



TCS/SE/184/2019-20

October 18, 2019

**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 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. Copy of reminder letter to shareholders dated October 16, 2019.
2. Copies of newspaper advertisement published in Free Press Journal (English), Business Standard (English) and Navshakti (Marathi) dated October 18, 2019.

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 as per 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 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

Corporate Identity No. (CIN) - L22210MH1995PLC084781  
Registered Office: 9<sup>th</sup> 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)

October 16, 2019

### 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 letter are lying unclaimed against your name. You are requested to claim the same by returning the enclosed letter duly signed to TSR Darashaw Consultants Private Limited, Registrars and Share Transfer Agent of the Company on or before **February 13, 2020**. 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**, 6-10, 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](mailto: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 on the basis of your letter dated October 16, 2019. 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
		07-02-13	13-02-2020
		05-07-13	13-02-2020
		13-08-13	13-02-2020
		08-11-13	13-02-2020
		10-02-14	13-02-2020
		04-07-14	13-02-2020
		08-08-14	13-02-2020
		11-11-14	13-02-2020
		09-02-15	13-02-2020
		07-07-15	13-02-2020
		03-08-15	13-02-2020
		30-10-15	13-02-2020
		29-01-16	13-02-2020
		24-06-16	13-02-2020
		02-08-16	13-02-2020
		02-11-16	13-02-2020
		01-02-17	13-02-2020
		23-06-17	13-02-2020
		01-08-17	13-02-2020
		01-11-17	13-02-2020
		31-01-18	13-02-2020
		19-06-18	13-02-2020
		25-07-18	13-02-2020
		30-10-18	13-02-2020
		24-01-19	13-02-2020

**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 **February 13, 2020**.

TATA CONSULTANCY SERVICES LIMITED



## 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 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 or more to IEPF Account.

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](http://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 **February 13, 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 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-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 the Company's Registrars and Transfer Agent, **TSR Darashaw Consultants Private Limited**, Unit : Tata Consultancy Services Limited, 6-10 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 Secretary

Place : Mumbai  
Date : October 17, 2019

**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)  
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**For TATA CONSULTANCY SERVICES LIMITED**

**Rajendra Moholkar**  
Company Secretary

Place : Mumbai  
Date : October 17, 2019

**Registered Office:**  
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
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CIN: L22210MH1995PLC084781

**TATA CONSULTANCY SERVICES LIMITED**



**सूचना**

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

वेळोवेळी सुधारित केलेल्या निगम व्यवहार मंत्रालयाने अधिसूचित केलेल्या इन्व्हेस्टर एज्युकेशन अँड प्रोटेक्शन फंड ऑथॉरिटी (अकाऊंटिंग, ऑडिट, ट्रान्स्फर अँड रिफंड) रुल्स, २०१६ ("रुल्स") सहवाचत कंपनी अधिनियम, २०१३ ("अधिनियम") च्या कलम १२४(६) च्या तरतुदीनुसार ही सूचना प्रकाशित करण्यात येत आहे.

अधिनियम आणि रुल्समध्ये इतर गोष्टींबरोबर, सलग सात किंवा जास्त वर्षे दावा न करता पडून असलेल्या लाभांशाच्या संबंधातील शेअर्सचे आयईपीएफ अकाऊंटमध्ये हस्तांतरण आणि आयईपीएफकडे दावा न केलेल्या लाभांशांचे हस्तांतरण करण्यासाठीच्या तरतुदी समाविष्ट आहेत.

आयईपीएफमध्ये हस्तांतरित होण्यास ज्यांचे शेअर्स पात्र ठरलेल्या संबंधित भागधारकांना कंपनीने त्यांच्या नोंदणीकृत पत्त्यावर वैयक्तिकरित्या कळविले आहे. कंपनीने सलग सात वर्षांसाठी दावा न करता ज्यांचे लाभांश पडून आहेत व ज्यांचे शेअर्स आयईपीएफकडे हस्तांतरित होऊ घातलेत त्या संबंधित भागधारकांचे संपूर्ण तपशील तिची वेबसाईट [www.tcs.com](http://www.tcs.com) वर अपलोड केलेले आहेत.

