TCS/SE/105/2019-20

August 07, 2019

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
(2nd Interim 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. Copy of reminder letter to shareholders dated August 06, 2019
2. Copies of newspaper advertisement published in Free Press Journal (English), Business Standard (English) dated August 07, 2019 and Navshakti (Marathi) dated August 07, 2019

The above reminder letters were sent to the shareholders by Registered post who have not claimed their dividends for seven or more consecutive years and whose shares are liable for transfer to the IEPF Demat Account as per Section 124(6) of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 notified by the Ministry of Corporate Affairs and subsequent amendment from time to time.

This is for your information and records.

Thanking you,

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

Rajendra Moholkar
Company Secretary

Encl: As above

TATA

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) **August 06, 2019**

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 letter are lying unclaimed against your name. You are requested to claim the same by returning the enclosed letter duly signed to TSR Darashaw Consultants Private Limited, Registrars and Share Transfer Agent of the Company on or before **November 18, 2019**. 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**, 6-10, 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- 10 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 on the basis of your letter dated August 06, 2019. 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
		12-11-12	
		07-02-13	
		05-07-13	
		13-08-13	
		08-11-13	
		10-02-14	
		04-07-14	
		08-08-14	
		11-11-14	
		09-02-15	
		07-07-15	
		03-08-15	
		30-10-15	
		29-01-16	
		24-06-16	
		02-08-16	
		02-11-16	
		01-02-17	
		23-06-17	
		01-08-17	
		01-11-17	
		31-01-18	
		19-06-18	
		25-07-18	
		30-10-18	
		24-01-19	

To be filled in by the Shareholder

I am enclosing the following (tick ✓ whichever is applicable)
☐ Copy of the Client master list featuring bank details registered against the demat account.
☐ Original Cancelled cheque leaf bearing the name of the first shareholder.
☐ 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 **November 18, 2019.**

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 Company has sent individual communication to the concerned shareholders at their registered address whose shares are liable to be transferred to IEPF. The Company has also uploaded on its website **www.tcs.com** complete details of the concerned shareholders whose dividends are lying unclaimed for seven consecutive years and whose shares are due for transfer to IEPF.

In case the dividends are not claimed by the concerned shareholder(s) by **November 18, 2019**, 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 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 the Company's Registrars and Transfer Agent, **TSR Darashaw Consultants Private Limited**, Unit : Tata Consultancy Services Limited, 6-10 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 : August 07, 2019

Registered Office:
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Tel: 91 2267789595
Email: investor.relations@tcs.com website: www.tcs.com
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 Company has sent individual communication to the concerned shareholders at their registered address whose shares are liable to be transferred to IEPF. The Company has also uploaded on its website **www.tcs.com** complete details of the concerned shareholders whose dividends are lying unclaimed for seven consecutive years and whose shares are due for transfer to IEPF.

In case the dividends are not claimed by the concerned shareholder(s) by **November 18, 2019**, 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 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 the Company's Registrars and Transfer Agent, **TSR Darashaw Consultants Private Limited**, Unit : Tata Consultancy Services Limited, 6-10 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 : August 07, 2019

Registered Office:
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Tel: 91 2267789595
Email: investor.relations@tcs.com website: www.tcs.com
CIN: L22210MH1995PLC084781

TATA CONSULTANCY SERVICES LIMITED TATA

सूचना

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

वेळोवेळी सुधारित केलेल्या निगम व्यवहार मंत्रालयाने अधिसूचित केलेल्या इन्व्हेस्टर एज्युकेशन अँड प्रोटेक्शन फंड ऑथॉरिटी (अकाऊंटिंग, ऑडिट, ट्रान्स्फर अँड रिफंड) रुल्स, २०१६ (''रुल्स'') सहवाचत कंपनी अधिनियम, २०१३ (''अधिनियम'') च्या कलम १२४(६) च्या तरतुदींनुसार ही सूचना प्रकाशित करण्यात येत आहे.

अधिनियम आणि रुल्समध्ये इतर गोष्टींबरोबर, सलग सात किंवा ज्यास्त वर्षे दावा न करता पडून असलेल्या लाभांशाच्या संबंधातील शेअर्सचे हस्तांतरण आणि आयईपीएफकडे दावा न केलेल्या लाभांशाचे हस्तांतरण करण्यासाठीच्या तरतुदी समाविष्ट आहेत.

