Dear Sirs,

Sub: Reminder Letter to shareholders-Unclaimed Dividend (Final 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. 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 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

Encl: As above
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 124H 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 dividends to IEPF and transfer of shares, in respect of which dividend remains unclaimed for seven consecutive years or more to IEPF Account.

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.

In case the dividends are not claimed by the concerned shareholder(s) by July 28, 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 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 shareholders 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-S available on the website www.iepf.gov.in and sending a physical copy of the same, duly signed by the Company at its Registered Office along with requisite documents as enumerated in Form IEPF - 3.

The shareholders may further note that the details of unclaimed dividends and shares of the concerned shareholders uploaded by the Company on its website www.tcs.com shall be treated as ade ad notice in respect of loss 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 TCS Investor Relations, Tata Consultancy Services Limited, 6, Rajiv Mune, Patankarwadi Industrial Estate, 27, Dr. E. Moses Road, Mahalakshmi, Mumbai – 400 011, Tel: 91-22-28393111, Fax: 91-22-28393888, Website: www.tcs.com.

For TATA CONSULTANCY SERVICES LIMITED

Rajendra Moholkar
Company Secretary

Place: Mumbai
Date: April 27, 2020

Registered Office:
TCS House, Nariman Point, Mumbai 400 021
Tel: 022-22445000
Email: investorrelations@tcs.com  website: www.tcs.com
CIN: L22299MH1995PLC012478
NOTICE

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

The 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 to IEPF Account.

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.

In case the dividends are not claimed by the concerned shareholder(s) by July 30, 2020, necessary steps will be initiated by the Company to hand the shares held by the concerned shareholder(s) to IEPF, without further notice in the following manner:

1. In share certificate 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.
2. In demat form - The Company shall inform the Depository by way of corporate action for transfer of share(s) 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 format on the website www.iepf.gov.in and sending a physical copy of the same, duly signed by the Company at its Registered Office along with requisite documents as enumerated in Form IEPF-1.

The shareholder(s) 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 loss of the new share certificate(s) issued by the Company for the purpose of transfer of shares to IEPF pursuant to the Notice. Please note that no claim shall be entertained against the Company in respect of unclaimed dividend and equity shares transferred to IEPF.

In case the shareholders have any queries on the subject matter, they may contact:

Tata Consultancy Services Limited, Unit - Tata Consultancy Services Limited, 6, High Street, Parkwood Industrial Estate, 2G, Dr. E. More Road, Mankhurd, Mumbai - 400 081, Tel: 91 22 6686 8500, Fax: 91 22 6686 8501, Website: www.tcs.com

For TATA CONSULTANCY SERVICES LIMITED

Rajendra Moholkar
Company Secretary
TATA CONSULTANCY SERVICES LIMITED

पत्रांक : क्रोलिया स्थापित कार्यालय के बारे में विशेषज्ञता वाले टाटा सेवाएं नियुक्ति (संगठन) की अल्पकालिक सम्पूर्णता सम्बन्धी विवरण

पत्रांक : क्रोलिया स्थापित कार्यालय के बारे में विशेषज्ञता वाले टाटा सेवाएं नियुक्ति (संगठन) की अल्पकालिक सम्पूर्णता सम्बन्धी विवरण

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पत्रांक : क्रोलिया स्थापित कार्यालय के बारे में विशेषज्ञता वाले टाटा सेवाएं नियुक्ति (संगठन) की अल्पकालिक सम्पूर्णता सम्बन्धी विवरण

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पत्रांक : क्रोलिया स्थापित कार्यालय के बारे में विशेषज्ञता वाले टाटा सेवाएं नियुक्ति (संगठन) की अल्पकालिक सम्पूर्णता सम्बन्धी विवरण

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पत्रांक : क्रोलिया स्थापित कार्यालय के बारे में विशेषज्ञता वाले टाटा सेवाएं नियुक्ति (संगठन) की अल्पकालिक सम्पूर्णता सम्बन्धी विवरण

पत्रांक : क्रोलिया स्थापित कार्यालय के बारे में विशेषज्ञता वाले टाटा सेवाएं नियुक्ति (संगठन) की अल्पकालिक सम्पूर्णता सम्बन्घ
April 27, 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 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 July 28, 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 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: csq-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 April 27, 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).

<table>
<thead>
<tr>
<th>Folio No. / CLIENT ID &amp; DPID No</th>
<th>Dividend Warrant No.</th>
<th>Amount (₹)</th>
<th>Date of Payment</th>
<th>Last Date of Claim</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: 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 July 28, 2020.