



TCS/BB/SE/111/2020-21

October 20, 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: Newspaper Advertisement – Disclosure under Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”)**

This is further to our letter no. TCS/BB/SE/107/2020-21 dated October 19, 2020, regarding buy-back of 5,33,33,333 fully paid-up Equity Shares of the Company.

Pursuant to Regulation 30 read with Schedule III Part A Para A of SEBI Listing Regulations, we hereby enclose copies of newspaper advertisement published in Business Standard (English), Free Press Journal (English) and Navshakti (Marathi), regarding Postal Ballot Notice and E-Voting Information.

This is for your information and record.

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): L22210MH1995PLC08478

TATA CONSULTANCY SERVICES LIMITED



### POSTAL BALLOT NOTICE AND E-VOTING INFORMATION

NOTICE is hereby given that the Company is seeking approval of its Members by way of a Special Resolution for Buyback of up to 5,33,33,333 fully paid-up Equity Shares of face value of ₹1 each, representing 1.42% of the total issued and paid-up equity share capital, at a price of ₹3,000 per Equity Share payable in cash for an aggregate consideration not exceeding ₹16,000 crore (excluding transaction costs, applicable taxes and other incidental and related expenses), on proportionate basis, through Tender Offer route through Stock Exchange mechanism, approved by the Board of Directors of the Company at its meeting held on Wednesday, October 7, 2020.

This buy-back is in accordance with the provisions of the Companies Act, 2013 and rules framed thereunder, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Securities and Exchange Board of India (Buy Back of Securities) Regulations, 2018, as amended from time to time, read with SEBI Circular CIR/CFD/POLICYCELL/1/2015 dated April 13, 2015 and Circular CFD/DCR2/CR/P/2016/131 dated December 9, 2016, as set out in the Postal Ballot Notice dated October 7, 2020.

The Postal Ballot Notice is available on the Company's website <https://www.tcs.com/events/tcsbuyback-2020>, website of National Securities Depository Limited ("NSDL") <https://www.evoting.nsdl.com> and the website of the stock exchanges where the equity shares of the Company are listed i.e. BSE Limited ("BSE") ([www.bseindia.com](http://www.bseindia.com)) and National Stock Exchange of India Limited ("NSE") ([www.nseindia.com](http://www.nseindia.com)).

In compliance with the Circular No. 14/2020 dated April 8, 2020, Circular No. 17/2020 dated April 13, 2020 and Circular No. 33/2020 dated September 28, 2020 issued by the Ministry of Corporate Affairs, the Company has sent the Postal Ballot Notice on October 19, 2020 only through electronic mode to those Members whose e-mail addresses are registered with the Company/ Depositories and whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on Friday, October 9, 2020 ("Cut-off date"). The communication of the assent or dissent of the Members would only take place through the remote e-voting system.

The Company has engaged the services of NSDL to provide remote e-voting facility to its Members. The remote e-voting period commences from 9.00 a.m. (IST) on Tuesday, October 20, 2020 and ends at 5.00 p.m. (IST) on Wednesday, November 18, 2020. The e-voting module shall be disabled by NSDL thereafter. Voting rights of the Members shall be in proportion to the shares held by them in the paid-up equity share capital of the Company as on Cut-off date. Only those Members whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on the Cut-off date will be entitled to cast their votes by remote e-voting. Once the vote on the resolution is cast by the Member, he/she shall not be allowed to change it subsequently.

The Members whose e-mail address is not registered with the Company/Depositories, may register on or before 5:00 p.m. (IST) on Wednesday, November 11, 2020 to receive the Postal Ballot Notice and the procedure for remote e-voting along with the login ID and password for remote e-voting by clicking the link <https://green.tsrdarashaw.com/green/events/login/c2> and completing the registration process as guided therein. In case of any queries, members may write to [tcspostalballot20@tsrdarashaw.com](mailto:tcspostalballot20@tsrdarashaw.com).

For details relating to e-voting, please refer to the Postal Ballot Notice. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of <https://www.evoting.nsdl.com> or call on toll free no. 1800-222-990 or send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). In case of any grievances connected with facility for voting by electronic means, please contact Ms. Pallavi Mhatre, Assistant Manager, NSDL, Email: [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)/[pallavid@nsdl.co.in](mailto:pallavid@nsdl.co.in), Tel: 91 22 2499 4545/1800-222-990.

The Board of Directors of the Company has appointed Mr. P.N. Parikh (Membership No. FCS 327) and failing him Ms. Jigyasa Ved (Membership No. FCS 6488) of Parikh & Associates, Practising Company Secretaries, as the Scrutinizer to conduct the Postal Ballot through remote e-voting process in a fair and transparent manner.

The result of the Postal Ballot will be announced at or before 5:00 p.m. (IST), Friday, November 20, 2020. The said results along with the Scrutinizer's Report would be intimated to BSE and NSE and will also be uploaded on the Company's website <https://www.tcs.com/events/tcsbuyback-2020> and on the website of NSDL [www.evoting.nsdl.com](http://www.evoting.nsdl.com).

