



TCS/SE/235/2021-22

March 19, 2022

National Stock Exchange of India Limited
Exchange Plaza, C-1, Block G, Bandra Kurla
Complex, Bandra (East)
Mumbai - 400051
Symbol - TCS

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

Dear Sirs,

Sub: Newspaper Advertisement – Disclosure under Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”)

This is further to our letter no. TCS/SE/233/2021-22 dated March 17, 2022, regarding dispatch of postal ballot notice for re-appointment of:

1. Mr. Rajesh Gopinathan as Chief Executive Officer and Managing Director for a term of five years from February 21, 2022 to February 20, 2027.
2. Mr. N Ganapathy Subramaniam as Chief Operating Officer and Executive Director from February 21, 2022 to May 19, 2024, as per the retirement age policy of the Company.

Pursuant to Regulation 30 read with Schedule III Part A Para A of SEBI Listing Regulations, we hereby enclose copies of newspaper advertisement regarding Postal Ballot Notice and e-voting Information published in the following newspapers:

- a. Business Standard (English edition) on March 18, 2022 and March 19, 2022
- b. Free Press Journal (English edition) and Navshakti (Marathi edition) on March 19, 2022

This is for your information and record.

Yours faithfully,

For **TATA CONSULTANCY SERVICES LIMITED**

Pradeep Manohar Gaitonde
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): L22210MH1995PLC08478

TATA CONSULTANCY SERVICES LIMITED

POSTAL BALLOT NOTICE AND E-VOTING INFORMATION

NOTICE is hereby given that the Company is seeking approval of its Members by way of ordinary resolutions for (i) Re-appointment of Mr. Rajesh Gopinathan as the Chief Executive Officer and Managing Director of the Company and (ii) Re-appointment of Mr. N. Ganapathy Subramaniam as the Chief Operating Officer and Executive Director of the Company, as approved by the Board of Directors of the Company at its meeting held on Friday, October 8, 2021.

The postal ballot notice is available on the websites of the Company (<https://on.tcs.com/PBNoticeReappointment>), National Securities Depository Limited ("NSDL") (<https://www.evoting.nsdl.com>) and the stock exchanges where the equity shares of the Company are listed i.e. BSE Limited ("BSE") (www.bseindia.com) and National Stock Exchange of India Limited ("NSE") (www.nseindia.com).

In compliance with the General Circular No. 14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020, General Circular No.22/2020 dated June 15, 2020, General Circular No. 33/2020 dated September 28, 2020, General Circular No. 39/2020 dated December 31, 2020, General Circular No. 10/2021 dated June 23, 2021 and General Circular No. 20/2021 dated December 8, 2021 issued by the Ministry of Corporate Affairs, the Company has sent the postal ballot notice on March 17, 2022 only through electronic mode to those Members whose e-mail addresses are registered with the Company/Depositories and whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on Friday, March 11, 2022 ("Cut-off date").

The Company has engaged the services of NSDL to provide remote e-voting facility to its Members. The remote e-voting period commences from 9.00 a.m. (IST) on Friday, March 18, 2022 and ends at 5.00 p.m. (IST) on Saturday, April 16, 2022. The e-voting module shall be disabled by NSDL thereafter. Voting rights of the Members shall be in proportion to the shares held by them in the paid-up equity share capital of the Company as on Cut-off date. The communication of the assent or dissent of the Members would take place only through the remote e-voting system. Only those Members whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date will be entitled to cast their votes by remote e-voting. Once the vote on the resolution is cast by the Member, he/she shall not be allowed to change it subsequently.

The Members whose e-mail address is not registered with the Company/Depositories, to receive the postal ballot notice may register on or before 5:00 p.m. (IST) on Friday, April 8, 2022 by clicking the link: https://tcplinkintime.co.in/EmailReg/email_register.html and completing the registration process as guided therein.

For details relating to e-voting, please refer to the postal ballot notice. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of (<https://www.evoting.nsdl.com>). For any grievances connected with facility for voting by electronic means, please contact Ms. Pallavi Mhatre, Manager, NSDL, Email: evoting@nsdl.co.in, toll free no.: 1800 1020 990/1800 224 430.

The Board of Directors of the Company has appointed Mr. P. N. Parikh (Membership No. FCS 327) and failing him Ms. Jigyasa Ved (Membership No. FCS 6488) of Parikh & Associates, Practicing Company Secretaries, as the Scrutinizer to conduct the postal ballot through remote e-voting process in a fair and transparent manner.

