TCS/SE/22/2020-21

April 28, 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 (Final Dividend 2012-13)

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 are being sent at the earliest possible under the current situation 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 6778 9660 e-mail corporate.office@tcs.com website www.tcs.com
Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021.
Corporate identification 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

This Notice is published pursuant to 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 notified by the Ministry of Corporate Affairs, as amended from time to time ("Rules").

The Act and the 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.

The required communication in this behalf is being sent to the shareholders at the earliest possible under the current situation. The complete details of the concerned shareholders whose dividends are unclaimed for seven consecutive years and whose shares are due for transfer to IEPF are being uploaded on the Company's website **www.tcs.com.**

In case the dividends are not claimed by the concerned shareholder(s) by **July 28, 2020,** 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 cantelled and non-negotiable.
- **In demat form -** The Company shall inform the Depository by way of corporate action for transfer of shares lying in the demat account in favour of IEPF.

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 : April 27, 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

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For TATA CONSULTANCY SERVICES LIMITED

Rajendra Moholkar
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CIN: L22210MH1995PLC084781

er.freepressjournal.in

TATA CONSULTANCY SERVICES LIMITED

TATA

सूचना

विषय : इन्व्हेस्टर एज्युकेशन अँड प्रोटेक्शन फंड (आयईपीएफ) अकाऊंट मध्ये कंपनीच्या समभागांचे हस्तांतरण

वेळोवेळी सुधारणा केलेल्या निगम व्यवहार मंत्रालयाने अधिसूचित केलेल्या इन्व्हेस्टर एज्युकेशन अँड प्रोटेक्शन फंड ऑथॉरिटी (अकाऊंटींग, ऑडिट, ट्रान्स्फर अँड रिफंड) रूल्स, २०१६ ("रूल्स") सह वाचत कंपनी अधिनियम, २०१३ ("अधिनियम") च्या कलम १२४ (६) च्या तरतुदीनुसार ही सूचना प्रकाशित केली आहे.

अन्य गोष्टींबरोबर अधिनियम आणि रूल्समध्ये सलग सात किंवा जास्त वर्षे ज्यांच्या संबंधातील लाभांश दावा न करता पडून आहे ते शेअर्स आयईपीएफ अकाऊंटमध्ये हस्तांतरित करण्याच्या व दावा न केलेला लाभांश आयईपीएफकडे हस्तांतरित करण्याच्या तरतुदी आहेत.

ह्या बाबतीत आवश्यक ते पत्र सध्याच्या परिस्थितीत शक्य तितक्या लवकर भागधारकांना पाठविण्यात येत आहे. सलग सात वर्षे ज्यांच्या लाभांशावर दावा केलेला नाही आणि ज्यांचे शेअर्स आयईपीएफकडे हस्तांतरित होणार आहेत त्या संबंधित भागधारकांचे संपूर्ण तपशील कंपनीची वेबसाईट **www.tcs.com** वर अपलोड करण्यात येत आहेत.

जर **२८ जुलै, २०२०** पर्यंत संबंधित भागधारकांनी लाभांशावर दावा केला नाही तर, खालील पद्धतीने पुढे कोणतीही सूचना न देता आयईपीएफकडे संबंधित भागधारकांनी धारण केलेले शेअर्स हस्तांतरित करण्याकरिता कंपनीकडून आवश्यक पावले उचलली जातील :

जर पुढीलप्रकारे शेअर्स धारण केले असतील :

प्रत्यक्ष प्रकारे - आवश्यक औपचारिकता पूर्ण केल्यावर नवी शेअर प्रमाणपत्रे जारी करून आयईपीएफच्या नावात हस्तांतरित केली जातील. भागधारकांच्या नावांत नोंदणी केलेली मूळ शेअर प्रमाणपत्रे रद्द ठरतील आणि अपराक्राम्य समजली जातील.

डिमॅट प्रकारे - डिमॅट अकाऊंटमध्ये पडून असलेले शेअर्स आयईपीएफ च्या नावांत हस्तांतरित करण्याकरिता कॉर्पोरेट ॲक्शनच्या माध्यमातून कंपनी डिपॉझिटरीला कळवेल.

