



TCS/SE/26/2020-21

May 16, 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 (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) and Navshakti (Marathi).
2. Copy of reminder letter to shareholders.

The above reminder letters are being sent at the earliest possible under the current situation 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**

**TATA CONSULTANCY SERVICES**

**TATA Consultancy Services Limited**

9th Floor Nirmal Building Nariman Point Mumbai 400 021

Tel. 91 22 6778 9595 Fax 91 22 6778 9660 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



## 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 required communication in this behalf is being sent to the shareholders at the earliest possible under the current situation. The complete details of the concerned shareholders whose dividends are unclaimed for seven consecutive years and whose shares are due for transfer to IEPF are being uploaded on the Company's website [www.tcs.com](http://www.tcs.com).

In case the dividends are not claimed by the concerned shareholder(s) by **August 18, 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](http://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](http://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](http://www.tsrdarashaw.com).

For TATA CONSULTANCY SERVICES LIMITED

**Rajendra Moholkar**  
Company SecretaryPlace : Mumbai  
Date : May 15, 2020**Registered Office:**  
9th Floor, Nirmal Building, Nariman Point, Mumbai 400021  
Tel: 91 22 6778 9595  
Email: [investor.relations@tcs.com](mailto:investor.relations@tcs.com) website: [www.tcs.com](http://www.tcs.com)  
CIN: L22210MH1995PLC084781

**TATA CONSULTANCY SERVICES LIMITED**



## नोटीस

**विषय : कंपनीच्या इक्विटी भागांचे स्थानांतरण इन्वेस्टर एज्युकेशन अँड प्रोटेक्शन फंड खात्यामध्ये करणे**

कंपन्या कायदा, २०१३ ('कायदा') च्या कलम १२४(६), च्या तरतुदींमध्ये, ज्याचे बाचन इन्वेस्टर एज्युकेशन अँड प्रोटेक्शन फंड ॲथॉरिटी (अकाउंटिंग, ऑडिट, ट्रान्सफर अँड रीफंड) नियम, २०१६ ('नियम') यांवर करायचे आहे, इतर बाबींबरोबरच, दावा न केलेल्या डिविडंडचे स्थानांतरण आयडपीएफमध्ये करण्याची तरतूद आहे, तसेच ज्या भागाच्या बाबतीत सलग सात पिढ्या त्यापेक्षा जास्त वर्षांपर्यंत डिविडंडबद्दल दावा केलेला नसेल ते भाग आयडपीएफ खात्यात स्थानांतरीत करण्याची तरतूद आहे. कंपन्यांनी ज्या भागधारकांचे भाग आयडपीएफ ॲथॉरिटीकडे स्थानांतरीत करणे आवश्यक आहे अशा भागधारकांना, कंपनीकडे उपलब्ध असलेल्या त्यांच्या सर्वात अलिकडील पत्त्यावर, भागांचे स्थानांतरण करण्यापूर्वी तीन महिने आधी कळवणे आवश्यक आहे व त्याचवेळी वर्तमानपत्रांमध्ये नोटीस प्रसिद्ध करणे आवश्यक आहे. या कायद्याच्या व नियमांच्या तरतुदींनुसार ही नोटीस प्रसिद्ध करण्यात येत आहे.

या संबंधीची आवश्यक माहिती सध्याच्या परिस्थितीत भागधारकांकडे लवकरात लवकर पाठवली जात आहे. ज्या भागधारकांचे डिविडंडस सलग सात वर्षे घेतलेले नाहीत आणि ज्यांचे भाग आयडपीएफमध्ये स्थानांतरीत होणार आहेत, अशा संबंधित भागधारकांची संपूर्ण माहिती कंपनीच्या वेबसाइटवर [www.tcs.com](http://www.tcs.com) येथे अपलोड करण्यात येत आहे.

जर संबंधित भागधारकाने (भागधारकांनी) ऑगस्ट १८, २०२० पर्यंत डिविडंडसच्या बाबतीत दावा सादर केला नाही, तर पुढील सूचना न देता, संबंधित भागधारकाने (भागधारकांनी) धारण केलेले भाग आयडपीएफमध्ये स्थानांतरीत करण्यासाठीची आवश्यक पावले कंपनीद्वारे खालील पद्धतीने उचलली जातील:

जर भाग पुढील प्रकारे धारण केलेले असतील:

- **प्रत्यक्ष स्वरूपात** - नवीन भाग प्रमाणपत्र (प्रमाणपत्रे) जारी केली जातील व आवश्यक प्रतिसादांची पूर्तता केल्यानंतर ती आयडपीएफच्या नावाने स्थानांतरीत केली जातील. भागधारकाच्या नावाने नोंदवलेले मूळ भाग प्रमाणपत्र (प्रमाणपत्रे) रद्द झाल्याचे समजले जाईल व ती व्यवहारासाठी अक्षम (नॉन-निगोशिएबल) असल्याचे समजले जाईल.
- **ड्रीमट स्वरूपात** - कंपनी कॉर्पोरेट कंत्राटद्वारे डिपॉझिटरीकडून आयडपीएफ ॲथॉरिटीकडे भागांचे स्थानांतरण करेल.

