Bhatkawa Tea Industries Limited

CIN-L01132WB1911PLC002077

Registered Office: Nicco House, 6th Floor, 2, Hare Street, Kolkata-700 001 Phone: 22489916 / 5422; E-mail: contact@bhatkawa.com; Website: www.bhatkawatea.com

TAX DEDUCTION AT SOURCE ON DIVIDEND PAYMENT

In accordance with the provisions of the Income Tax Act, 1961 as amended by the Finance Act, 2020, with effect from 1st April, 2020, dividend declared and paid by the Company shall be taxable in the hands of the shareholders. The Company shall therefore be required to deduct tax at source u/s 194, 195 and 196D of Income Tax Act, 1961 depending upon the status and category of the Shareholders at the time of making the payment of the said Dividend.

The following is the summary of the applicable Tax Deduction at Source (TDS) provisions, as per the Income Tax Act, 1961, for various categories of shareholders along with required documents provided in Table 1 and 2 below:

Category of Shareholder	Tax deduction Rate	Exemption applicability/ Documentation requirement
Any resident shareholder	10%	 No deduction of taxes in the following cases – If dividend income to a resident Individual shareholder during a financial year does not exceed Rs. 5,000/ If shareholder is exempted from TDS provisions through any circular or notification and provides an attested copy of the PAN along with the documentary evidence in relation to the same. Submitting declaration in Form No. 15G (applicable to any person other than a company or a firm) / Form 15H (applicable to an Individual who is 60 years and older), fulfilling all the required eligibility conditions.
Mutual Funds	NIL	Self-attested copy of registration certificate with SEBI and self-declaration that the mutual fund is a notified mutual fund u/s 10(23D) (ii) of Income Tax Act, 1961.
Insurance Companies: Public & Other Insurance Companies	NIL	Documentary evidence that the provisions of Section 194 of the Income Tax Act, 1961 are not applicable.

Table 1: Resident Shareholders

Corporation established by or under a Central Act which is, under any law for the time being in force, exempt from income-tax on its income.	NIL	Documentary evidence that the Corporation is covered under section 196 of the Income Tax Act, 1961.
Order under section 197 of	Rate provided	Lower/NIL withholding tax certificate obtained
the Act	in the order.	from Income Tax authorities
Alternative Investment	NIL	A declaration that its income is exempt under
fund (AIF)		section 10(23FBA) of the Act and they are
		established as Category I or Category II AIF
		under the SEBI Regulations. Copy of registration
		documents (self-attested) should be provided.
Other resident shareholder	20%	Shareholders should update the PAN if not
without PAN/Invalid PAN		already done with depositories (in case shares are
		held in demat mode) and with the Company's
		Registrar & Share Transfer Agent – S. K.
		Infosolution Pvt. Ltd.at their email
		ID: skcdilip@gmail.com (in case shares are held
		in physical mode).

Table 2: Non-resident Shareholders

Category of Shareholder	Section	Tax Deduction Rate	Exemption applicability/ Documentation requirement
Any non-resident shareholder	195	20% (plus applicable surcharge and cess) or Tax Treaty rate whichever is lower	 Non-resident shareholders may opt for tax rate under Double Taxation Avoidance Agreement ("Tax Treaty"). The Tax Treaty rate shall be applied for tax deduction at source on submission of following documents to the Company: Copy of the PAN Card, if any, allotted by the Indian authorities. Self-attested copy of Tax Residency Certificate (TRC) valid as on the AGM date obtained from the tax authorities of the country of which the shareholder is resident. Self-declaration in Form 10F in the given format in. Self-declaration from Non-Resident in the given format, primarily covering the following: Non-resident is eligible to claim the

			 benefit of respective tax treaty. Non-resident receiving the dividend income is the beneficial owner of such income. Dividend income is not attributable/effectively connected to any Permanent Establishment (PE) or Fixed Base in India. TDS shall be deducted at 20% (plus applicable surcharge and cess) if any of the above-mentioned documents are not
			provided. The Company is not obligated to apply the Tax Treaty rates at the time of tax deduction/withholding on dividend amounts. Application of Tax Treaty rate shall depend upon the completeness and satisfactory review by the Company, of the documents submitted by the non-resident shareholders.
Foreign Institutional Investors, Foreign Portfolio Investors (FII, FPI)	196D	20% (plus applicable surcharge and cess)	None
Submitting Order under section 197 of the Act	197	Rate provided in the Order	Lower/NIL withholding tax certificate obtained from Income Tax authorities.

Such TDS rate shall not be reduced on account of the application of the lower Tax Treaty rate, if any.

Members are requested, in their own interest, to update their PAN with the RTA and send the aforementioned documents to the RTA at email ID: skcdilip@gmail.com in order to enable the Company to determine appropriate TDS / withholding tax rate.

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

The Company will arrange to send TDS certificate in Form 16A in due course, post payment of the Dividend. Shareholders will also be able to see the credit of TDS in Form 26AS, which can be downloaded from their e-filing account at incometaxindiaefiling.gov.in.

We request your cooperation in this regard.

Thanking You.