भागधारकांनी ध्यानांत ठेवावे की, जर शेअर्स आणि दावा न केलेले लाभांश आयईपीएफकडे हस्तांतरित झाले तर, वेबसाईट **www.iepf.gov.in** वर उपलब्ध विहित फॉर्म आयईपीएफ-५ मध्ये एक ऑनलाईन अर्ज करून आणि रितसर स्वाक्षरी केलेली त्याची एक प्रत्यक्ष प्रत कंपनीला तिच्या नोंदणीकृत कार्यालयात फॉर्म आयईपीएफ-५ मध्ये सांगितलेल्या आवश्यक दस्तावेजांसह पाठवून आयईपीएफकडून ते परत मागण्यास संबंधित भागधारक हकदार आहेत.

भागधारकांनी पुढे ध्यानांत ठेवावे की, कंपनीने तिची वेबसाईट **www.tcs.com** वर अपलोड केलेले दावा न केलेले लाभांश आणि संबंधित भागधारकांचे शेअर्स ह्या बाबतचे तपशील ही रूल्सनुसार आयईपीएफकडे शेअर्स हस्तांतरित करण्याकरिता कंपनीकडून नवी शेअर प्रमाणपत्रे जारी केली जाण्याबाबत दिलेली पर्याप्त सूचना समजण्यांत येईल. **कृपया ध्यानांत ठेवावे की, आयईपीएफकडे हस्तांतरित झालेले समभाग आणि दावा न केलेल्या लाभांशाच्या संबंधात कंपनी विरुद्ध कोणताही दावा करता येणार नाही.**

सदर प्रकरणी भागधारकांना कोणत्याही चौकशी करायच्या असल्यास ते **टीएसआर दाराशॉ कन्सलटंट्स् प्रायव्हेट लिमिटेड,** युनिट : टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड, ६, हाजी मुसा पत्रावाला इंडस्ट्रियल इस्टेट, २०, डॉ. ई-मोझेस रोड, महालक्ष्मी, मुंबई - ४०० ०११, दू. : ९१ २२ ६६५६ ८४८४, फॅक्स : ९१ २२ ६६५६ ८४९४, ईमेल : **www.tsrdarashaw.com** येथे संपर्क साधू शकतात.

टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड साठी

राजेंद्र मोहोळकर
कंपनी सेक्रेटरी

ठिकाण : मुंबई
दिनांक : २७ एप्रिल, २०२०

नोंदणीकृत कार्यालय :
९वा मजला, निर्मल बिल्डिंग, नरिमन पॉईंट, मुंबई - ४०० ०२१
दू. : 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 400021
Tel: 91 22 6778 9595 **E-mail**: investor.relations@tcs.com **Website**: www.tcs.com

April 27, 2020

Dear Shareholder(s)

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 **July 28, 2020:**

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

Annexure

C2-MCA-IEPF/

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

Dear Sir / Madam,

Sub: Payment of unclaimed dividend

Kindly arrange for payment of unclaimed dividend as mentioned below based on your letter dated April 27, 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
		05-07-2013	28-07-2020
		13-08-2013	28-07-2020
		08-11-2013	28-07-2020
		10-02-2014	28-07-2020
		04-07-2014	28-07-2020
		08-08-2014	28-07-2020
		11-11-2014	28-07-2020
		09-02-2015	28-07-2020
		07-07-2015	28-07-2020
		03-08-2015	28-07-2020
		30-10-2015	28-07-2020
		29-01-2016	28-07-2020
		24-06-2016	28-07-2020
		02-08-2016	28-07-2020
		02-11-2016	28-07-2020
		01-02-2017	28-07-2020
		23-06-2017	28-07-2020
		01-08-2017	28-07-2020
		01-11-2017	28-07-2020
		31-01-2018	28-07-2020
		19-06-2018	28-07-2020
		25-07-2018	28-07-2020
		24-01-2019	28-07-2020
		17-06-2019	28-07-2020
		23-07-2019	28-07-2020
		24-10-2019	28-07-2020
		24-10-2019 (Special Dividend)	28-07-2020

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

Note: Please return this Annexure duly filled in and signed to **TSR Darashaw Consultants Private Limited**, Registrars and Share Transfer Agent of the Company on or before **July 28, 2020.**