The result of the postal ballot will be announced at or before 5:00 p.m. (IST), Tuesday, April 19, 2022. The said results along with the Scrutinizer's Report would be intimated to BSE and NSE and will also be uploaded on the Company's website (www.tcs.com) and on the website of NSDL (www.evoting.nsdl.com).

For TATA CONSULTANCY SERVICES LIMITED

Sd/-

Pradeep Manohar Gaitonde
Company Secretary

Place : Mumbai

Date : March 17, 2022

Registered Office:

9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identity Number (CIN): L22210MH1995PLC084781
Tel: +91 22 6778 9595
Email: investor.relations@tcs.com Website: www.tcs.com

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TATA CONSULTANCY SERVICES LIMITED**टपाल मतदानाची सूचना आणि ई-व्होटींगची माहिती**

याद्वारे सूचना देण्यात येते की, शुक्रवार, ८ ऑक्टोबर, २०२१ रोजी झालेल्या त्यांच्या बैठकीत कंपनीच्या संचालक मंडळाने मंजूर केल्याप्रमाणे (i) कंपनीचे मुख्य कार्यकारी अधिकारी आणि व्यवस्थापकीय संचालक म्हणून श्री. राजेश गोपीनाथन यांची पुनर्नियुक्ती आणि (ii) कंपनीचे मुख्य प्रचालन अधिकारी आणि कार्यकारी संचालक म्हणून श्री. एन. गणपथी सुब्रमणियम यांची पुनर्नियुक्तीसाठी सामान्य ठरावांच्या माध्यमातून कंपनीला तिच्या सभासदांची मंजूरी हवी आहे.

टपाल मतदानाची सूचना कंपनीची वेबसाईट (www.tcs.com/PBNoticeappointment), नॅशनल सिक्युरिटीज डिपॉझिटरी लिमिटेड ("एनएसडीएल") ची (<https://www.evoting.nsdl.com>) आणि कंपनीचे समभाग जेथे सूचिबद्ध आहेत त्या स्टॉक एक्सचेंजेस म्हणजेच बीएसई लिमिटेड ("बीएसई") (www.bseindia.com) आणि नॅशनल स्टॉक एक्सचेंज ऑफ इंडिया लिमिटेड ("एनएसई") (www.nseindia.com) वर उपलब्ध आहे.

निमाम व्यवहार मंत्रालयाने जारी केलेल्या ८ एप्रिल, २०२० दिनांकित जनरल सर्क्युलर क्र. १४/२०२०, १३ एप्रिल, २०२० दिनांकित जनरल सर्क्युलर क्र. १७/२०२०, १५ जून, २०२० दिनांकित जनरल सर्क्युलर क्र. २२/२०२०, २८ सप्टेंबर, २०२० दिनांकित जनरल सर्क्युलर क्र. ३३/२०२०, ३१ डिसेंबर, २०२० दिनांकित जनरल सर्क्युलर क्र. ३९/२०२०, २३ जून, २०२१ दिनांकित जनरल सर्क्युलर क्र. १०/२०२१ आणि ८ डिसेंबर, २०२१ दिनांकित जनरल सर्क्युलर क्र. २०/२०२१ च्या अनुपालनात ज्यांचे ई-मेल अॅड्रेस कंपनी/डिपॉझिटरीजकडे नोंदवले आहेत आणि शुक्रवार, १९ मार्च, २०२२ ("कट-ऑफ डेट") रोजीस ज्यांची नावे कंपनीच्या सभासदांना नोंदवलीत किंवा डिपॉझिटरीजकडून ठेवल्या जाणाऱ्या लाभार्थी मालकांच्या नोंदवलीत नोंदवलेली असतील त्या सभासदांना फक्त इलेक्ट्रॉनिक माध्यमातून १७ मार्च, २०२२ रोजी कंपनीने टपाल मतदानाची सूचना पाठवली आहे.