आयईपीएफमध्ये हस्तांतरित होण्यास ज्यांचे शेअर्स पात्र ठरलेल्या संबंधित भागधारकांना कंपनीने त्यांच्या नोंदणीकृत पत्त्यावर वैयक्तिकरित्या कळविले आहे. कंपनीने सलग सात वर्षांसाठी दावा न करता ज्यांचे लाभांश पडून आहेत व ज्यांचे शेअर्स आयईपीएफकडे हस्तांतरित होऊ घातलेत त्या संबंधित भागधारकांचे संपूर्ण तपशील तिची वेबसाईट **www.tcs.com** वर अपलोड केलेले आहेत.

१८ नोव्हेंबर, २०१९ पर्यंत संबंधित भागधारकांनी लाभांशावर दावा न केल्यास पुढे कोणतीही सूचना न देता संबंधित भागधारकांनी धारण केलेले शेअर्स खालील पद्धतीने आयईपीएफकडे हस्तांतरित करण्याकरिता कंपनी आवश्यक ती पावले उचलेल.

पुढील प्रकारे शेअर्स धारण केले असल्यास :

- **प्रत्यक्ष प्रकारे** – नवे शेअर प्रमाणपत्र (त्रे) जारी होईल आणि आवश्यक औपचारिकरिता पूर्ण केल्यावर आयईपीएफच्या नावात हस्तांतरित केले जाईल. भागधारकांच्या नावे नोंदणी केलेले मूळ शेअर प्रमाणपत्र (त्रे) रद्द व अ-पराक्राम्य समजण्यात येईल.
- **डिमॅट प्रकारे** – डिमॅट खात्यात पडून असलेले शेअर्स आयईपीएफच्या नावे हस्तांतरित करण्याकरिता निगमीय कृतीद्वारे कंपनी डिपॉझिटरीला कळवेल.

भागधारकांनी लक्षात ठेवावे की, आयईपीएफमध्ये शेअर्स आणि दावा न केलेले लाभांश हस्तांतरित झाल्यास, संबंधित भागधारक **वेबसाईट www.iepf.gov.in** वर उपलब्ध विहित प्रपत्र आयईपीएफ-५ मधील एक ऑनलाईन अर्ज सादर करून व त्याची एक प्रत्यक्ष प्रत रितसर स्वाक्षरी करून कंपनीकडे प्रपत्र आयईपीएफ-५ मध्ये दिलेल्या आवश्यक दस्तावेजांसह पाठवून, आयईपीएफकडून परत मागण्यास हक्कदार असतील.

भागधारकांनी पुढे ध्यानात ठेवावे की, कंपनीने तिची वेबसाईट **www.tcs.com** वर अपलोड केलेले संबंधित भागधारकांच्या शेअर्स आणि दावा न केलेल्या लाभांशाचे तपशील म्हणजे नियमानुसार आयईपीएफकडे शेअर्स हस्तांतरित होण्याच्या कारणास्तव कंपनीने नवे शेअर प्रमाणपत्र (त्रे) जारी करण्याच्या संबंधात दिलेली पुरेशी सूचना समजावी. **कृपया ध्यानात ठेवावे की, आयईपीएफमध्ये हस्तांतरित केलेल्या दावा न केलेल्या लाभांश आणि समभागांच्या संबंधात कंपनीविरुद्ध कोणताही दावा करता येणार नाही.**

उक्त विषयी भागधारकांना काही चौकशी करायची असल्यास त्यांनी कंपनीचे रजिस्ट्रार अँड ट्रान्स्फर एजंट्स **टीएसआर दारशॉ कन्सल्टंट्स प्रायव्हेट लिमिटेड**, युनिट : टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड, ६-१०, हाजी मूसा पत्रावाला इंडस्ट्रीयल इस्टेट, २०, डॉ. ई. मोझेस रोड, महालक्ष्मी, मुंबई - ४०००११. दू. : +९१-२२-६६५६८४८४; फॅक्स : +९१-२२-६६५६८४९४, वेबसाईट : www.tsrdarashaw.com येथे संपर्क साधावा.

टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड साठी
राजेंद्र मोहोळकर
कंपनी सेक्रेटरी

ठिकाण : मुंबई.
दिनांक : ०७ ऑगस्ट, २०१९.

नोंदणीकृत कार्यालय :
९ वा मजला, निर्मल बिल्डिंग, नरिमन पॉईंट, मुंबई - ४०० ०२१
दू. : ९१ २२ ६७७८ ९५९५,
ई-मेल : investor.relations@tcs.com वेबसाईट : www.tcs.com
सीआयएन : एल२२२१०एमएच१९९५पीएलसी०८४७८१.