



TCS/SE/51/2017-18

June 26, 2017

**The Manager, Listing Department  
National Stock Exchange of India Limited  
Exchange Plaza, Bandra Kurla Complex  
Mumbai - 400051  
Symbol: TCS**

**The General Manager, Listing Department  
BSE Limited  
P.J. Towers, Dalal Street  
Mumbai - 400001  
Scrip Code No.: 532540**

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 Circular letter dated June 22, 2017.
2. Copies of newspaper advertisement published on June 24, 2017.

The above circular letter was sent via speed post 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 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 notified on February 28, 2017 ("the Rules").

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)

June 22, 2017

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

As per the applicable provisions of the Companies Act, 2013 ("the Act"), all unpaid and unclaimed dividends are required to be transferred by the Company to IEPF established by the Central Government, after the expiry of seven years. Details of such unpaid/unclaimed dividends are regularly updated on the website of Ministry of Corporate Affairs as well as on the Company's website. Reminder letters have also been sent from time to time to the shareholders to claim their unclaimed dividends.

As per Section 124(6) of the Act read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 and subsequent amendment thereto ("the Rules"), all the shares in respect of which dividend has remained unpaid/unclaimed for seven consecutive years or more shall be transferred in the name of IEPF.

As per our records, the amount(s) of dividends mentioned in the Annexure are lying unpaid / unclaimed against your name. You are requested to claim the same by returning the Annexure duly signed to TSR Darashaw Limited, Registrar and Share Transfer Agent of the Company on or before **July 1, 2017**. 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 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:

- a) In physical form - duplicate share certificate(s) will be issued in your name 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.
- b) 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 Registrar 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](mailto:csg-unit@tsrdarashaw.com)

Thanking you,

Yours faithfully,

For Tata Consultancy Services Limited

**Rajendra Moholkar**  
Company Secretary

## Annexure

To,  
**TSR DARASHAW LIMITED**  
(Unit: Tata Consultancy Services Ltd)  
6- 10 Haji Moosa Patrawala Industrial Estate,  
20, Dr. E. Moses Road, Near Famous Studio,  
Mahalaxmi, Mumbai 400011.

Dear Sir / Madam,

### Sub: Payment of unclaimed dividend

Kindly arrange for payment of unclaimed dividend as mentioned below on the basis of this advice. I confirm that neither I have encashed the instrument(s) sent to me earlier nor I have received any money in connection with the below mentioned dividend (s).

Folio No. / CLIENT ID No.:

DPID No.:

Dividend Warrant No	Amount (Rs.)	Date of Payment	Last Date to Claim Dividend
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My email id is : \_\_\_\_\_

My Mobile No is : \_\_\_\_\_

Place:

Date:

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

Note: Please return this Annexure duly signed to TSR Darashaw Limited (TSRDL), Registrar and Share Transfer Agent of the Company on or before **July 1, 2017**



