TCS/SE/l 05/2019-20
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
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 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
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,

Subject: 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.

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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 hearing 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.
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 stood 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 Rd, 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, Nilkamal Building, Nariman Point, Mumbai 400 021
Tel: 91 22 6656 8955
Email: investorrelations@tcs.com Website: www.tcs.com
CIN: L22100MH1996PLC04751
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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 22 6656 8494, Fax: 91 22 6656 6494
Email: investor.relations@tcs.com Website: www.tcs.com
CIN: L22210MH1995PLC084781
विषय : इंस्टैट एन्कूजन ऑंड प्रोटेक्शन फंड (आयपीएफ) अंकांकोंध्ये कंपनीच्या सम्बन्धात
केलेल्या सुचविती अनुसार व्यापार संबंधात अधिसूचना केलेल्या इंस्टैट एन्कूजन ऑंड प्रोटेक्शन
फंड अंकांको (आयपीएफ, आईटी, ग्रांडफाउंड ऑंड ग्रिंडफ) स्थल, २०१२ ("स्थळ") सहस्राधी नंबरी
अधिनियम, २०१३ ("अधिनियम") चा कलम १२५(६) व्या तत्त्वसंदर्भात ही सुचवित प्रकटित करणार वेळ आहे।
अधिनियम आणि इंस्टैट एन्कूजन ऑंड प्रोटेक्शन फंड कर्मचारी ह्या गौरवसम्पन्न, सलग तरी किंवा जाती वेळे दाखवणे न करता पण अस्तेवर्ती लाभान्वी संबंधात आणि आयपीएफ अंकांको दाखवणे न केलेल्या लाभान्वी संबंधात करणारी स्थळावरून सामाजिक आहे।
आयपीएफ अंकांको संबंधात ह्या तत्त्वसंदर्भात ज्ञान देणे शर्त सांस्कृतिक धर्माच्या कंपनी लाभान्वी ने नाती फक्त प्रकट व्यावहारिक करण्यासाठी (अ) कंपनीच्या लाभान्वी ने सांगणे दाखवणे न करता ज्ञान देणे लाभान्वी पपुर अस्तेवर्ती व ज्ञान देणे आयपीएफ अंकांको ह्या संबंधात हे तत्त्वसंदर्भ व्या संबंधात धर्माच्या कंपनीसाठी ह्या तत्त्वसंदर्भ लिङ्गी वेबसाइट www.tcs.com यां अला तत्त्वसंदर्भ वेबसाइट आहे।
२०१२ नेविंग, २०१२ नंतर संबंधात धर्माच्या कंपनी संबंधात देखील न केला पुढे, कोणतीही सुचवित पद्धती न देता संबंधात धर्माच्या कंपनी, केल्याचे शर्त सांगणे पद्धती आयपीएफ अंकांको ह्या संबंधात करणारी कंपनी आहे तर देखील सांगणे आहे।
पुढील प्रकारे शेअरच्या धारणा केलेले असूनसार:
• प्रथम प्रकारे - नेत शेअर प्रमाणन (३) जारी होणार आणि आवश्यक अपडेटिंग करण्यासाठी या केलेल्या आयपीएफ अंकांको नाती लाभान्वी संबंधात करणारे जागी धर्माच्या कंपनीजवळ ने नेत शेअर प्रमाणन (३) व अ-प्रमाणन समस्त संबंधात जागी.
• दिविन प्रकारे - दिविन धारणाच्या पुढे असलेले शेअरच्या आयपीएफ अंकांको नाती लाभान्वी संबंधात करणारी नियुक्ती पुढे नेत शेअरकन्या जोड: www.tcs.com यां अला तत्त्वसंदर्भ वेबसाइट आहे।
धर्माच्या कंपनी ह्याच्या नेते म्हणजेच, आयपीएफ अंकांको शेअरच्या आणि दाखवणे न केलेल्या लाभान्वी संबंधात प्राप्ताच्या तत्त्वसंदर्भात www.lefp.gov.in यां अला तत्त्वसंदर्भ वेबसाइट आहे।
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