कंपनीने तिच्या सभासदांना रिमोट ई-व्होटींग सुविधा पुरवण्यासाठी एनएसडीएलच्या सेवा नियुक्त केल्या आहेत. रिमोट ई-व्होटींग कालावधीची सुरुवात शुक्रवार, १८ मार्च, २०२२ रोजी स. ९.०० वा. (भाप्रवे) होईल आणि ते शनिवार, १६ एप्रिल, २०२२ रोजी स. ५.०० वा. (भाप्रवे) संपेल. त्यानंतर एनएसडीएल कडून ई-व्होटींग मॉड्युल निष्क्रिय केले जाईल. सभासदांचे मतदान अधिकार, कट-ऑफ डेट रोजीस कंपनीच्या भरणा झालेल्या समभाग भांडवलातील त्यांनी धारण केलेल्या शेअर्सच्या प्रमाणात असतील. सभासदांच्या होकार किंवा नकाराचे दळणवळण फक्त रिमोट ई-व्होटींग सिस्टीम मार्फत होईल. ज्यांची नावे कट-ऑफ डेट रोजीस कंपनीच्या सभासदांचे नोंदवलीत किंवा डिपॉझिटरीजकडून ठेवल्या जाणाऱ्या लाभार्थी मालकांच्या नोंदवलीत नोंदवलेली असतील फक्त तेच सभासद रिमोट ई-व्होटींगने त्यांची मते देण्यास हक्कदार असतील. सभासदाने एकदा का ठरावावर मत दिले की, त्यानंतर त्यात बदल करण्याची अनुमती त्याला/तिला दिली जाणार नाही.

कंपनी/डिपॉझिटरीजकडे ज्यांचे ई-मेल अॅड्रेस नोंदवलेले नसतील, असे सभासद टपाल मतदानाची सूचना प्राप्त करण्यासाठी लिंक (https://tcsi.linkintime.co.in/EmailReg/email_register.html), येथे क्लिक करून व त्यात दिलेल्या मार्गदर्शानुसार नोंदणी प्रक्रिया पूर्ण करून शुक्रवार, ८ एप्रिल, २०२२ रोजी स. ५.०० वा. (भाप्रवे) किंवा त्यापूर्वी ते नोंदवू शकतात.

ई-व्होटींग संबंधातील तपशिलांसाठी, कृपया टपाल मतदानाची सूचना बघावी. जर कोणतीही शंका असेल तर तुम्ही (<https://www.evoting.nsdl.com>) च्या डाऊनलोड सेक्शन येथे उपलब्ध भागधारकांसाठी फ्रिक्वेंटली आस्कड क्वेश्चन्स (एफएक्यूज) आणि भागधारकांसाठी ई-व्होटींग युजर मॅन्युअल पाहू शकता. इलेक्ट्रॉनिक माध्यमातून मतदान सुविधेशी संबंधित कोणत्याही तक्रारीसाठी कृपया श्रीमती पद्मिनी म्हात्रे, मॅनेजर, एनएसडीएलशी संपर्क साधावा, ई-मेल: evoting.nsdl.co.in, टोल फ्री क्र. १८०० १०२० ९९००/१८०० २२४४३०.

रिमोट ई-व्होटींग प्रक्रियेमार्फत टपाल मतदान सुरळीत आणि पारदर्शकपणे पार पाडण्यासाठी तपासणी अधिकारी म्हणून कंपनीच्या संचालक मंडळाने पारिख अँड असोसिएट्स, व्यावसायिक कंपनी सेक्रेटरी यांच्या श्री. पी. एन. पारिख (सभासदत्व क्र. एफसीएस ३२७) आणि ते नसल्यास श्रीमती जिग्यासा वेद (सभासदत्व क्र. एफसीएस ६४८८) यांची नियुक्ती केली आहे. टपाल मतदानाचे निकाल मंगळवार, १९ एप्रिल, २०२२ रोजी स. ५.०० वा. किंवा त्यापूर्वी (भाप्रवे) घोषित केले जातील. तपासणी अधिकाऱ्यांच्या अहवालासह सदर निकाल बीएसई आणि एनएसईला कळवले जातील आणि ती कंपनीची वेबसाईट (www.tcs.com) वर आणि एनएसडीएलची वेबसाईट (www.evoting.nsdl.com) वर अपलोड सुद्धा केले जातील.

टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेडसाठी
सही/-

प्रदीप मनोहर गायतोंडे
कंपनी सेक्रेटरी

ठिकाण: मुंबई

दिनांक: १७ मार्च, २०२२

नोंदणीकृत कार्यालय:

९ वा मजला, निर्मल बिल्डिंग, नरिमन पॉइंट, मुंबई-४०० ०२१.

कॉर्पोरेट आयडेंटिटी नंबर (सीआयएन): एल२२२१०एमएच१९९५पीएलसी०८४७८९

दूर: +९१ २२ ६७७८ ९५९५

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