TCS/SE/69/2020-21

August 15, 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 (2nd Interim Dividend 2013-14)

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 were sent 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 6630 3672 e-mail corporate.office@tcs.com website www.tcs.com
Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021
Corporate Identity No. (CIN): L22210MH1995PLC084781

TATA CONSULTANCY SERVICES LIMITED

NOTICE

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

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 ("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. Companies are required to inform the shareholders at the latest available address whose shares are liable to be transferred to the IEPF Authority three months prior to the due date of transfer of shares and simultaneously publish the notice in the newspapers. This Notice is published pursuant to the provisions the Act and Rules.

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 14, 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 cancelled and non-negotiable.
- **In demat form** - The Company shall transfer the shares by way of corporate action through the Depositories to the IEPF Authority.

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 : August 14, 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

TATA

NOTICE

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

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 ("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. Companies are required to inform the shareholders at the latest available address whose shares are liable to be transferred to the IEPF Authority three months prior to the due date of transfer of shares and simultaneously publish the notice in the newspapers. This Notice is published pursuant to the provisions the Act and Rules.

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 14, 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 cancelled and non-negotiable.
- **In demat form** - The Company shall transfer the shares by way of corporate action through the Depositories to the IEPF Authority.

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 : August 14, 2020

Registered Office:
9th Floor, Nirmal Building, Nariman Point, Mumbai 400021
Tel: 91 22 6778 9595
Email: investor.relations@tcs.com website: www.tcs.com
CIN: L22210MH1995PLC084781

TATA CONSULTANCY SERVICES LIMITED

TATA

सूचना

विषय : इन्व्हेस्टर एज्युकेशन अँड प्रोटेक्शन फंड (आयईपीएफ) अकाऊंटमध्ये कंनीच्या समभागांचे हस्तांतरण

कंपनी अधिनियम, २०१३ ("अधिनियम") च्या कलम १२४(६) च्या तरतुदी सहवाचता इन्व्हेस्टर एज्युकेशन अँड प्रोटेक्शन फंड ऑथॉरिटी (अकाऊंटींग, ऑडिट, ट्रान्स्फर अँड रिफंड) रूल्स, २०१६ ("रुल्स") मध्ये अन्य बार्बींसोबत दावा न केलेला लाभांश आयईपीएफकडे हस्तांतरीत करण्याच्या आणि सलग सात किंवा जास्त वर्षे ज्यांच्या संबंधातील लाभांश दावा न करता पडून आहे ते शेअर आयईपीएफ अकाऊंटमध्ये हस्तांतरित करण्याच्या तरतुदी आहेत.

कंपन्यानी शेअर्स हस्तांतरीत होण्याच्या नियत तारखेपूर्वी तीन महिने आधी ज्यांचे शेअर्स आयईपीएफ ऑथॉरिटीकडे हस्तांतरीत होण्यास पात्र ठरले आहेत त्याच्या अलिकडच्या उपलब्ध पत्त्यावर भागधारकांना कळवणे आणि त्याचवेळी वर्तमानपत्रांत सूचना प्रकाशित करणे आवश्यक आहे. ही सूचना अधिनियम व रुल्सच्या तरतुदींनुसार प्रकाशित केली आहे.

कंपनीने ज्यांचे शेअर्स आयईपीएफकडे हस्तातरित होण्यास पात्र ठरले आहेत त्यांच्या नोंदणीकृत पत्त्यावर संबंधित भागधारकांना वैयक्तिक पत्र पाठवले आहे. कंपनीने सलग सात वर्षे ज्यांचे लाभांश दावा न होता पडून आहेत व ज्यांचे शेअर्स आयईपीएफकडे हस्तांतरित होणार आहेत त्या संबंधित भागधारकांचे संपूर्ण तपशील तिची वेबसाईट www.tcs.com वर अपलोड केले आहेत.

जर संबंधित भागधारकांनी १४ नोव्हेंबर, २०२० पर्यंत लाभांशावर दावा केला नाही तर कंपनी पुढे कोणतीही सूचना न देता खालील पद्धतीने संबंधित भागधारकांनी धारण केलेले शेअर्स आयईपीएफकडे हस्तांतरित करण्याकरिता आवश्यक पावले उचलेल.

पुढील प्रकारे धारण केलेल्या शेअर्सच्या बाबतीत :

- प्रत्यक्ष स्वरुपांत – नवी शेअर प्रमाणपत्रे जारी केली जातील आणि आवश्यक औपचारिकता पूर्ण केल्यावर आयईपीएफच्या नावे हस्तांतरित केली जातील. भागधारकांच्या नावात नोंद असलेली मूळ शेअर प्रमाणपत्रे रद्द व अपरक्राम्य असल्याचे समजले जाईल.
- डिमॅट स्वरुपांत – कंपनी डिपॉझिटरीज मार्फत आयईपीएफ ऑथॉरिटीकडे कॉर्पोरेट ॲक्शनच्या माध्यमातून शेअर हस्तांतरित करेल.

भागधारकांनी ध्यानांत ठेवावे की, शेअर आणि दावा न केलेले लाभांश आयईपीएफ कडे हस्तांतरित झाल्यास, संबंधित भागधारक वेबसाईट www.iepf.gov.in वर उपलब्ध विहित फॉर्म आयईपीएफ–५ मध्ये एक ऑनलाईन अर्ज सादर करून व रितसर स्वाक्षरी केलेली त्याची एक प्रत्यक्ष प्रत कंपनीकडे तिच्या नोंदणीकृत कार्यालयांत फॉर्म आयईपीएफ–५ मध्ये सांगितलेल्या आवश्यक दस्तावेजांसह पाठवून आयईपीएफकडून ते परत मागू शकतात.

भागधारकांनी पुढे ध्यानांत ठेवावे की, कंपनीने तिची वेबसाईट www.tcs.com वर अपलोड केलेले दावा न केलेले लाभांश आणि संबंधित भागधारकांचे शेअर्स यांचे तपशील म्हणजे रूल्स नुसार आयईपीएफ कडे शेअर्स हस्तांतरित करण्याकरिता कंपनीकडून नवी शेअर प्रमाणपत्रे जारी करण्यासंबंधात दिलेली पर्याप्त सूचना समजावी. कृपया ध्यानांत ठेवावे की, आयईपीएफ कडे हस्तांतरित केलेल्या समभाग आणि दावा न केलेले लाभांश ह्या संबंधात कंपनी विरुद्ध कोणताही दावा करता येणार नाही.

संदर्भित विषयी भागधारकांना कोणतीही चौकशी करायची असल्यास, ते टीएसआर दाराशॉ कन्सल्टंटस प्रायव्हेट लिमिटेड, युनिट : टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड, ६ हाजी मुसा पत्रावाला इंड स्ट्रीयल इस्टेट, २०, डॉ. ई. मोझेस रोड, महालक्ष्मी, मुंबई–४०० ०११, दू. : ९१ २२–६६५६ ८४८४, फॅक्स : ९१ २२ ६६५६ ८४९४, वेबसाईट : www.tsrdarashaw.com येथे संपर्क साधता येईल.

टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड साठी
राजेंद्र मोहोळकर
कंपनी सेक्रेटरी

ठिकाण : मुंबई
दिनांक : १४ ऑगस्ट, २०२०

नोंदणीकृत कार्यालय :
९वा मजला, निर्मल बिल्डिंग, नरिमन पॉईंट, मुंबई–४०० ०२१.
दू. : ९१ २२ ६७७८९५९५
ई–मेल : investor.relations@tcs.com वेबसाईट : www.tcs.com
सीआयएन:एल२२२१०एमएच१९९५पीएलसी०८४७८१

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 14, 2020**

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 **November 14, 2020.**

<u>For shares held in demat form:</u>

☐ Copy of the Demat Account Statement (Client master list) showing your name, address, demat and bank account details registered against the demat account.

<u>For shares held in physical form:</u>

☐ 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.

<u>Please note that no payment can be made in absence of complete bank details registered against your account</u>

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
Email id: csg-unit@tsrdarashaw.com

Dear Sir / Madam,

Sub: Payment of unclaimed dividend

Kindly arrange for payment of unclaimed dividend as mentioned below based on your letter dated August 14, 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
		08-11-2013	14-11-2020
		10-02-2014	14-11-2020
		04-07-2014	14-11-2020
		08-08-2014	14-11-2020
		11-11-2014	14-11-2020
		09-02-2015	14-11-2020
		07-07-2015	14-11-2020
		03-08-2015	14-11-2020
		30-10-2015	14-11-2020
		29-01-2016	14-11-2020
		24-06-2016	14-11-2020
		02-08-2016	14-11-2020
		02-11-2016	14-11-2020
		01-02-2017	14-11-2020
		23-06-2017	14-11-2020
		01-08-2017	14-11-2020
		01-11-2017	14-11-2020
		31-01-2018	14-11-2020
		19-06-2018	14-11-2020
		25-07-2018	14-11-2020
		24-01-2019	14-11-2020
		17-06-2019	14-11-2020
		23-07-2019	14-11-2020
		24-10-2019	14-11-2020
		24-10-2019 (Spl. Div.)	14-11-2020
		31-01-2020	14-11-2020

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

Note: Please return this Annexure duly filled in and signed from your registered email address or by way of a letter to **TSR Darashaw Consultants Private Limited**, Registrars and Share Transfer Agent of the Company on or before **November 14, 2020**