१३ फेब्रुवारी, २०२० पर्यंत संबंधित भागधारकांनी लाभांशावर दावा न केल्यास पुढे कोणतीही सूचना न देता संबंधित भागधारकांनी धारण केलेले शेअर्स खालील पद्धतीने आयईपीएफकडे हस्तांतरित करण्याकरिता कंपनी आवश्यक ती पावले उचलेल.

पुढील प्रकारे शेअर्स धारण केले असल्यास :

- **प्रत्यक्ष प्रकारे** - नवे शेअर प्रमाणपत्र (त्रे) जारी होईल आणि आवश्यक औपचारिकरिता पूर्ण केल्यावर आयईपीएफच्या नावात हस्तांतरित केले जाईल. भागधारकांच्या नावे नोंदणी केलेले मूळ शेअर प्रमाणपत्र (त्रे) रद्द व अ-पराक्राम्य समजण्यात येईल.
- **डिपॉझिट प्रकारे** - डिपॉझिट खाल्यात पडून असलेले शेअर्स आयईपीएफच्या नावे हस्तांतरित करण्याकरिता निगमिय कृतीद्वारे कंपनी डिपॉझिटरीला कळवेल.

भागधारकांनी लक्षात ठेवावे की, आयईपीएफमध्ये शेअर्स आणि दावा न केलेले लाभांश हस्तांतरित झाल्यास, संबंधित भागधारक वेबसाईट [www.iepf.gov.in](http://www.iepf.gov.in) वर उपलब्ध विहित प्रपत्र आयईपीएफ-५ मधील एक ऑनलाईन अर्ज सादर करून व त्याची एक प्रत्यक्ष प्रत रितसर स्वाक्षरी करून कंपनीकडे तिच्या नोंदणीकृत कार्यालयात प्रपत्र आयईपीएफ-५ मध्ये दिलेल्या आवश्यक दस्तावेजांसह पाठवून, आयईपीएफकडून परत मागण्यास हक्कदार असतील.

भागधारकांनी पुढे ध्यानात ठेवावे की, कंपनीने तिची वेबसाईट [www.tcs.com](http://www.tcs.com) वर अपलोड केलेले संबंधित भागधारकांच्या शेअर्स आणि दावा न केलेल्या लाभांशांचे तपशील म्हणजे नियमानुसार आयईपीएफकडे शेअर्स हस्तांतरित होण्याच्या कारणास्तव कंपनीने नवे शेअर प्रमाणपत्र (त्रे) जारी करण्याच्या संबंधात दिलेली पुरेशी सूचना समजावी. कृपया ध्यानात ठेवावे की, आयईपीएफमध्ये हस्तांतरित केलेल्या दावा न केलेल्या लाभांश आणि समभागांच्या संबंधात कंपनीविरुद्ध कोणताही दावा करता येणार नाही.

उक्त विषयी भागधारकांना काही चौकशी करायची असल्यास त्यांनी कंपनीचे रजिस्ट्रार अँड ट्रान्स्फर एजंट्स टीएसआर दाराशा कन्सल्टंटस् प्रायव्हेट लिमिटेड, युनिट : टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड, ६-१०, हाजी मूसा पत्रावाला इंडस्ट्रीयल इस्टेट, २०, डॉ. ई. मोझेस रोड, महालक्ष्मी, मुंबई - ४०००११. दू. : ९१-२२-६६५६८४८४; फॅक्स : ९१-२२-६६५६८४९४, वेबसाईट : [www.tsrdarashaw.com](http://www.tsrdarashaw.com) येथे संपर्क साधावा.

टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड साठी

ठिकाण : मुंबई.

दिनांक : १७ ऑक्टोबर, २०१९.

नोंदणीकृत कार्यालय :

९ वा मजला, निर्मल बिल्डिंग, नरिमन पॉईंट, मुंबई - ४०० ०२९

दू. : ९१ २२ ६७७८ ९५९५,

ई-मेल : [investor.relations@tcs.com](mailto:investor.relations@tcs.com) वेबसाईट : [www.tcs.com](http://www.tcs.com)

सीआयएन : एल२२२१०एमएच१९९५पीएलसी०८४७८९.

राजेंद्र मोहोळकर  
कंपनी सेक्रेटरी