TCS/SE/120/2020-21

November 16, 2020

National Stock Exchange of India Limited
Exchange Plaza, Bandra Kurla Complex,
Mumbai - 400051
Symbol - TCS

BSE Limited
P. J. Towers, Dalal Street,
Mumbai -400001
Scrip Code No. 532540 (BSE)

Dear Sirs,

Sub: Reminder Letter to shareholders-Unclaimed Dividend (3rd Interim Dividend 2013-14)

Pursuant to Regulation 30 read with Schedule III Part A Para A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose the following documents:

1. Copies of newspaper advertisement published in Business Standard (English), Free Press Journal (English) and Navshakti (Marathi).
2. Copy of reminder letter to shareholders.

The above reminder letters were sent to the shareholders who have not claimed their dividends for seven or more consecutive years and whose shares are liable for transfer to the IEPF Authority. This is pursuant to Section 124(6) of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended.

This is for your information and records.

Thanking you,

Yours faithfully,
For **TATA CONSULTANCY SERVICES LIMITED**

Rajendra Moholkar
Company Secretary

Encl: As above

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
9th Floor Nirmal Building Nariman Point Mumbai 400 021
Tel 91 22 6778 9595 Fax 91 22 6630 3672 e-mail corporate.office@tcs.com website www.tcs.com
Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021
Corporate Identity No. (CIN): L22210MH1995PLC084781

TATA CONSULTANCY SERVICES LIMITED

TATA

NOTICE

Sub: Transfer of Equity Shares of the Company to the Investor Education and Protection Fund (IEPF) Account

The provisions of Section 124(6) of the Companies Act, 2013 ("Act") read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("Rules"), amongst other matters, contain provisions for transfer of unclaimed dividend to IEPF and transfer of shares, in respect of which dividend remains unclaimed for seven consecutive years or more to IEPF Account. Companies are required to inform the shareholders at the latest available address whose shares are liable to be transferred to the IEPF Authority three months prior to the due date of transfer of shares and simultaneously publish the notice in the newspapers. This Notice is published pursuant to the provisions the Act and Rules.

Individual communication is being sent to the registered address of the shareholders whose dividends are lying unclaimed for seven consecutive years and whose shares are liable to be transferred to IEPF. The complete details of these shareholders are being uploaded on the Company's website **www.tcs.com**.

In case the dividends are not claimed by the concerned shareholder(s) by **February 16, 2021**, necessary steps will be initiated by the Company to transfer shares held by the concerned shareholder(s) to IEPF without further notice in the following manner:

In case the shares are held:

- **In physical form -** New share certificate(s) will be issued and transferred in favour of IEPF on completion of necessary formalities. The original share certificate(s) which stand registered in the name of shareholder will be deemed cancelled and non-negotiable.
- **In demat form -** The Company shall transfer the shares by way of corporate action through the Depositories to the IEPF Authority.

The shareholders may note that in the event of transfer of shares and the unclaimed dividends to IEPF, concerned shareholder(s) are entitled to claim the same from IEPF by submitting an online application in the prescribed Form IEPF-5 available on the website **www.iepf.gov.in** and sending a physical copy of the same, duly signed to the Company at its Registered Office along with requisite documents enumerated in Form IEPF- 5.

The shareholders may further note that the details of unclaimed dividends and shares of the concerned shareholder(s) uploaded by the Company on its website **www.tcs.com** shall be treated as adequate notice in respect of issue of the new share certificate(s) by the Company for the purpose of transfer of shares to IEPF pursuant to the Rules. **Please note that no claim shall lie against the Company in respect of unclaimed dividend and equity shares transferred to the IEPF.**

In case the shareholders have any queries on the subject matter, they may contact **TSR Darashaw Consultants Private Limited**, Unit : Tata Consultancy Services Limited, 6, Haji Moosa, Patrawala Industrial Estate, 20, Dr. E. Moses Road, Mahalaxmi, Mumbai – 400 011, Tel: 91 22 6656 8484, Fax: 91 22 6656 8494, Website: www.tsrdarashaw.com.

