



TCS/SE/5/2018-19

April 4, 2018

**National Stock Exchange of India Limited  
Exchange Plaza, Bandra Kurla Complex  
Mumbai  
Kind Attn: Manager, Listing Department**

**BSE Limited  
P.J. Towers, Dalal Street  
Mumbai  
Kind Attn: General Manager  
Department of Corporate Services  
Scrip Code No. 532540 (BSE)**

Dear Sirs,

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

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 April 3, 2018
2. Copies of newspaper advertisement published in Free Press Journal (English) and Navshakti (Marathi) both dated April 4, 2018

The above reminder letters were sent to the shareholders by speed 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 CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Maker Towers 'E' Block 11th Floor Cuffe Parade Colaba Mumbai 400 005 India  
Tel 91 22 6778 9191 Fax 91 22 6639 1836 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

Corporate Identity No. (CIN) - L22210MH1995PLC084781

Registered Office: 9<sup>th</sup> Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Tel: 91 22 6778 9595 Fax: 91 22 6778 9660 E-mail: investor.relations@tcs.com Website: www.tcs.com

Dear Shareholder(s)

April 03, 2018

**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 Limited, Registrars and Share Transfer Agent of the Company on or before **August 15, 2018**. 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](http://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 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

To,  
**TSR DARASHAW 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 April 03, 2018. I confirm that neither I have encashed the dividend warrant(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

My email id is : \_\_\_\_\_ My Mobile no is : \_\_\_\_\_

Place:

Date:

\_\_\_\_\_  
Signature of the First named Shareholder

Note: Please return this letter duly filled in and signed to TSR Darashaw Limited, Registrars and Share Transfer Agent of the Company on or before **August 15, 2018**.



