
 Transfer Pricing & International Tax
 M&A Tax & Regulatory Services

ASSURANCE & RISK ADVISORY

Accounting Advisory
 Internal Audit & Process Reviews
 Technology Risk
 Forensics

TRANSACTION ADVISORY

Transaction Support
 Due Diligence & Valuations
 Economic Analysis



Tax Services

M&A Tax and Regulatory
 Transfer Pricing
 Indirect Taxes, GST & UAE VAT
 International Tax
 Tax Retainership
 Private Client

About Nexdigm

Nexdigm is an employee-owned, privately held, independent global organization that helps companies across geographies meet the needs of a dynamic business environment. Our focus on problem-solving, supported by our multifunctional expertise enables us to provide customized solutions for our clients.

We provide integrated, digitally driven solutions encompassing Business and Professional Services, that help companies navigate challenges across all stages of their life-cycle. Through our direct operations in the USA, Poland, UAE, and India, we serve a diverse range of clients, spanning multinationals, listed companies, privately-owned companies, and family-owned businesses from over 50 countries.

Our multidisciplinary teams serve a wide range of industries, with a specific focus on healthcare, food processing, and banking and financial services. Over the last decade, we have built and leveraged capabilities across key global markets to provide transnational support to numerous clients.

From inception, our founders have propagated a culture that values professional standards and personalized service. An emphasis on collaboration and ethical conduct drives us to serve our clients with integrity while delivering high quality, innovative results. We act as partners to our clients, and take a proactive stance in understanding their needs and constraints, to provide integrated solutions. Quality at Nexdigm is of utmost importance, and we are ISO/ISE 27001 certified for information security and ISO 9001 certified for quality management.

We have been recognized over the years by global organizations, like the International Accounting Bulletin and Euro Money Publications.

Nexdigm resonates with our plunge into a new paradigm of business; it is our commitment to *Think Next*.

USA Canada Poland UAE India Hong Kong Japan

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