Yours Faithfully, For **Bhatkawa Tea Industries Limited**

Sd/-Dharini Mehta Company Secretary and Compliance Officer

Note: Please mention DP ID/ CL ID or Folio number in all future communication

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

INCOME-TAX RULES, 1962

FORM 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			evious year(P.Y.) ³ which declaration is being n			ade) 5. Residential Statu			atus ⁴
6. Flat/Door/Block No		7. Na	me of Pro	emises	8. R	load/Street/L	ane	9.Ar	ea/Locality
10. Town/City/District	;	11. S	tate		12.	PIN		13. E	mail
14. Telephone No. (with Code) and Mobile No.	h STD		Income	Vhether asses e-tax Act, 1961 es, latest asses	5:		Y e h assessed	S	No
16. Estimated income for which this declaration is made				ion	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 o	other th	han this fo	orm filed duri	ng the	previous year	, if any ⁷		
Total No. of Form No. 15G filed Aggreg			Aggrega	ate amount of income for which Form No.15G filed					
19. Details of income f	19. Details of income for which the declaration is filed								
Sl. Identification number of relevant Na No. investment/account, etc. ⁸		Nature of inc	ome	Section und is deductibl		ix Ai	mount of income		

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Signature of the Declarant⁹

Declaration/Verification¹⁰

Place:	 	 	 	 	
Date:	 	 	 	 	

Signature of the Declarant⁹

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]

iplete Address	5. TAN of the pers	son responsible for paying		
	5. TAN of the person responsible for paying			
phone No. (with STD Cod	de) and Mobile No.	8. Amount of income paid ¹²		
	10. Date on which the income has been paid/credited (DD/MM/YYYY)			
	eceived 10. Da	eceived 10. Date on which the inco		

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).

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

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.

Indicate 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.

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 A	ssessee (Dec	larant)	Nun	2. Permanent Account Number (PAN) 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. F	lat/	Door/Block N	lo.	6. Nam	e of P	ren	nises		
7. Road/Stree	t/Lane	8. Area/Loc	cality 9. Town/Cit			y/District 10. State						
11. PIN:		12. Email:					3. Telephone No. (with STD Code) a lobile No.:			de) and		
14 (a) Whethe	er assessed to	tax^4 :					Yes	5		No		
(b) If yes, late	st assessmen	t year for wh	ich ass	ess	ed							
15. Estimated	income for v	which this dee	claratio	on i	s made							
16. Estimated total income of the P.Y. in w column 15 to be included ⁵				h in	ncome mentio	ned in						
	oe menudeu											
17. Details of	Form No.15	H other than	this for	rm	filed for the p	revious	s year, if	f any6	,			
				ggregate amount of income for which Form No.15H filed					d			
18. Details of income for which the declaration is filed												
Sl. No.	re	tion number elevant nt/account, etc					Section under which tax is deductible		s	Amo	ount come	

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Signature of the Declarant

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

Place:	•	•••
Date:		

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Signature of the Declarant

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: _____

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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 AadhaarNumber.

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

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

l.No.	Nature of information	:	Details #
(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	•	2021-22
(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 Aadh	aar Number
Verification	
I . do hereby declare that to the best of my k belief what is stated above is correct, complete and is truly stated.	nowledge and
Verified today the day of	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 subsection (4) of section 90 or sub-section (4) of section 90A. Date:

To Bhatkawa Tea Industries Limited Nicco House, 6th Floor, 2, Hare Street, Kolkata 700 001

Subject: Declaration regarding Category and Beneficial Ownership of shares

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 **BHATKAWA TEA INDUSTRIES 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 April 2021-March 2022 (Indian Fiscal Year).
- 2. I/We hereby declare that (Select Applicable)

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; 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 I/we have duly filed return of income, if applicable as per the provisions of the Income-tax Act, 1961, for one/ 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 Act has expired.

- 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 penal 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

Date:

To Bhatkawa Tea Industries Limited Nicco House, 6th Floor, 2, Hare Street, Kolkata – 700 001

Subject: Declaration regarding Tax Residency and Beneficial Ownership of shares

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 **BHATKAWA TEA INDUSTRIES 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 country name for the period April 2021-March 2022 (Indian Fiscal Year) as per tax treaty between India and country name (hereinafter referred to as 'said tax treaty').
- 2. I / We hereby declare that, I am /we are the beneficial owner of the share/shares held in the Company as well as the dividend arising from such shareholding; and 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.
- 3. I/We confirm that I/We are entitled to claim the benefits under the Treaty as modified by the multilateral convention to implement tax treaty related measures to prevent base erosion and profit shifting (MLI) including but not limited to the Principal Purpose Test (PPT), limitation of benefit clause (LOB), period of holding of shares etc. as applicable.
- 4. I/We hereby furnish a copy of valid Tax Residency Certificate dated ______ having Tax Identification number ______ issued by ______ along with a copy of Form 10F duly filled and signed for the period April 2021-March 2022.
- 5. I/We further declare that I/we do not have and will not have any taxable presence, fixed base or Permanent Establishment in India as per the said tax treaty during the period April 2021 March 2022.
- 6. I/ We hereby declare that we have duly filed return of income, if applicable as per the provisions of the Income-tax Act, 1961, for one/ 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 Act has expired.
- 7. I/ We further indemnify the Company for any penal consequences arising out of any acts of commission or omission initiated by the Company by relying on my/ our above averment.
- 8. 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.

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.

Thanking you. Yours faithfully, For Name of the shareholder <<insert signature>>

Authorized Signatory - Name and designation	
Contact address:	[Please insert]
Email address:	[Please insert]
Contact Number:	[Please insert]
Tax Identification Number	[Please insert]

Note: Kindly strikethrough whichever is not applicable

Information to be provided under sub-rule (2) of rule 37BC of Income-tax Rules. 1962:

SI. No.	Nature of information	:	Details#
(i)	Name, e-mail id and contact number of the Non- resident	:	(a) Name:(b) E-mail id:(c) Contact Number:
(ii)	Address of the assessee in the country or territory outside India of which Non-resident is resident of	:	
(<i>iii</i>)	Certificate of Tax Residency attached (Yes/No)	:	
(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	:	

We undertake to indemnify for any tax liability (including but not limited to interest and penalty) that may arise on you in future on account of non-deduction of tax at source based on the above declaration furnished by me/us.

Place:

Date:

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Signature & Seal