

User guide for **Easy Dividend - Form 121 / Tax Treaty Declaration Filing**



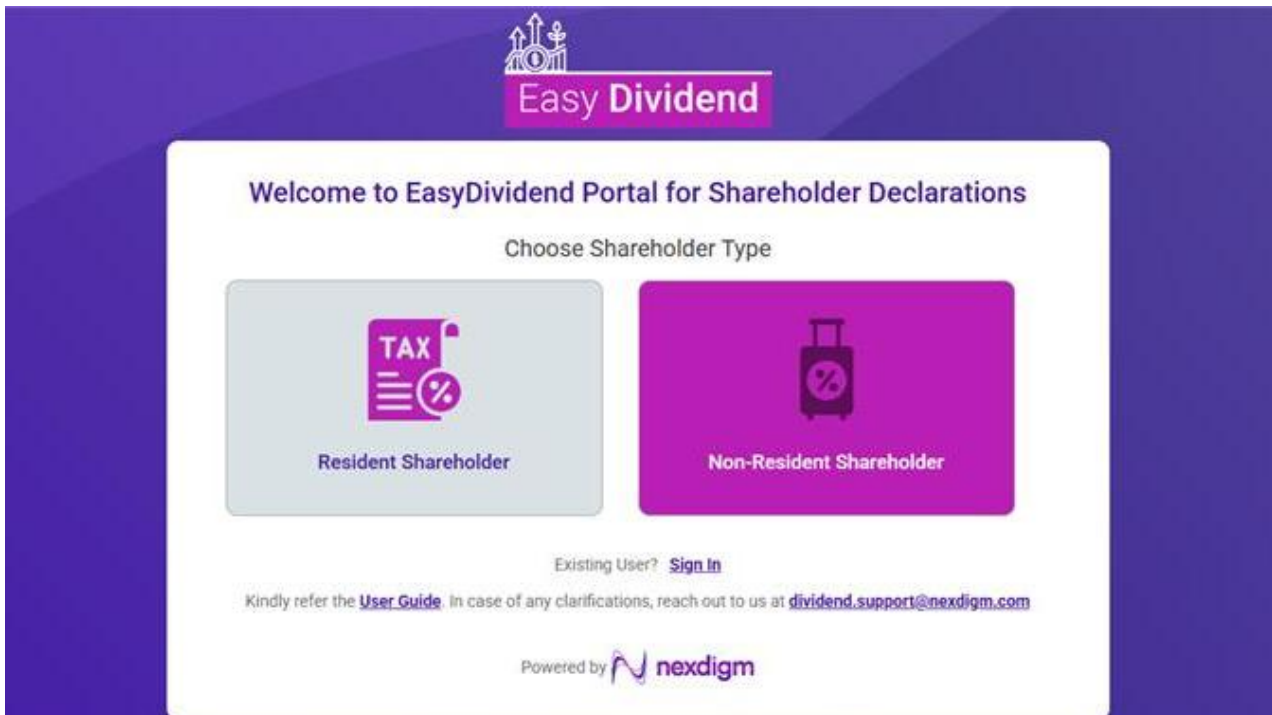
The shareholders can follow these steps based on their category.

Type of Shareholders	Declaration Type	Reference Steps	Page Number
Resident Individual Shareholders	Form 121	Step 1 - 6	2 - 13
Other Resident Shareholders	Documents such as lower deduction certificate, Mutual Fund / Insurance / NPS / AIF declarations	Step 1 - 3 and Step 7 – 8	2 - 6 and 14 - 16
Non-resident Shareholders	Tax Treaty documents such as TRC, No PE, Form 10F, etc.	Step 1 and Step 9 – 10	2 and 17 - 20
Resident Shareholders (Recently Purchased shares)	Form 121 / documents such as lower deduction certificate, Mutual Fund / Insurance / NPS / AIF declarations	Step 1 – 2 and Step 11	2 - 3 and 21 - 22

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



Note

Members with NSDL account: 8-character DP ID followed by 8-digit client ID. (For example, if your DP ID is IN300*** and Client ID is 12*****, then IN300***12*****)

Members with CSDL account: 16-digit Beneficiary ID. (For example, if your Beneficiary ID is 12*****, then 12*****)

Dear Shareholder, In case of shareholder having multiple Folio No/DPID & Client, then any Folio No/DPID & Client can be used to create the login credentials. Any Folio No/DPID & Client and Permanent Account Number (PAN) can be used for registration at this portal. The Tax forms or various documents submitted at the portal would be considered for all other Folio No/DPID & Client which has same Permanent Account Number (PAN) registered as per the information available with the depositories (NSDL/CDSL) or by the Registrar.

Resident Shareholder

DP ID/Folio ID:*

Enter Captcha:*


s c u l Y J

Reload Captcha

Max 6 Characters

Verify

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



Note

Members with NSDL account: 8-character DP ID followed by 8-digit client ID. (For example, if your DP ID is IN300*** and Client ID is 12*****, then IN300***12*****)

Members with CSDL account: 16-digit Beneficiary ID. (For example, if your Beneficiary ID is 12***** then 12*****)

Dear Shareholder, In case of shareholder having multiple Folio No/DPID & Client, then any Folio No/DPID & Client can be used to create the login credentials. Any Folio No/DPID & Client and Permanent Account Number (PAN) can be used for registration at this portal. The Tax forms or various documents submitted at the portal would be considered for all other Folio No/DPID & Client which has same Permanent Account Number (PAN) registered as per the information available with the depositories (NSDL/CDSL) or by the Registrar.