For TATA CONSULTANCY SERVICES LIMITED

Rajendra Moholkar
Company Secretary

Place : Mumbai
Date : November 15, 2020

Registered Office:
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Tel: 91 22 6778 9595
Email: investor.relations@tcs.com website: www.tcs.com
CIN: L22210MH1995PLC084781

TATA CONSULTANCY SERVICES LIMITED

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NOTICE

Sub: Transfer of Equity Shares of the Company to the Investor Education and Protection Fund (IEPF) Account

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Individual communication is being sent to the registered address of the shareholders whose dividends are lying unclaimed for seven consecutive years and whose shares are liable to be transferred to IEPF. The complete details of these shareholders are being uploaded on the Company's website **www.tcs.com**.

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For TATA CONSULTANCY SERVICES LIMITED

Rajendra Moholkar
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TATA CONSULTANCY SERVICES LIMITED

TATA

सूचना

विषय : इन्व्हेस्टर एज्युकेशन ॲण्ड प्रोटेक्शन फंड

(आयईपीएफ) खात्यामध्ये कंपनीच्या समभागांचे हस्तांतर

कंपनी अधिनियम, २०१३ (''अधिनियम'') च्या कलम १२४(६) सहवाचता इन्व्हेस्टर ॲण्ड प्रोटेक्शन फंड ऑथॉरिटी (अकाऊंटींग, ऑडिट, ट्रान्सफर ॲण्ड रिफंड) रुल्स २०१६ (''रुल्स'') च्या तरतुदीमध्ये इतर बाबीसह आयईपीएफ खात्यामध्ये सात क्रमवार वर्षे किंवा अधिक करिता दावारहित राहिलेल्या लाभांशाच्या संदर्भातील शेअर्सचे हस्तांतर आणि आयईपीएफकडे दावारहित लाभांशाच्या हस्तांतरणाकरिता तरतुदीचा समावेश आहे. कंपनीला शेअर्सच्या हस्तांतरणाच्या नियत तारखेपूर्वी तीन महिने आयईपीएफ ॲथॉरिटीकडे ज्यांचे शेअर्स हस्तांतरित होण्याचा संभव आहे अशा भागधारकांना सध्याच्या उपलब्ध पत्त्यावर कळविणे आवश्यक आहे आणि त्यानुसार वृत्तपत्रात सूचना प्रकाशित करण्यात येत आहे. सदर सूचना ही अधिनियम, आणि रुल्सच्या तरतुदीनुसार प्रकाशित करण्यात येत आहे.

वैयक्तिक पत्रव्यवहार हा ज्या भागधारकांचा लाभाश सात क्रमवार वर्षाकरिता दावारहित राहिलेल्या आहे आणि ज्यांचे शेअर्स आयईपीएफकडे हस्तांतरित होण्याचा संभव आहे त्यांच्या नोंदणीकृत पत्त्यावर पाठविण्यात आला आहे. अशा भागधारकांचा संपूर्ण तपशिल कंपनीची वेबसाईट **www.tcs.com** वर अपलोड केलेला आहे.

१६ फेब्रुवारी, २०२१ पर्यंत संबंधित भागधारकांद्वारे लाभांशाचा दावा न केला गेल्यास खालील पद्धतीने पुढील सूचनेशिवाय आयईपीएफकडे संबंधित भागधारकांनी धारण केलेले शेअर्स हस्तांतर करण्यासाठी आवश्यकती पावले उचलेल.

या पद्धतीने शेअर धारण केले असल्यासत

- **प्रत्यक्ष स्वरुपात** : नवीन शेअर प्रमाणपत्र जारी करण्यात येईल आणि आवश्यक औपचारिकता पूर्ण केल्यावर हस्तांतरित करण्यात येईल. मूळ शेअर प्रमाणपत्र जे भागधारकांच्या नावे नोंदणीकृत आहे ते रद्द आणि वाटाघाटी योग्य नसल्याचे मानण्यात येईल.
- **डिमॅट स्वरुपात** : कंपनी आयईपीएफ ॲथॉरिटीकडे डिपॉझिटरीजमार्फत कॉर्पोरेट ॲक्शनच्या मार्गाने शेअर्स हस्तांतर करेल.

