



TCS/SE/120/2020-21

November 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 (3<sup>rd</sup> 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.

Individual communication is being sent to the registered address of the shareholders whose dividends are lying unclaimed for seven consecutive years and whose shares are liable to be transferred to IEPF. The complete details of these shareholders 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 **February 16, 2021**, 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 : November 15, 2020**Registered Office:**  
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
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



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TATA CONSULTANCY SERVICES LIMITED



## सूचना

विषय : इन्व्हेस्टर एज्युकेशन अॅण्ड प्रोटेक्शन फंड

(आयईपीएफ) खात्यामध्ये कंपनीच्या समभागांचे हस्तांतर

कंपनी अधिनियम, २०१३ ("अधिनियम") च्या कलम १२४(६) सहवाचता इन्व्हेस्टर अॅण्ड प्रोटेक्शन फंड अॅथॉरिटी (अकाउंटिंग, ऑडिट, ट्रान्सफर अॅण्ड रिफंड) रूल्स २०१६ ("रूल्स") च्या तरतुदीमध्ये इतर बाबीसह आयईपीएफ खात्यामध्ये सात क्रमवार वर्षे किंवा अधिक करिता दावारहित राहिलेल्या लाभांशाच्या संदर्भातील शेअर्सचे हस्तांतर आणि आयईपीएफकडे दावारहित लाभांशाच्या हस्तांतरणाकरिता तरतुदीचा समावेश आहे. कंपनीला शेअर्सच्या हस्तांतरणाच्या नियत तारखेपूर्वी तीन महिने आयईपीएफ अॅथॉरिटीकडे ज्यांचे शेअर्स हस्तांतरित होण्याचा संभव आहे अशा भागधारकांना सध्याच्या उपलब्ध पत्त्यावर कळविणे आवश्यक आहे आणि त्यानुसार वृत्तपत्रात सूचना प्रकाशित करण्यात येत आहे. सदर सूचना ही अधिनियम, आणि रूल्सच्या तरतुदीनुसार प्रकाशित करण्यात येत आहे.

वैयक्तिक पत्रव्यवहार हा ज्या भागधारकांचा लाभांश सात क्रमवार वर्षाकरिता दावारहित राहिलेल्या आहे आणि ज्यांचे शेअर्स आयईपीएफकडे हस्तांतरित होण्याचा संभव आहे त्यांच्या नोंदणीकृत पत्त्यावर पाठविण्यात आला आहे. अशा भागधारकांचा संपूर्ण तपशिल कंपनीची वेबसाईट [www.tcs.com](http://www.tcs.com) वर अपलोड केलेला आहे.

१६ फेब्रुवारी, २०२१ पर्यंत संबंधित भागधारकांद्वारे लाभांशाचा दावा न केला गेल्यास खालील पद्धतीने पुढील सूचनेशिवाय आयईपीएफकडे संबंधित भागधारकांनी धारण केलेले शेअर्स हस्तांतर करण्यासाठी आवश्यक ती पावले उचलेल.

या पद्धतीने शेअर धारण केले असल्यासत

- **प्रत्यक्ष स्वरूपात** : नवीन शेअर प्रमाणपत्र जारी करण्यात येईल आणि आवश्यक औपचारिकता पूर्ण केल्यावर हस्तांतरित करण्यात येईल. मूळ शेअर प्रमाणपत्र जे भागधारकांच्या नावे नोंदणीकृत आहे ते रद्द आणि वाटाघाटी योग्य नसल्याचे मानण्यात येईल.
- **डिपॉजिट स्वरूपात** : कंपनी आयईपीएफ अॅथॉरिटीकडे डिपॉझिटरीजमार्फत कॉर्पोरेट अॅक्शनच्या मागिने शेअर्स हस्तांतर करेल.

भागधारकांनी नोंद घ्यावी की, आयईपीएफकडे शेअर्स आणि दावारहित लाभांश हस्तांतर झाल्यावर सुद्धा संबंधित भागधारक भागधारक वेबसाईट [www.iepf.gov.in](http://www.iepf.gov.in) वर उपलब्ध विहित प्रपत्र आयईपीएफ-५ मध्ये ऑनलाईन अर्ज सादर करून आणि प्रपत्र आयईपीएफ-५ मध्ये दिलेल्या आवश्यक दस्तावेजांसह तिच्या नोंदणीकृत कार्यालयात कंपनीकडे रितसर सही केलेली त्यांची प्रत्यक्ष प्रत पाठवून आयईपीएफकडे त्यांचा दावा करण्यासाठी हक्कदार आहेत.

भागधारकांनी पुढ नोंद घ्यावी की दावारहित लाभांश आणि संबंधित भागधारकांच्या शेअर्सचा तपशील कंपनीची वेबसाईट [www.tcs.com](http://www.tcs.com) वर अपलोड केलेला आहे. तो रूल्स अनुसार आयईपीएफकडे शेअर्स हस्तांतर करण्यासाठी कंपनीद्वारे नवीन शेअर प्रमाणपत्र जारी करण्याच्या संदर्भात पुरेशी सूचना समजण्यात यावी. कृपया नोंद घ्यावी की आयईपीएफकडे हस्तांतरित दावारहित लाभांश आणि समभागांच्या संदर्भात कंपनीच्या विरोधात दावा करता येणार नाही.

वरील बाबतीत भागधारकांना कोणतीही चौकशी करायची ते टीएसआर दाराशॉ कन्सलटंटस् प्रायव्हेट लिमिटेड, युनिट : टाटा कन्सलटन्सी सर्व्हिसेस लिमिटेड, ६, हाजी मुसा फावाला इंडस्ट्रियल इस्टेट, डॉ. ई. मोझेस रोड, महालक्ष्मी, मुंबई - ४०००११ फोन : ९१ २२ ६६५६ ८४८४, फॅक्स : ९१ २२ ६६५६ ८४९४, वेबसाईट : [www.tsrdarashaw.com](http://www.tsrdarashaw.com) यांना संपर्क करू शकतात.

टाटा कन्सलटन्सी सर्व्हिसेस लिमिटेड करिता  
राजेंद्र मोहोळकर  
कंपनी सचिव

ठिकाण : मुंबई  
दिनांक : १५ नोव्हेंबर, २०२०

नोंदणीकृत कार्यालय :

९ वा मजला, निर्मल बिल्डिंग, नरिमें पॉईंट, मुंबई ४०००२१

फोन : ९१ २२ ६७७८ ९५९५

ईमेल : [investor.relations@tcs.com](mailto:investor.relations@tcs.com), वेबसाईट : [www.tcs.com](http://www.tcs.com)

सीआयएन : एल२२२१०एमएच१९९५पीएलसी०८४७८१