Resident Shareholder

DP ID/Folio ID:*

Shareholder Name as per Trading Account:

PAN:

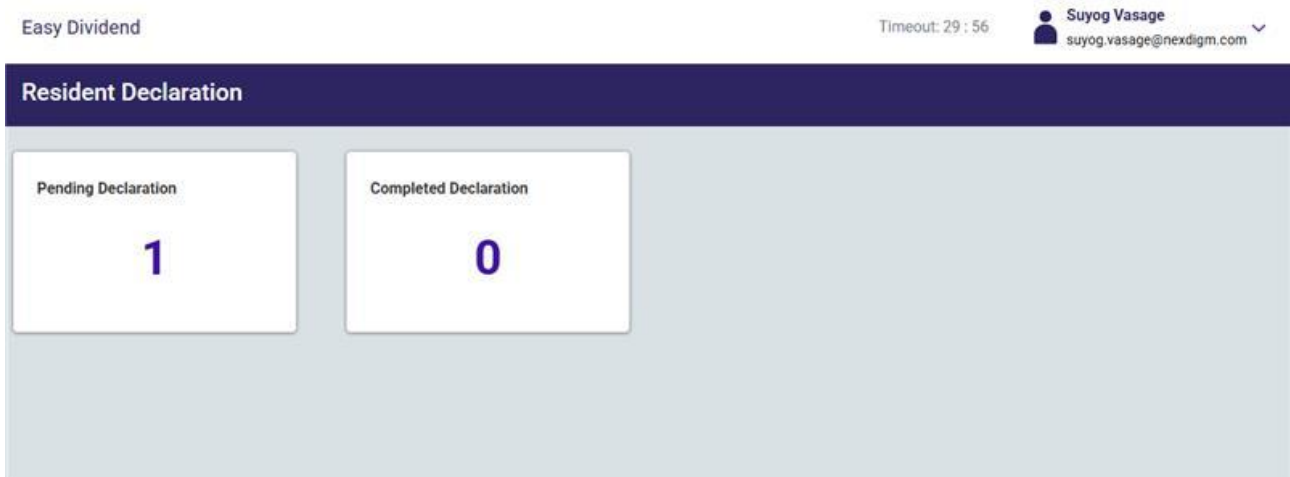
Listed Company Name:*

Proceed

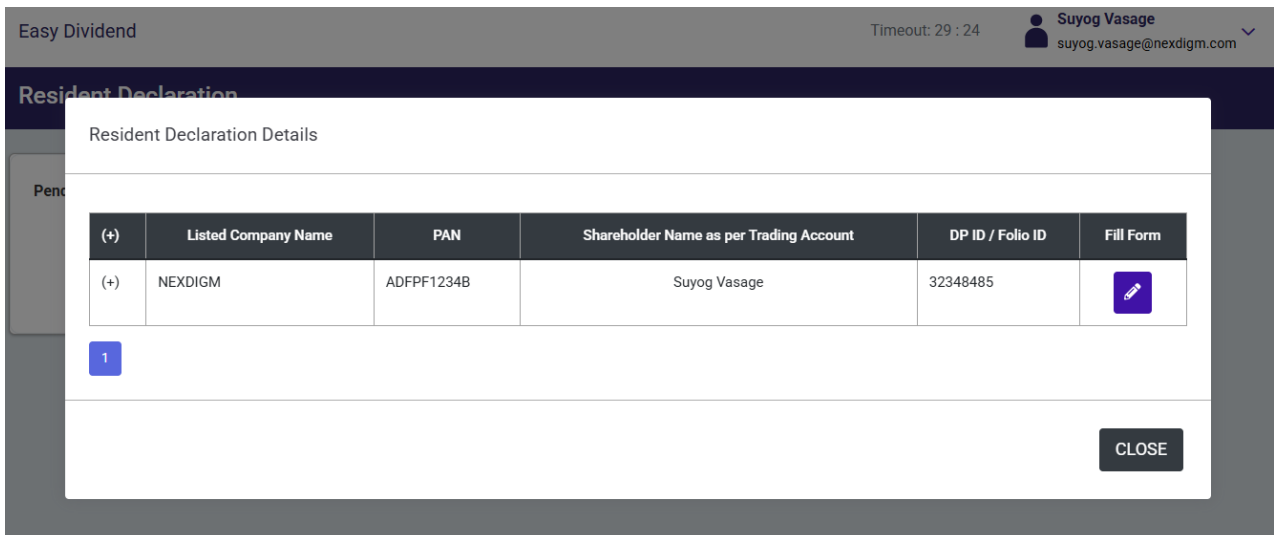
In case of any technical difficulties, please write to dividend.support@nexdigm.com

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 121



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

Fill the details in the Form 121 Declaration in the relevant fields. The fields marked in Red Asterisk (*) are mandatory

1. Fill Form 121 Declaration
2. Preview Form 121 Declaration
3. Sign Form 121 Declaration
4. Download Form 121 Declaration

FILL FORM 121 DECLARATION

Remitter <input type="text" value="NEXDIGM"/>	Name of Assessee (Declarant) <input type="text" value="Suyog Vasage"/>	PAN of the Assessee* <input type="text" value="ADFPF1234B"/>
Status <input type="text" value="Individual"/>	Tax Year <input type="text" value="2026-2027"/>	Residential Status <input type="text" value="Resident"/>
Flat/Door/Block No.* <input type="text" value="Flat/Door/Block No"/>	Name of Premises <input type="text" value="Name of Premises"/>	Road/Street/Lane <input type="text" value="Road/Street/Lane"/>
Area/Locality* <input type="text" value="Area/Locality"/>	Town/City/District* <input type="text" value="Town/City/District"/>	State* <input type="text" value="Maharashtra"/>

After filling in the mandatory details in the form, click on ‘SAVE’ button

Details of Form No. 121 other than this form filled during the previous year, if any:

Details of income for which the declaration is filled:

Nature of Income <input type="text" value="Dividend"/>	Section under which the tax is deductible <input type="text" value="Section 393(1) [Table: Sl. No. 7]"/>	Amount of income paid <input type="text" value="300000"/>
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Details of last of the ITR filed for previous two tax years:

Sl. No.	Tax Year	Acknowledgment Number	Return Income
1	<input type="text" value="Select..."/>	<input type="text"/>	<input type="text" value="0"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Press ‘**SUBMIT**’ button to proceed

Details of income for which the declaration is filed:

Nature of Income	Section under which the tax is deductible	Amount of income paid
Dividend	Section 393(1) [Table: Sl. No. 7]	30