For TATA CONSULTANCY SERVICES LIMITED

**Rajendra Moholkar**  
Company Secretary

Place : Mumbai  
Date : October 19, 2020

**Registered Office:**  
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identity Number (CIN): L22210MH1995PLC084781  
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 19, 2020

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TATA CONSULTANCY SERVICES LIMITED



**पोस्टल बॅलट सूचना आणि ई-मतदानाची माहिती**

सूचना वादद्वारे देण्यात येते की, कंपनी बुधवार, ७ ऑक्टोबर, २०२० रोजी झालेल्या त्यांच्या सभेत संचालक मंडळाद्वारे मंजूर केलेल्या स्टॉक एक्स्चेंज मॅकेनिझम मार्फत ऑफ स्टॉक मार्फत प्रमाण्यार तलावार रु. १६,००० कोटी पेसा जास्त नसलेल्या (ल्यवहार खर्च, प्रयोग्य कर आणि इतर अनुषंगिक आणि संबंधित खर्च वास्तु) एकूण योजवल्याकरिता रोखीमध्ये देव प्रती समभाग रु. ३००० च्या किमतीने एकूण जावी आणि भरणा झालेल्या समभाग भांडवलाच्या १.४२% सादर करणाऱ्या प्रत्येकी रु. १ च्या दर्शनी मुल्याच्या ५,३३,३३,३३३ पूर्ण परणा झालेल्या समभाग्यांवैत बावबक करण्यासाठी विशेष उदात्तका मागानि तिच्या सभासदांनी मंजूरी घेण्यासाठी इच्छुक आहे.

सदर बावबक हे दिनांक ७ ऑक्टोबर, २०२० रोजीच्या पोस्टल बॅलट सूचनेत नमूद नुसार कंपनी अधिनियम २०१३ आणि त्याअंतर्गत स्थापित नियम, मिस्युरिटीज अॅण्ड एक्स्चेंज बोर्ड ऑफ इंडिया (लिस्टिंग ऑब्लिगेशन्स अॅण्ड डिस्क्लोजर रिक्वायर्मंट्स) रेग्युलेशन्स, २०१५, वेलेवेली केलेल्या सुधारणे नुसार मिस्युरिटीज अॅण्ड एक्स्चेंज बोर्ड ऑफ इंडिया (ब्यां बॅक ऑफ मिस्युरिटीज) सहाय्यता सेबी सर्कुलर सीआयआर/सीएफडी/पॉलिसीसेल/१/२०१५ दिनांक १३ एप्रिल, २०१५ आणि सर्कुलर सीएफडी/सीआयआर/सीआयआर/पी/२०१६/१३१ दिनांक १ डिसेंबर, २०१६ च्या तनुदनुसार कल्यात येत आहे.

पोस्टल बॅलटची सूचना कंपनीची वेबसाईट <https://www.tcs.com/events/tcsbuyback-2020>, नॅशनल मिस्युरिटीज डिपॉझिट लिमिटेड ("एनएसडीएल") ची वेबसाईट <https://www.evoting.nsdl.com> आणि जेथे कंपनीचे समभाग सूचीबद्ध आहेत त्या स्टॉक एक्स्चेंजची वेबसाईट म्हणजेच बीएसई लिमिटेड ("बीएसई") ([www.bseindia.com](http://www.bseindia.com)) आणि नॅशनल स्टॉक एक्स्चेंज ऑफ इंडिया लिमिटेड ("एनएसई") ([www.nseindia.com](http://www.nseindia.com)) वर उपलब्ध आहे.

निगम व्यवहार मंडळाद्वारे जारी सर्कुलर क्र. १४/२०२० दिनांक ८ एप्रिल, २०२०, सर्कुलर क्र. १७/२०२० दिनांक १३ एप्रिल, २०२० आणि सर्कुलर क्र. ३३/२०२० दिनांक २८ सप्टेंबर, २०२० च्या अनुपालनात कंपनीचे शुक्रवार, ९ ऑक्टोबर, २०२० ("कट ऑफ तारीख") रोजीस डिपॉझिटरीज कडे असलेले लाभकारी मालकांचे रजिस्टर किंवा कंपनीच्या सभासद रजिस्टरमध्ये नावे असलेल्या आणि कंपनी/डिपॉझिटरीजकडे ई-मेल पत्ते नोंदविलेल्या सभासदांना फक्त इलेक्ट्रॉनिक माध्यमाने १९ ऑक्टोबर, २०२० रोजी पोस्टल बॅलट सूचना पाठविली आहे. सभासदांची सहमती किंवा असहमतीचा पत्रव्यवहार फक्त दुसरे ई-मतदान पट्टीमार्फत घेण्यात येईल.