भागधारकांनी नोंद घ्यावी की, आयईपीएफकडे शेअर्स आणि दावारहित लाभांश हस्तांतर झाल्यावर सुद्धा संबंधित भागधारक भागधारक वेबसाईट www.iepf.gov.in वर उपलब्ध विहित प्रपत्र आयईपीएफ-५ मध्ये ऑनलाईन अर्ज सादर करून आणि प्रपत्र आयईपीएफ-५ मध्ये दिलेल्या आवश्यक दस्तावेजांसह तिच्या नोंदणीकृत कार्यालयात कंपनीकडे रितसर सही केलेली त्यांची प्रत्यक्ष प्रत पाठवून आयईपीएफकडे त्याचा दावा करण्यासाठी हक्कदार आहेत.

भागधारकांनी पुढ नोंद घ्यावी की दावारहित लाभांश आणि संबंधित भागधारकांच्या शेअर्सचा तपशील कंपनीची वेबसाईट www.tcs.com वर अपलोड केलेला आहे. तो रुल्स अनुसार आयईपीएफकडे शेअर्स हस्तांतर करण्यासाठी कंपनीद्वारे नवीन शेअर प्रमाणपत्र जारी करण्याच्या संदर्भात पुरेशी सूचना समजण्यात यावी. **कृपया नोंद घ्यावी की आयईपीएफकडे हस्तांतरित दावारहित लाभांश आणि समभागांच्या संदर्भात कंपनीच्या विरोधात दावा करता येणार नाही.**

वरील बाबतीत भागधारकांना कोणतीही चौकशी करायची ते **टीएसआर दाराशॉ कन्सलटंटस् प्रायव्हेट लिमिटेड,** युनिट : टाटा कन्सलटन्सी सर्व्हिसेस लिमिटेड, ६, हाजी मुसा पत्रावाला इंडस्ट्रियल इस्टेट, डॉ. ई. मोझेस रोड, महालक्ष्मी, मुंबई - ४०००११ फोन : ९१ २२ ६६५६ ८४८४, फॅक्स : ९१ २२ ६६५६ ८४९४, वेबसाईट : www.tsrdarashaw.com यांना संपर्क करू शकतात.

टाटा कन्सलटन्सी सर्व्हिसेस लिमिटेड करिता
राजेंद्र मोहोळकर
कंपनी सचिव

ठिकाण : मुंबई
दिनांक : १५ नोव्हेंबर, २०२०

नोंदणीकृत कार्यालय :
९ वा मजला, निर्मल बिल्डिंग, नरिमन पॉईंट, मुंबई ४०००२१
फोन : ९१ २२ ६७७८ ९५९५
ईमेल : investor.relations@tcs.com, वेबसाईट : www.tcs.com
सीआयएन : एल२२२१०एमएच१९९५पीएलसी०८४७८१

TATA CONSULTANCY SERVICES LIMITED

Corporate Identity No. (CIN) - L22210MH1995PLC084781
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Tel: 91 22 6778 9595 **E-mail:** investor.relations@tcs.com **Website:** www.tcs.com

Dear Shareholder(s) **November 15, 2020**

Sub: Transfer of Equity Shares held by you in the Company to the Investor Education and Protection Fund (IEPF)

As per Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 and subsequent amendment thereto ("the Rules"), all unclaimed dividends are required to be transferred by the Company to IEPF established by Central Government, after the expiry of seven years from the date of transfer to unpaid dividend account. Details of such unclaimed dividends are regularly updated on the website of the Company and reminder letters have also been sent from time to time to the shareholders to claim their unclaimed dividends. Further, all the shares in respect of which dividend has remained unclaimed for seven consecutive years or more shall also be transferred in the name of IEPF.

As per our records, the amount(s) of dividends mentioned in the enclosed Annexure are unclaimed against your name. To claim the outstanding dividend, kindly first ensure registration of correct bank details including your core banking account no and IFSC/ MICR of your bank against your demat A/c with your Depository Participant / Registrar and Share Transfer Agent – TSR Darashaw Consultants Private Ltd. The enclosed annexure should thereafter be sent alongwith the following document from your registered email address or by way of a letter so as to reach the RTA on or before **February 16, 2021.**

For shares held in demat form:
☐ Copy of the Demat Account Statement (Client master list) showing your name, address, demat and bank account details registered against the demat account.