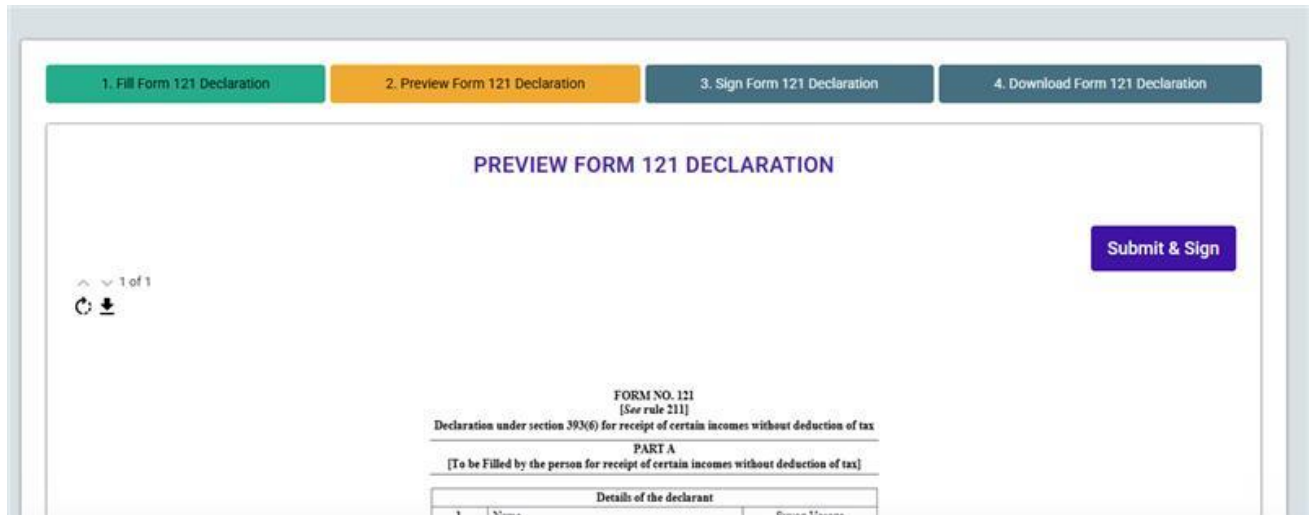
Declaration Saved Successfully. Click 'Submit' to proceed

SUBMIT **CANCEL**

SAVE

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



1. Fill Form 121 Declaration 2. Preview Form 121 Declaration 3. Sign Form 121 Declaration 4. Download Form 121 Declaration

PREVIEW FORM 121 DECLARATION

Submit & Sign

1 of 1

FORM NO. 121
[See rule 211]
Declaration under section 393(6) for receipt of certain incomes without deduction of tax
PART A
[To be Filled by the person for receipt of certain incomes without deduction of tax]

Details of the declarant	
1	Name

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 Aadhaar/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)



The screenshot displays a navigation bar with four steps: 1. Fill Form 121 Declaration, 2. Preview Form 121 Declaration, 3. Sign Form 121 Declaration (highlighted in orange), and 4. Download Form 121 Declaration. Below the navigation bar is a section titled 'SIGN FORM 121 DECLARATION' with a sub-header 'Sign Document Manually'. Under this sub-header, there are two steps: 'Step - 1: Download Form 121' with a 'DOWNLOAD FORM 121' button, and 'Step - 2: Upload Manually Signed Form 121' with an 'UPLOAD MANUALLY SIGNED FORM 121' button. A grey box at the bottom contains the text: 'Ensure you upload a signed declaration, else you will not be able to avail the tax benefit.'

Step 5A: Signing Document Electronically

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



The screenshot displays a navigation bar with four steps: 1. Fill Form 121 Declaration, 2. Preview Form 121 Declaration, 3. Sign Form 121 Declaration (highlighted in orange), and 4. Download Form 121 Declaration. Below this is a section titled 'SIGN FORM 121 DECLARATION' containing a 'Sign Document Manually' header. Underneath, there are two steps: 'Step - 1: Download Form 121' with a 'DOWNLOAD FORM 121' button, and 'Step - 2: Upload Manually Signed Form 121' with an 'UPLOAD MANUALLY SIGNED FORM 121' button. A grey note at the bottom states: 'Ensure you upload a signed declaration, else you will not be able to avail the tax benefit.'

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



.....

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



Step 5B: Signing Document Manually

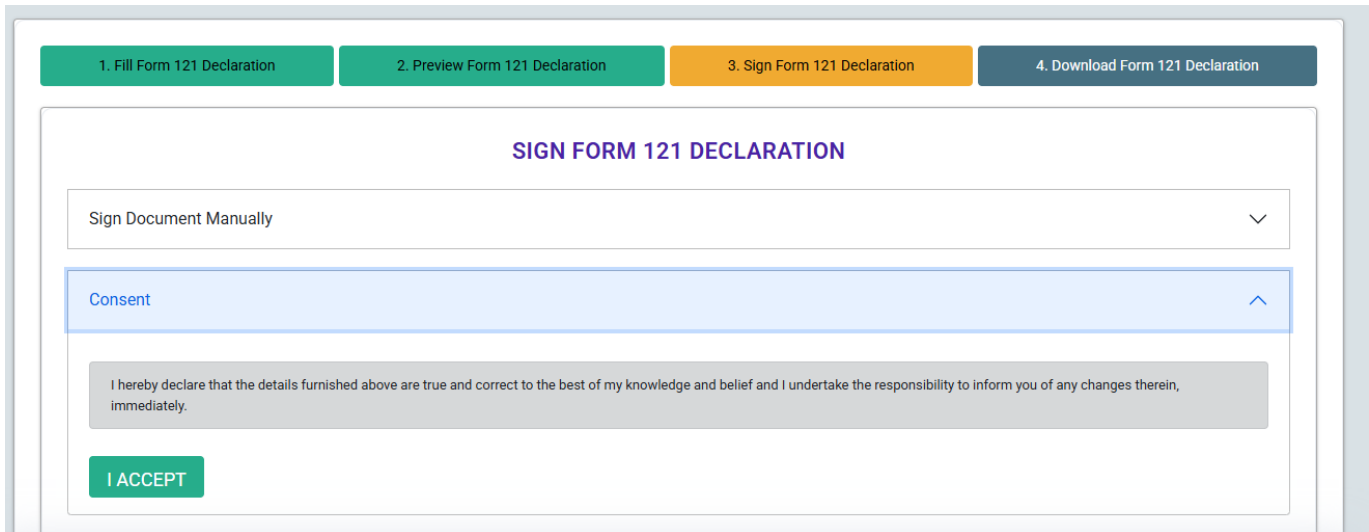
- In order to sign the document manually, click on '**Download Form 121**' button to download pdf form
- Sign the Form and upload the scanned copy of the same by clicking on '**Upload Manually Signed Form 121**'



The screenshot displays a progress bar at the top with four steps: 1. Fill Form 121 Declaration (green), 2. Preview Form 121 Declaration (green), 3. Sign Form 121 Declaration (orange), and 4. Download Form 121 Declaration (dark blue). Below the progress bar is a white box titled 'SIGN FORM 121 DECLARATION'. Inside this box, there is a light blue header 'Sign Document Manually' with an upward arrow icon. The main content area shows two steps: 'Step - 1: Download Form 121' with a green 'DOWNLOAD FORM 121' button, and 'Step - 2: Upload Manually Signed Form 121' with a green 'UPLOAD MANUALLY SIGNED FORM 121' button. At the bottom, a grey box contains the text: 'Ensure you upload a signed declaration, else you will not be able to avail the tax benefit.'

