

Dear Unitholder,

Subject: Deduction of tax at source on distributions under relevant sections of the Income-tax Act, 1961

First and foremost, we wish you and your family good health and hope you are safe and fine.

The purpose of this communication is to notify the unitholders of the applicable rates of Tax Deduction at Source ('TDS') or withholding tax provisions under the Income Tax Act, 1961 ('the Act').

As per the details maintained in the Register of Members / Register of Beneficial Ownership ('Benpos') by the Depositories (NSDL/CDSL) or Registrar and Share Transfer Agent (Kfin Technologies Private Limited), we understand that your residential status for Income Tax purpose is 'Resident'.

We have tabulated below a brief summary on the withholding tax implications on the different nature of income distributions applicable to Resident unitholders for your reference:

Nature of income distributed	Tax implications on distributions
Interest income	Tax will be deducted at 7.5%* under the provisions of section 194LBA of the said Act for FY 2020-21
Dividend income	No tax is deductible on dividends paid as per the provisions of section 194LBA of the Act, given the fact that the SPV's of the Mindspace Business Parks REIT ('MREIT') have not opted for the beneficial tax regime under section 115BAA of the Act.

As per the provisions of the Act, in case of Resident Unitholders, withholding rate of 10% is applicable under section 194LBA on the amount of interest distributed by MREIT during FY 2020-21. The same is applicable provided Permanent Account Number ('PAN') is provided by the Unitholder. The Taxation and Other Laws (Relaxation and Amendment of Certain Provisions) Act, 2020 (38 of 2020) notified on 29 September 2020, inter-alia, provides for reduced withholding tax rates from **10% to 7.5% on payments to residents for the period May 14, 2020 to March 31, 2021. Accordingly, withholding tax rate of 7.5% will be applied for amounts distributed to Unitholders in FY 2020-21*

Where PAN is not submitted or is not available, withholding shall be done at higher rate of 20% as per section 206AA of the Act.

In case of Individual Unitholder, if there is a change in their tax residential status from Resident to Non-Resident for financial year 2020-21, the Individual Unitholder shall submit declaration of tax residency as per the format attached as **Appendix 1** to avail the lower withholding tax @ 5% (plus applicable surcharge and cess) on or before **4 February 2021 (Thursday)**.

In case of certain categories of Resident Unitholders, income of the unitholder may be subject to certain specific exemption provided as per the Act and accordingly, NIL rate of tax shall be applied for withholding purposes provided relevant declarations along with supporting documentary evidence, to the satisfaction of MREIT, is provided to MREIT on or before the date specified below.

Sl. No.	Class of Unitholder	Document to be furnished for non-deduction of tax
1	Mutual Funds	Declaration to be provided as per attached Appendix-2 that they are eligible for exemption under section 10(23D) of the Act alongwith supporting documents.
2	Alternative Investment Fund (AIF) established/ incorporated in India	Declaration to be provided as per attached Appendix-3 that its income is exempt under section 10(23FBA) of the Act and they are governed by Securities and Exchange Board of India ('SEBI') regulations as Category I or Category II AIF along with copy of registration certificate issued by SEBI.
3.	Other Resident unitholders	Unitholders who are exempted from the provisions of TDS provided unitholder submit self-declaration alongwith self-attested copy of PAN and documentary evidence for

Sl. No.	Class of Unitholder	Document to be furnished for non-deduction of tax exemption from TDS.
4.	A corporation established by or under a Central Act which is, under any law for time being in force, exempt from income-tax on its income	Declaration to be provided as per attached Appendix-4 that income from MREIT shall be exempt along with registration / exemption certificate issued by regulating authority.

Kindly note that the required declarations / documents, as applicable, are to be emailed to MREIT at reitcompliance@mindspacereit.com on or before **4 February 2021 (Thursday)**.

Unitholders holding units under **multiple accounts** under different status/ category and single PAN, may note that, higher of the tax as applicable to the status in which units held under a PAN will be considered on their entire holding in different accounts

Form 15G/15H

As per section 197A read with Rule 29C, Form 15G and 15H declaration is applicable *inter alia* when tax is deductible under section 194A (Interest other than interest on securities). Since the tax is deductible under section 194LBA of the Act, Form 15G and 15H is not applicable. Unitholders are requested NOT to furnish 15G/15H in respect of any distribution by MREIT.

Transfer of credit of taxes deducted to any other person(s) in whose hand's income is assessable

As per section 199 of the Act, credit for tax deducted at source and paid to the Central Government in accordance with the provisions of the Act, shall be given to the registered unitholder based on details of deduction of tax by MREIT as furnished to the income-tax authority.

Where under any provisions of the Act, the whole or any part of the income on which tax has been deducted at source is assessable in the hands of a person other than the deductee, the credit of whole or any part of TDS, as the case may be, shall be given in name of the other person based on declaration furnished by the registered unitholder to this effect. This is provided as per Rule 37BA(2) of the Income Tax Rules, 1962.