For shares held in physical form:
☐ Original Cancelled cheque leaf bearing the name of the first shareholder. or,
☐ Bank attested copy of first page of the Bank Passbook/Statement of Account in original and a cancelled cheque.

Please note that no payment can be made in absence of complete bank details registered against your account

In case the dividends are not claimed by the said date, necessary steps will be initiated by the Company to transfer shares held by you which are due for transfer to IEPF without further notice, in accordance with the Rules. **Please note that no claim shall lie against the Company in respect of the shares so transferred to IEPF.**

In case the shares are held by you:

- In physical form - new share certificate(s) will be issued and transferred in favour of IEPF on completion of necessary formalities. Hence, the original share certificate(s) which stand registered in your name will be deemed cancelled and non-negotiable.

- In demat form - the Company shall inform the depository by way of corporate action for transfer of shares lying in your demat account in favour of IEPF.

In the event of transfer of shares held by you and the unclaimed dividends to IEPF, you are entitled to claim the same from IEPF by submitting an online application in the prescribed Form IEPF-5 available on the website www.iepf.gov.in and sending a physical copy of the same duly signed to the Company along with requisite documents enumerated in the Form IEPF- 5.

In case you have any queries, please contact the Registrars and Transfer Agent of the Company, **TSR Darashaw Consultants Private Limited**, 6, Haji Moosa Patrawala Industrial Estate. 20, Dr. E. Moses Road, Near Famous Studio, Mahalaxmi, Mumbai – 400 011, Tel No.: 91 22 6656 8484, Fax No: 91 22 6656 8494, Email Id: csg-unit@tsrdarashaw.com

Thanking you,

Yours faithfully,
For Tata Consultancy Services Limited

Rajendra Moholkar
Company Secretary

Encl: As above

C2-MCA-IEPF/ **Annexure**

To,
TSR DARASHAW CONSULTANTS PRIVATE LIMITED
(Unit: **Tata Consultancy Services Limited**)
6, Haji Moosa Patrawala Industrial Estate,
20, Dr. E. Moses Road, Near Famous Studio, Mahalaxmi,
Mumbai 400 011
Email id: csg-unit@tsrdarashaw.com

Dear Sir / Madam,

Sub: Payment of Unclaimed Dividend

Kindly arrange for payment of unclaimed dividend as mentioned below based on your letter dated November 15, 2020. I confirm that neither I have encashed the dividend warrant(s)/demand draft(s) sent to me earlier nor I have received any money in connection with the below mentioned dividend(s).

Folio No./CLIENT ID & DPID No.

Dividend Warrant No	Amount (₹)	Date of Payment	Last Date of Claim
		10-02-2014	16-02-2021
		04-07-2014	16-02-2021
		08-08-2014	16-02-2021
		11-11-2014	16-02-2021
		09-02-2015	16-02-2021
		07-07-2015	16-02-2021
		03-08-2015	16-02-2021
		30-10-2015	16-02-2021
		29-01-2016	16-02-2021
		24-06-2016	16-02-2021
		02-08-2016	16-02-2021
		02-11-2016	16-02-2021
		01-02-2017	16-02-2021
		23-06-2017	16-02-2021
		01-08-2017	16-02-2021
		01-11-2017	16-02-2021
		31-01-2018	16-02-2021
		19-06-2018	16-02-2021
		25-07-2018	16-02-2021
		24-01-2019	16-02-2021
		17-06-2019	16-02-2021
		23-07-2019	16-02-2021
		24-10-2019	16-02-2021
		24-10-2019 (Spl. Div.)	16-02-2021
		31-01-2020	16-02-2021

To be filled in by the Shareholder

I am enclosing the following (tick ✓ whichever is applicable)
For shares held in demat form:
☐ Copy of the Client master list featuring bank details registered against the demat account.
For shares held in physical form:
☐ Original Cancelled cheque leaf bearing the name of the first shareholder. or,
☐ Bank attested copy of first page of the Bank Passbook/Statement of Account in original and a cancelled cheque.

My email id is: Place : Date :	My Mobile No. is: Signature of the First named Shareholder

Note: Please return this Annexure duly filled in and signed from your registered email address or by way of a letter to **TSR Darashaw Consultants Private Limited**, Registrars and Share Transfer Agent of the Company on or before **February 16, 2021.**