भागधारकांनी याची नोंद घ्यावी की आयडपीएफला भाग आणि दावा न केलेले डिविडंडस स्थानांतरीत झाल्यानंतर, संबंधित भागधारक (भागधारक) [www.iepf.gov.in](http://www.iepf.gov.in) या वेबसाइटवर उपलब्ध असलेल्या फॉर्म आयडपीएफ-५ मधील विहित नमुन्यात ऑनलाइन अर्ज सादर करून, आणि त्याची सही केलेली प्रत्यक्ष प्रत, व त्याबरोबर फॉर्म आयडपीएफ-५ मध्ये नमूद केल्यानुसार आवश्यक कागदपत्रे जोडून ते कंपनीच्या नोंदणीकृत कार्यालयाकडे पाठवून, ते आयडपीएफकडून परत मिळवण्यासाठी पात्र असतील.

भागधारकांनी याचीही नोंद घ्यावी की संबंधित भागधारकांच्या (भागधारकांच्या) दावा न केलेल्या डिविडंडस आणि भागांबद्दलची माहिती कंपनीने त्यांच्या वेबसाइटवर [www.tcs.com](http://www.tcs.com) येथे अपलोड केलेली आहे आणि ती माहिती म्हणजे कंपनीद्वारे आयडपीएफकडे भागांचे स्थानांतरण करण्यासाठी नवीन भाग प्रमाणपत्र (प्रमाणपत्रे) देण्यासाठीची पुरेशी सूचना मानण्यात येईल. कृपया याची नोंद घ्यावी, की आयडपीएफकडे स्थानांतरीत केलेले, दावा न केलेले डिविडंडस आणि इक्विटी भाग यांच्याबाबतीत कंपनीविरुद्ध कोणताही दावा सांगता येणार नाही.

जर भागधारकांना वरील विषयाच्या बाबतीत कोणतेही प्रश्न असतील तर त्यांनी टीएसआर दाराशॉ कन्सल्टंटस प्रायव्हेट लिमिटेड, युनिट : टाटा कन्सल्टंटसी सर्विसेस लिमिटेड, ६, हाजी मूसा, पत्रावाला इंडस्ट्रियल इस्टेट, २०, डॉ. इ. मोडेंस रोड, महालक्ष्मी, मुंबई - ४०० ०११, टेलिफोन : ९१ २२ ६६५६ ८४८४, फॅक्स : ९१ २२ ६६ ५६ ८४९४, वेबसाइट : [www.tsrdarashaw.com](http://www.tsrdarashaw.com) यांचेशी संपर्क साधावा.

**टाटा कन्सल्टंटसी सर्विसेस लिमिटेड साठी**

छिपणप : मुंबई  
तारीख : मे १५, २०२०

राजेंद्र मोहोबकर  
कंपनी सेक्रेटरी

**नोंदणीकृत कार्यालय :**

९ वा मजला, निर्मल बिल्डिंग, लीमन पॉइंट, मुंबई ४०००२१

टेलि : ९१ २२ ६७७८ ९५९५

इमेल : [investor.relations@tcs.com](mailto:investor.relations@tcs.com) वेबसाइट : [www.tcs.com](http://www.tcs.com)

CIN: L22210MH1995PLC084781

**TATA****CONSULTANCY SERVICES LIMITED****Corporate Identity No. (CIN):** L22210MH1995PLC084781**Registered Office:** 9<sup>th</sup> Floor, Nirmal Building, Nariman Point, Mumbai 400021**Tel:** 91 22 6778 9595 **E-mail:** investor.relations@tcs.com **Website:** www.tcs.com**May 15, 2020****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 Authority 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(s) from your registered email address or by way of a letter so as to reach the RTA on or before **August 18, 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](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 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

Dear Sir / Madam,

**Sub: Payment of unclaimed dividend**

Kindly arrange for payment of unclaimed dividend as mentioned below based on your letter dated May 15, 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
		13-08-2013	18-08-2020
		08-11-2013	18-08-2020
		10-02-2014	18-08-2020
		04-07-2014	18-08-2020
		08-08-2014	18-08-2020
		11-11-2014	18-08-2020
		09-02-2015	18-08-2020
		07-07-2015	18-08-2020
		03-08-2015	18-08-2020
		30-10-2015	18-08-2020
		29-01-2016	18-08-2020
		24-06-2016	18-08-2020
		02-08-2016	18-08-2020
		02-11-2016	18-08-2020
		01-02-2017	18-08-2020
		23-06-2017	18-08-2020
		01-08-2017	18-08-2020
		01-11-2017	18-08-2020
		31-01-2018	18-08-2020
		19-06-2018	18-08-2020
		25-07-2018	18-08-2020
		24-01-2019	18-08-2020
		17-06-2019	18-08-2020
		23-07-2019	18-08-2020
		24-10-2019	18-08-2020
		24-10-2019 (Special Dividend)	18-08-2020

**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:

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 **August 18, 2020**.