Accordingly, in case the unitholder is holding the units of the MREIT on behalf of another person in whose hands the income is assessable, then the unitholder must provide the following to enable MREIT to report the tax deduction in the name of such other person:

- Declaration to be given as per **Appendix - 5**; and
- Attested copy of PAN of the Unitholder and the other person to whom credit for taxes is to be provided.

TDS certificates

Copies of the TDS certificate will be emailed to you at your registered email ID (where available) or in physical form via courier within the following indicative timelines:

Quarter	Actual payment of Distribution	Timeline for issue of TDS certificates
April to June	On or before August 31	On or before 15 November
July to September	On or before November 30	On or before 15 February
October to December	On or before February 28/ 29 (as applicable)	On or before 15 June
January to March	On or before May 31	On or before 15 August

Mode of payment

Distributions to unitholders will be payable **in Indian Rupees only** and will be net of bank charges and / or commission.

In case your bank account details with correct account number, IFSC code etc. are not updated with your respective depository participant, we request you to get the same updated so the distribution amount can be remitted via normal banking channels such as NEFT / RTGS / NACH etc. We also request you to get your email addresses registered / updated with your respective depository participant for further communication, so all the notices, documents can be sent to your respective email addresses.

Disclaimer

The information provided in this document sets out the tax provisions applicable to the unitholders in a summary manner only and is not a complete analysis or listing of all potential tax consequences of the purchase, ownership and disposal of units, under the current income tax laws presently in force in India. It is not exhaustive or comprehensive and does not and should not be deemed to constitute legal, financial or tax advice. Investors are advised to consult their own consultants with respect to the tax implications/consequences. For any further tax related questions, an e-mail can be sent to the following e-mail address reitcompliance@mindspacereit.com.

The above addresses aspects only from an Indian income-tax law perspective and we have relied upon the provisions of the Income-tax Act, 1961 and the Income tax Rules, 1962 and applicable notifications / circulars and administrative interpretations thereof, which are subject to change or modification by subsequent legislation or regulatory changes or administrative pronouncements or judicial decisions.

We look forward to your co-operation.

Thanking You,

Your faithfully,

**For and on behalf of K Raheja Corp Investment Managers LLP
(acting as the Manager to Mindspace Business Parks REIT)**

S/d

Authorised Signatory

(This is computer generated statement, hence, does not require signature)

*Note: A copy of the above communication is available on the MREIT's website
www.mindspacereit.com*

TO WHOMSOEVER IT MAY CONCERN

**Declaration by Non-Resident unitholder for the purpose of withholding of taxes on distribution
by Mindspace Business Parks REIT ('MREIT')**

Sr No	Particulars	Declaration (Please fill required information as applicable)
1	Name of Declarant / Unitholder	
2	Permanent Account Number (Please provide a copy of PAN card)	
3	Financial Year ('FY') for which the declaration is being made	
4	Whether this is the first declaration being made for the financial year in question (please provide Yes/No answer only)	
5	Tax residential status as per Income Tax laws for relevant financial year	
6	Country of residence	
7	Tax Identification Number of the country of residence (Please attach a copy of TRC, if available)	
8	Estimated total income for the financial year <i>(to be provided by non-resident unitholders where lower surcharge rate is to be applied)</i> <i>Note: Estimated total income shall include taxable income from all streams for the relevant financial year. In case where the same is not provided, maximum applicable surcharge rate shall be applied by MREIT</i>	
9	Other details:	
	(i) Address	
	(ii) E-Mail Address	
	(iii) Phone Number	

Signature of the Declarant

 Designation (if applicable)

Declaration/ Verification

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 authorize you to withhold taxes at the applicable rates based on the income declaration provided.

I/ We acknowledge that in case of any short deduction of taxes on account of any information provided as per this declaration, I/ We would pay differential taxes (along with appropriate interest or penalty) including to the Mindspace Business Parks REIT, as required in accordance with applicable laws.

I/ We acknowledge that in case any excess taxes are deducted based on this declaration, taxes withheld and paid to the credit of the Central Government will not be refunded or adjusted by the Mindspace Business Parks REIT.

I/ We hereby undertake that in case of any change in details provided in this declaration, it shall be my / our responsibility to suo motu intimate the change(s) to Mindspace Business Parks REIT and provide an updated declaration for the relevant financial year.

Place:

Signature of the Declarant

Designation (if applicable)

Date:

Declaration by Mutual Fund Unitholder eligible for exemption u/s 10(23D) of the Income-tax Act, 1961**<on letterhead of the Unitholder>**

Date: _____

TO WHOMSOEVER IT MAY CONCERN

Dear Sir,

Sub: Declaration with regards to Interest income.

