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
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 of 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(s) 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, Wadhawa, 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
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 of 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, Patrakar Industrial Estate, 20, Dr. E. Moses Road, Mahalaxmi, Mumbai – 400 011, Tel: 91 22 6656 8494, Fax: 91 22 6656 8494, Website: www.tscrdarashaw.com.

For TATA CONSULTANCY SERVICES LIMITED

Rajendra Moholkar
Company Secretary
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.

For shares held in demat form:

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

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

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 requisited 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
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

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<th>Dividend Warrant No.</th>
<th>Amount (₹)</th>
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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: [Your Email]
My Mobile No. is: [Your Mobile]
Place: [Your Place]
Date: [Your Date]
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.