Step 5C: Providing Consent

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



1. Fill Form 121 Declaration 2. Preview Form 121 Declaration 3. Sign Form 121 Declaration 4. Download Form 121 Declaration

SIGN FORM 121 DECLARATION

Sign Document Manually

Consent

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake the responsibility to inform you of any changes therein, immediately.

I ACCEPT

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



1. Fill Form 121 Declaration 2. Preview Form 121 Declaration 3. Sign Form 121 Declaration 4. Download Form 121 Declaration

DOWNLOAD SIGNED FORM 121 DECLARATION

DOWNLOAD

Note: Copy of the declaration will be send to registered email.

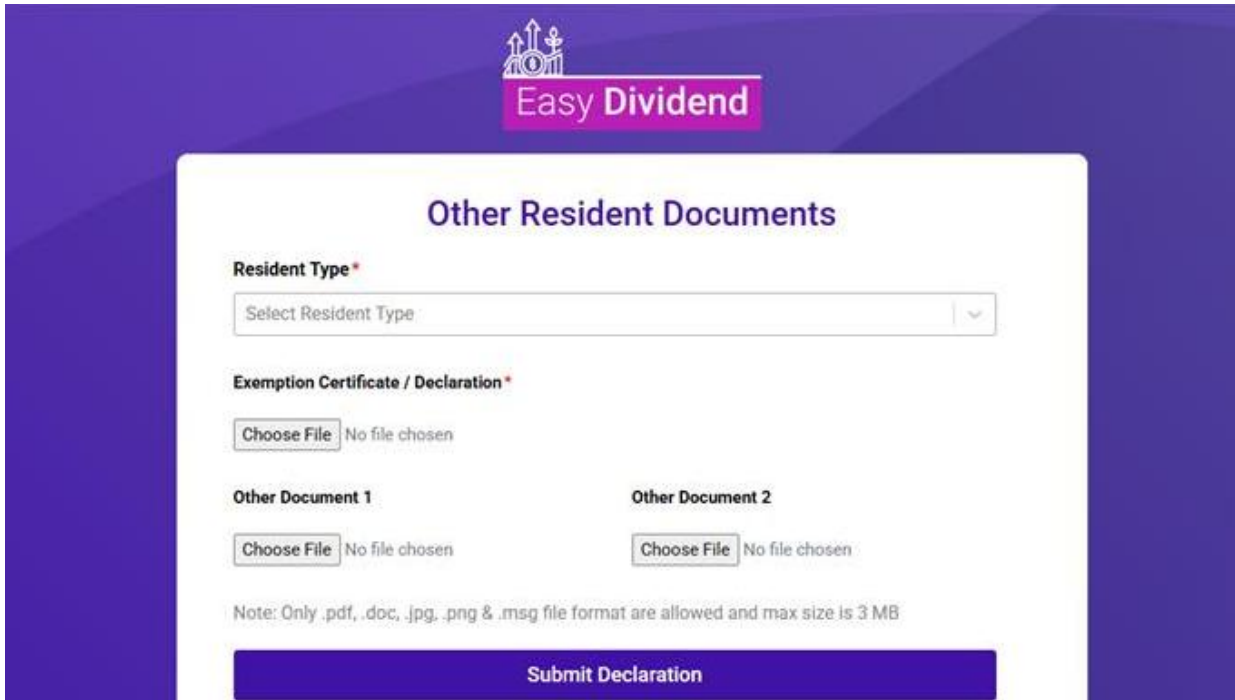
You have successfully furnished the declaration. An email providing the declaration shall be sent on your registered email ID. You can log out from the application.

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



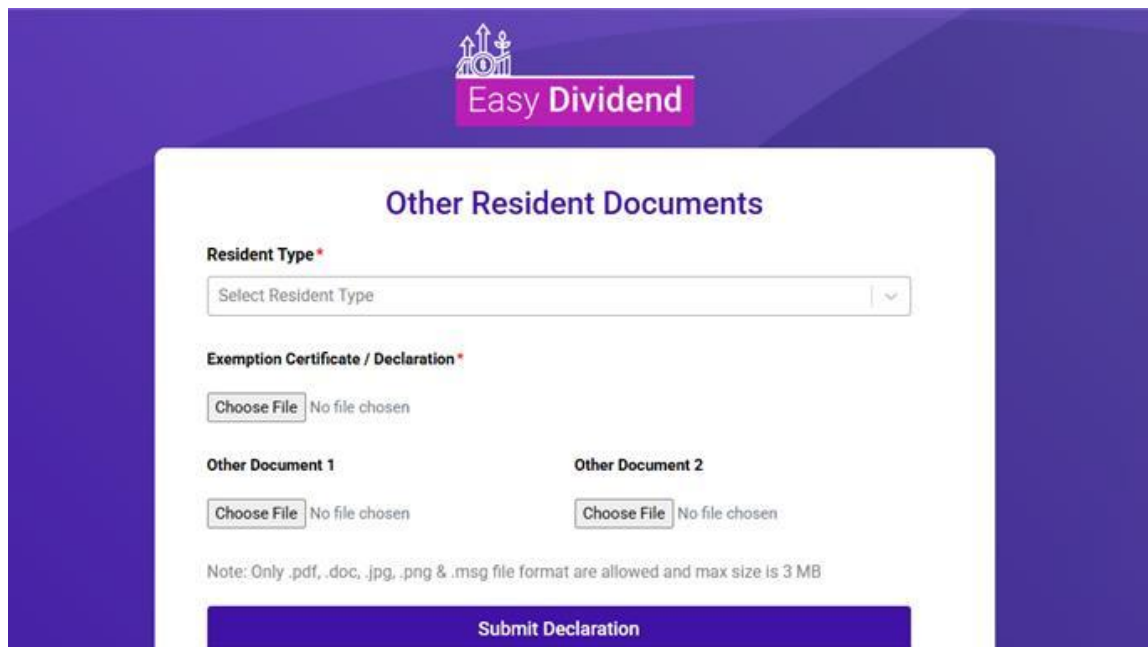
The screenshot shows the 'Easy Dividend' portal interface. At the top, there is a logo with three stylized figures and the text 'Easy Dividend'. Below this is a white form titled 'Other Resident Documents'. The form contains the following fields:


- Resident Type***: A dropdown menu with the text 'Select Resident Type' and a downward arrow.
- Exemption Certificate / Declaration***: A 'Choose File' button with the text 'No file chosen'.
- Other Document 1**: A 'Choose File' button with the text 'No file chosen'.
- Other Document 2**: A 'Choose File' button with the text 'No file chosen'.

Below the form fields, there is a note: 'Note: Only .pdf, .doc, .jpg, .png & .msg file format are allowed and max size is 3 MB'. At the bottom of the form, there is a large blue button labeled 'Submit Declaration'.

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.





Other Resident Documents

Resident Type *

Select Resident Type

Exemption Certificate / Declaration *

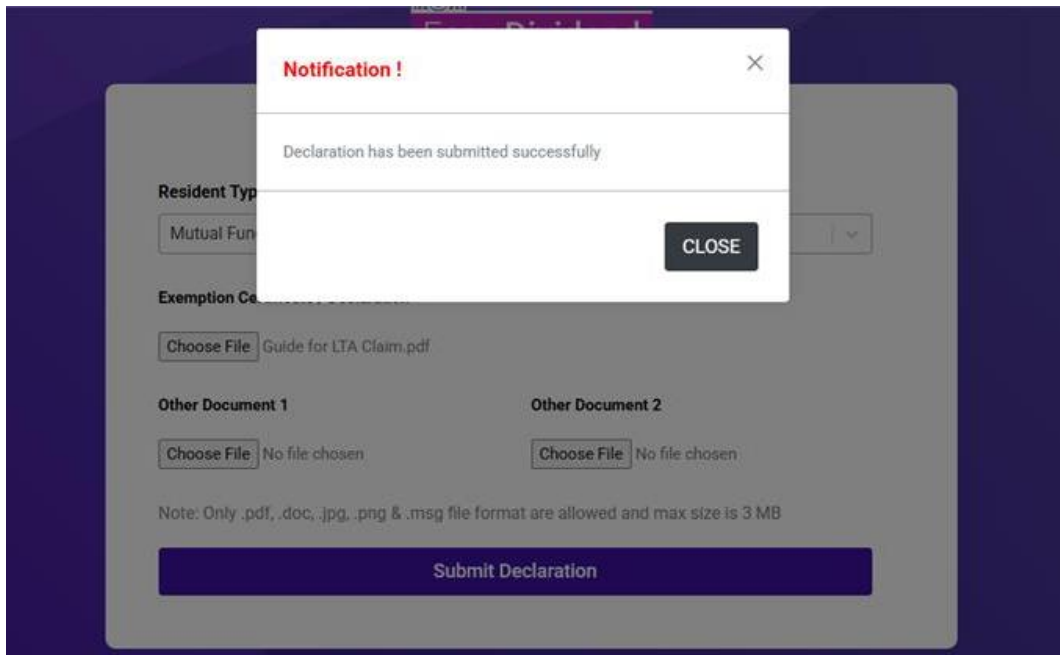
No file chosen

Other Document 1 **Other Document 2**

No file chosen No file chosen

Note: Only .pdf, .doc, .jpg, .png & .msg file format are allowed and max size is 3 MB

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



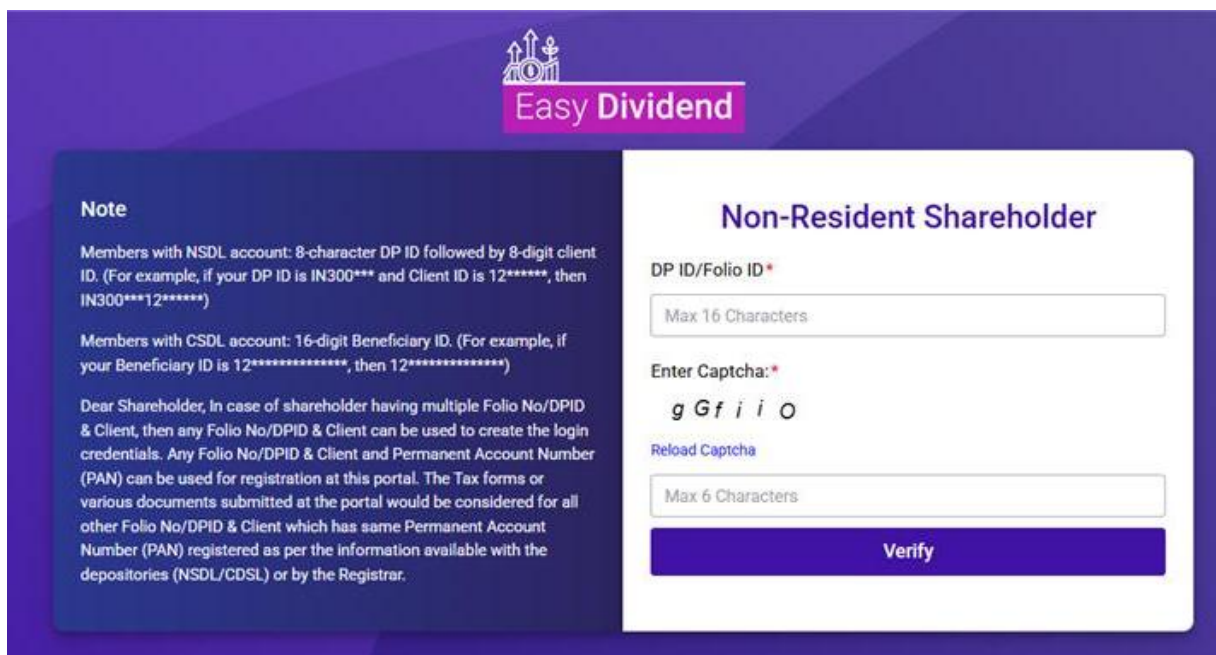
You have successfully submitted the Tax Treaty Documents. A confirmation email shall be sent on your registered email ID. You can click on ‘**CLOSE**’ button to log out from the application.


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





Note

Members with NSDL account: 8-character DP ID followed by 8-digit client ID. (For example, if your DP ID is IN300*** and Client ID is 12*****, then IN300***12*****)

Members with CSDL account: 16-digit Beneficiary ID. (For example, if your Beneficiary ID is 12*****, then 12*****)

Dear Shareholder, In case of shareholder having multiple Folio No/DPID & Client, then any Folio No/DPID & Client can be used to create the login credentials. Any Folio No/DPID & Client and Permanent Account Number (PAN) can be used for registration at this portal. The Tax forms or various documents submitted at the portal would be considered for all other Folio No/DPID & Client which has same Permanent Account Number (PAN) registered as per the information available with the depositories (NSDL/CDSL) or by the Registrar.

Non-Resident Shareholder

DP ID/Folio ID*

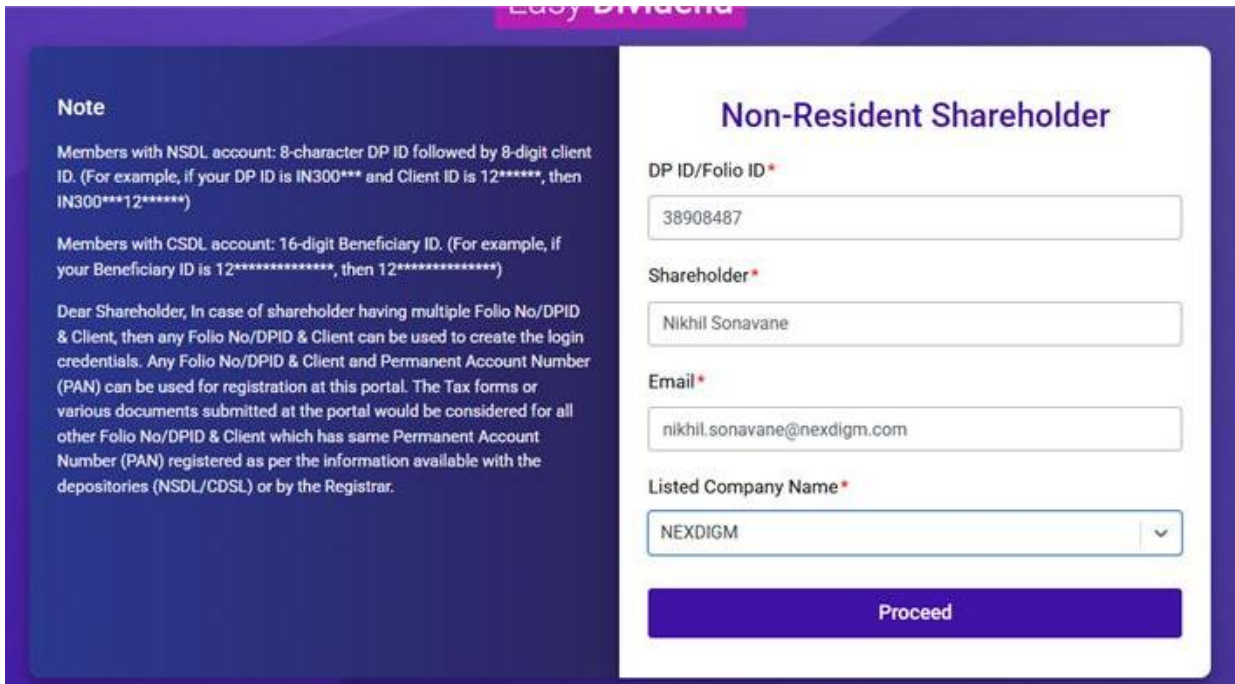
Enter Captcha:*

g G f i i O

[Reload Captcha](#)

Verify

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



Note

Members with NSDL account: 8-character DP ID followed by 8-digit client ID. (For example, if your DP ID is IN300*** and Client ID is 12*****, then IN300***12*****)

Members with CDSL account: 16-digit Beneficiary ID. (For example, if your Beneficiary ID is 12*****, then 12*****)

Dear Shareholder, In case of shareholder having multiple Folio No/DPID & Client, then any Folio No/DPID & Client can be used to create the login credentials. Any Folio No/DPID & Client and Permanent Account Number (PAN) can be used for registration at this portal. The Tax forms or various documents submitted at the portal would be considered for all other Folio No/DPID & Client which has same Permanent Account Number (PAN) registered as per the information available with the depositories (NSDL/CDSL) or by the Registrar.

Non-Resident Shareholder

DP ID/Folio ID*

Shareholder*

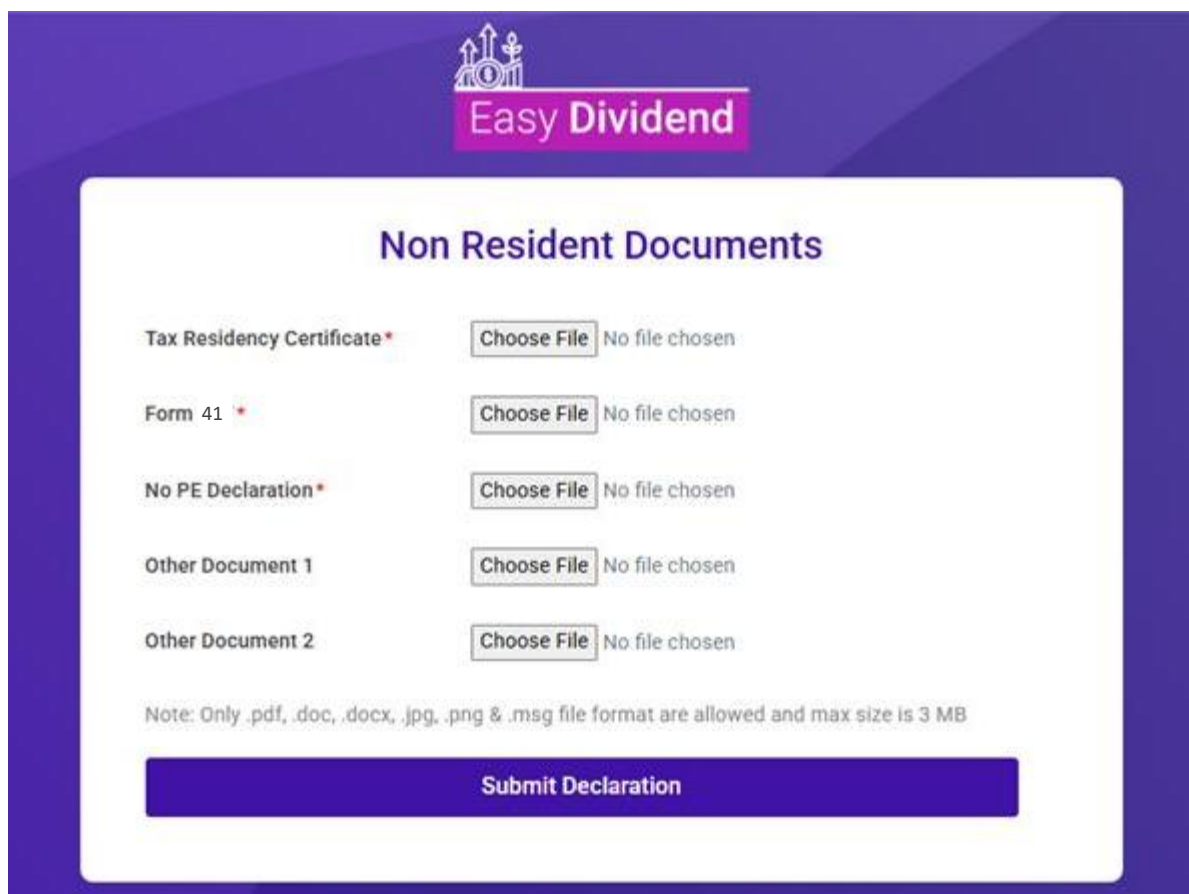
Email*


Listed Company Name*

Proceed

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.



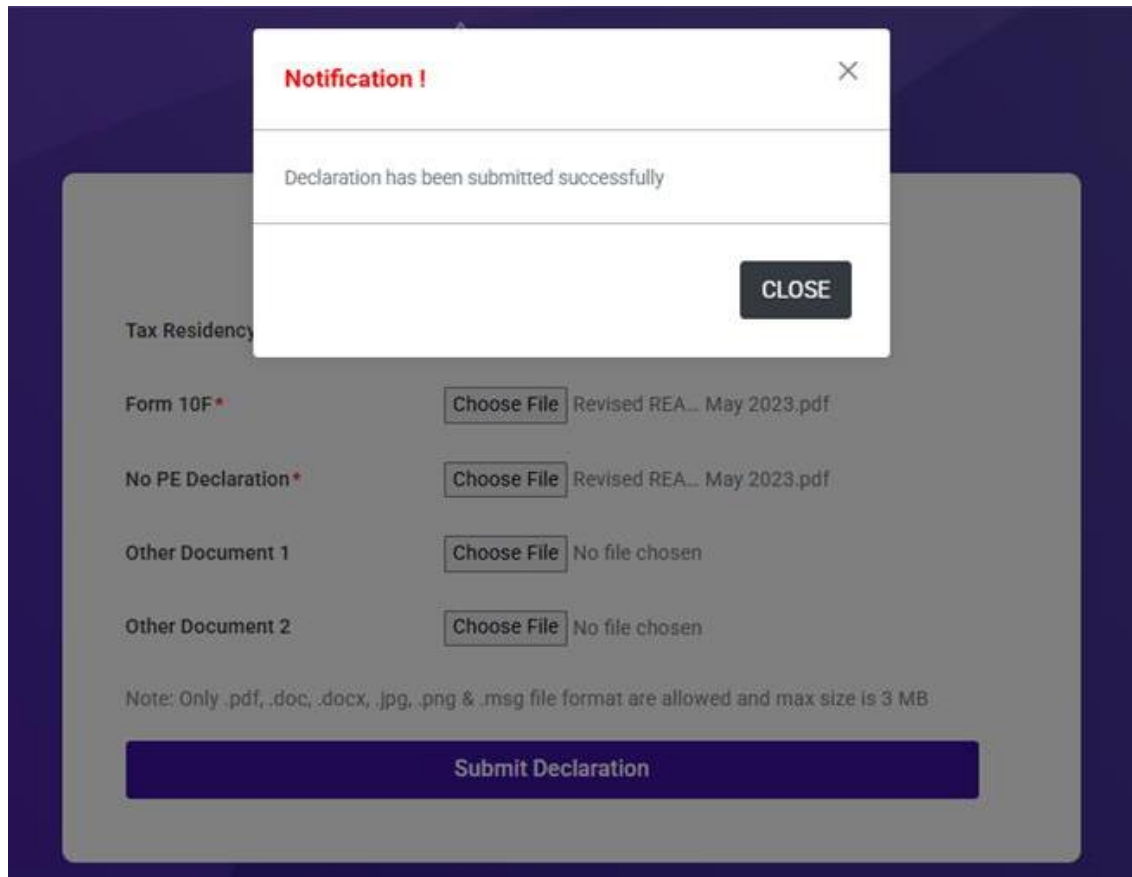


Non Resident Documents

Tax Residency Certificate*	<input type="button" value="Choose File"/>	No file chosen
Form 41 *	<input type="button" value="Choose File"/>	No file chosen
No PE Declaration*	<input type="button" value="Choose File"/>	No file chosen
Other Document 1	<input type="button" value="Choose File"/>	No file chosen
Other Document 2	<input type="button" value="Choose File"/>	No file chosen

Note: Only .pdf, .doc, .docx, .jpg, .png & .msg file format are allowed and max size is 3 MB

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.

For Resident Shareholders (Who Have Recently Acquired Shares)