For the purpose of determination of Income-tax TDS liability under Income Tax Act 1961, we hereby certify as follows:

Nature of information	Details
Name of the Unitholder	
Status	Mutual Fund (MF)
Contact number	
PAN	
The notification number in which the MF is notified to be exempt under Section 10(23D)	
MF SEBI Registration number (if the MF is registered with SEBI) or If the MF is set up by public sector bank / public financial institution (PFI) / authorized by RBI.	

Further, we also declare that _____ << Name of the Unitholder >> is the beneficial owner of interest income and is eligible for exemption u/s 10(23D) of the Income-tax Act, 1961 and therefore eligible for exemption from withholding taxes as per section 196 of Income-tax Act, 1961 for the FY 2020-21.

In this regard, we have enclosed certificate of registration of Mutual Fund with SEBI or a certificate indicating Mutual Fund is set up by public sector bank / PFI / authorized by RBI being notified by Central Government, as the case may be.

In this connection, we also certify that the above made declarations applies to all DP ID & client ID linked with the PAN _____ << PAN of the Unitholder >>.

We hereby undertake that in case of any change in details provided in this declaration, it shall be our responsibility to intimate the change(s) to Mindspace Business Parks REIT and provide an updated declaration for the relevant financial year.

For.....

Authorized Signatory
Name and Designation:

Declaration by Category I/II Alternate Investment Fund (AIF) registered with SEBI holding registration and declaring interest income is not chargeable under the head 'Profit and Gains of Business or Profession' and qualifies for exemption u/s 10(23FBA)

<on letterhead of the Unitholder >

Date: _____

TO WHOMSOEVER IT MAY CONCERN

Dear Sir,

Sub: Declaration with regards to Interest income

For the purpose of determination of Income-tax TDS liability under Income Tax Act 1961, we hereby certify as follows:

Nature of information	Details
Name of the Unitholder	
Status	
Contact number	
PAN	

We declare that we are a Category I/II Alternate Investment Fund (AIF) registered with SEBI holding registration no _____ and our interest income is not chargeable under the head 'Profit and Gains of Business or Profession' for the FY 2020-21 and qualifies for exemption u/s 10(23FBA). Therefore, we are eligible for exemption from withholding taxes under the Income Tax Act, 1961 (the Act) as specified in CBDT Notification No. 51/2015 of the Act.

Further, we have attached the certificate of registration of the AIF with SEBI.

In this connection, we also certify that the above made declarations applies to all DP ID & client ID linked with the PAN _____ << PAN of the Unitholder >>.

We hereby undertake that in case of any change in details provided in this declaration, it shall be our responsibility to intimate the change(s) to Mindspace Business Parks REIT and provide an updated declaration for the relevant financial year.

For

Authorized Signatory
Name and Designation:

Declaration by a Corporation established by or under a Central Act which is, under any law for time being in force, exempt from income-tax on its income under Income-tax Act, 1961

<on letterhead of the Unitholder>

Date: _____

TO WHOMSOEVER IT MAY CONCERN

Dear Sir,

Sub: Declaration with regards to Interest income

For the purpose of determination of Income-tax TDS liability under Income Tax Act 1961, we hereby certify as follows:

Nature of information	Details
Name of the Unitholder	
Status	Corporation established by or under a Central Act
Contact number	
PAN	
The notification number in which the Corporation established by or under a Central Act is notified to be exempt under Income-tax Act, 1961	

Further, we also declare that _____ << Name of the Unitholder >> is the beneficial owner of interest income and is eligible for exemption under Income-tax Act, 1961 and therefore eligible for exemption from withholding taxes as per section 196 of Income-tax Act, 1961 for the FY 2020-21.

In this regard, we have enclosed certificate of registration with relevant regulatory authorities.

In this connection, we also certify that the above made declarations applies to all DP ID & client ID linked with the PAN _____ << PAN of the Unitholder >>.

We hereby undertake that in case of any change in details provided in this declaration, it shall be our responsibility to intimate the change(s) to Mindspace Business Parks REIT and provide an updated declaration for the relevant financial year.

For.....

Authorized Signatory
Name and Designation:

<<to be given on letterhead>>

Appendix 5

TO WHOMSOEVER IT MAY CONCERN

Declaration under Section 199 of the Income Tax Act, 1961 read with Rule 37BA of the Income Tax Rules, 1962

The following details are provided for purpose of withholding taxes under section 194LBA on interest income distributed by Mindspace Business Parks REIT ('MREIT'):

Name and address of the person in whose hands the interest income is to be included/ is taxable	PAN of the person in whose hands the interest income is to be included/ is taxable <i>(Please also provide copy of PAN card)</i>	Income in respect of which credit of TDS to be given	Reason for transfer of TDS credit
		Interest income distributed by MREIT	

Accordingly, I / We hereby request that the certificate for deduction of tax at source be issued in the name of _____ as declared above.

This declaration shall be in force for financial year _____.

Signature of the declarant

Name:

PAN:

Verification

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.

Date:
Place:

Signature of the declarant

Name:

PAN: