

Dividend Distribution Register

Company Name: [Sample Company Pvt Ltd]

Registered Office: [123 Main Street, City, Country]

Financial Year: [2023-2024]

Date of Dividend Declaration: [01 April 2024]

Type of Dividend: [Final / Interim]

S. No.	Shareholder Name	Folio/DP ID	No. of Shares Held	Dividend per Share (INR)	Total Dividend (INR)	TDS Deducted (INR)	Net Dividend Paid (INR)	Date of Payment	Remarks
1	Amit Kumar	IN301549/12345678	2,000	5.00	10,000.00	1,000.00	9,000.00	15-Apr-2024	Paid by NEFT
2	Sunita Sharma	IN302567/87654321	1,500	5.00	7,500.00	750.00	6,750.00	15-Apr-2024	Paid by Cheque
3	XYZ Investments LLP	IN303456/11223344	10,000	5.00	50,000.00	0.00	50,000.00	15-Apr-2024	Exempt

Prepared By: _____

Date: _____

Authorised Signatory: _____

Important Notes:

- This register should be maintained as per applicable company and tax laws for dividend payments.
- Ensure accurate deduction and deposit of TDS, with proper reporting in income tax returns.
- Retain supporting documents for all dividend payments and TDS documentation.
- Register should be updated annually and made available to auditors or tax authorities upon request.
- Verify shareholder details and dividend eligibility before processing any payments.