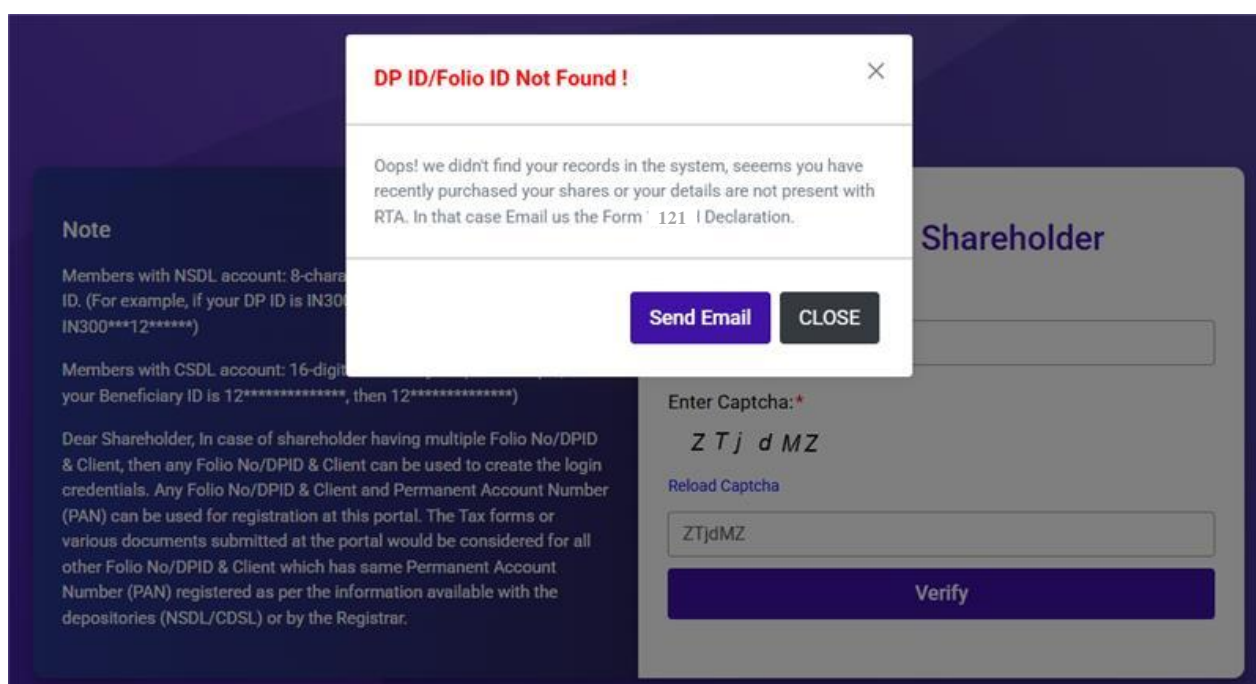
In case you have recently acquired shares, your details would not be available in the Easy Dividend System.

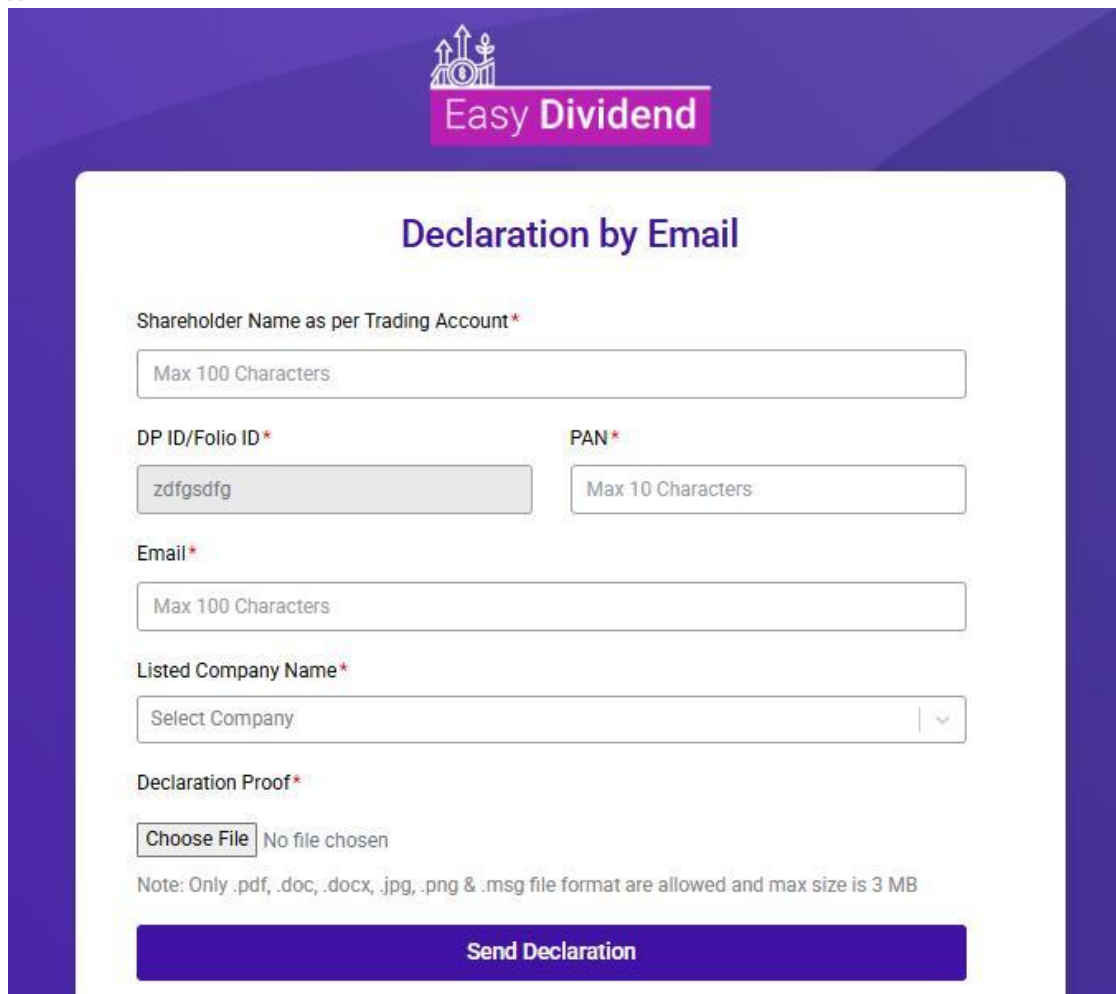
In such case, after following Step 1 & 2, please follow the below steps:

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.





The screenshot shows a web interface for 'Easy Dividend' with a purple header. The main content area is white and titled 'Declaration by Email'. It contains several input fields: 'Shareholder Name as per Trading Account*' (text box, 'Max 100 Characters'), 'DP ID/Folio ID*' (text box, 'zdfgsdfg'), 'PAN*' (text box, 'Max 10 Characters'), 'Email*' (text box, 'Max 100 Characters'), and 'Listed Company Name*' (dropdown menu, 'Select Company'). Below these is a 'Declaration Proof*' section with a 'Choose File' button and the text 'No file chosen'. A note states: 'Note: Only .pdf, .doc, .docx, .jpg, .png & .msg file format are allowed and max size is 3 MB'. At the bottom is a large purple button labeled 'Send Declaration'.

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.

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

www.nexdigm.com

Reach out to us at ThinkNext@nexdigm.com

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