कंपनी तिच्या सभासदांना दुसरे ई-मतदान सुविधा पुर्विगण्यासाठी एनएसडीएलच्या सेवेसह जोडली गेली आहे. दुसरे ई-मतदानाचा कालावधी मंगळवार, २० ऑक्टोबर, २०२० रोजी सा. १०.०० वा. (भाषवे) पासून सुरु होईल आणि बुधवार, १८ नोव्हेंबर, २०२० रोजी सायं. ५.०० वा. (भाषवे) संपेल. ई-मतदान मॉड्यूल त्यानंतर एनएसडीएल द्वारे बंद करण्यात येईल. सभासदांचे मतदानाचे हक्क कट ऑफ तारखेस कंपनीच्या भरणा झालेल्या भाग भांडवलातील त्यांच्या रोअर्सच्या प्रमाणात राहतील. फक्त तेच सभासद ज्यांची नावे कट ऑफ तारखेस डिपॉझिटरीज कडे असलेले लाभकारी मालकांचे रजिस्टर किंवा कंपनीच्या सभासद रजिस्टरमध्ये नोंदविलेली असतील ते दुसरे ई-मतदानाद्वारे त्यांचे मतदान करण्यासाठी हक्कदार राहतील. सभासदांने ठरावर एफडी केलेल्या मतदानात त्याला/त्याला त्यानंतर बद्दल करण्याची पत्तानगी देण्यात येणार नाही.

ज्या सभासदांनी कंपनी/डिपॉझिटरीजकडे ई-मेल पत्ते नोंदविलेले नाहीत ते लिंक <https://green.tcsrdaras.com/green/events/login/c2> येथे क्लिक करून ई-मतदानसाठी लॉगिन आम्ही आणि प्लसवर्डसह दुसरे ई-मतदानची प्रक्रिया आणि पोस्टल बॅलट सूचना प्राप्त करण्यासाठी बुधवार, ११ नोव्हेंबर, २०२० रोजी सायं. ५.०० वा. (भाषवे) किंवा पूर्वी नोंदवू शकतात आणि त्यातील मार्गदर्शनानुसार नोंदणी प्रक्रिया पूर्ण करू शकतात. कोणत्याही चौकशीसाठी सभासद [tcspostalballot20@tsrdaras.com](mailto:tcspostalballot20@tsrdaras.com) येथे लिहू शकतात.

ई-मतदानाची संबंधित तपविस्तारासाठी कृपया पोस्टल बॅलट सूचनेचा संदर्भ घ्यावा. तुम्ही भागधारकांसाठी असलेल्या क्लिबवैटनी आम्सह स्वेस्चन्स (एफएस्कुज) चा संदर्भ घेऊ शकतात आणि भागधारकांसाठी ई-मतदान नुसार मॅन्युअल <https://www.evoting.nsdl.com> च्या डाऊनलोड सेक्शनमध्ये उपलब्ध आहे. इलेक्ट्रॉनिक माध्यमाने ई-मतदान सुविधेशी संबंधित कोणत्याही तक्रारीकरिता कृपया श्रीम. पडवी म्हात्रे, असिस्टंट मॅनेजर, एनएसडीएल ईमेल: [evoting@nsdl.co.in/palavid@nsdl.co.in](mailto:evoting@nsdl.co.in/palavid@nsdl.co.in), फोन: ९१ २२ २४९१४५४५ यांना संपर्क करू शकतात.

कंपनीच्या संचालक मंडळाने भोक्कळा आणि पारट्यांक बाबीमध्ये दुसरे ई-मतदान प्रक्रियेमार्फत पोस्टल बॅलट घेण्यासाठी परिनिरीक्षक म्हणून पारिख अॅण्ड असोसिएट्स, प्रॉक्टिसिंग कंपनी सेक्रेटरीज यांचे श्री. पी.एन. पारिख (सभासदत्व क्र. एफसीएस ३२७) आणि ते नसल्यास श्रीम. जिण्यासावेद (सभासदत्व क्र. एफसीएस ६४८८) यांची निमृवृती केली आहे.

पोस्टल बॅलटचे निष्कर्ष शुक्रवार, २० नोव्हेंबर, २०२० रोजी सायं. ५.०० वा. (भाषवे) किंवा पूर्वी घोषित करण्यात येतील. सदर निष्कर्षसह परिनिरीक्षकांचा अहवाल बीएसई आणि एनएसई यांना कळविण्यात येईल आणि कंपनीची वेबसाईट <https://www.tcs.com/events/tcsbuyback-2020> वर आणि एनएसडीएलची वेबसाईट [www.evoting.nsdl.com](http://www.evoting.nsdl.com) वर अपलोड करण्यात येईल.

टाटा कन्सलटन्सी सर्व्हिसेस लिमिटेड करिता

टिकाण: मुंबई

दिनांक: १९ ऑक्टोबर, २०२०

नोंदणीकृत कार्यालय:

९वा मजला, निर्मल बिल्डिंग, नारीमन पॉईंट, मुंबई-४०० ०२१

कॉर्पोरेट आयडेंटिटी नं. (सीआयएन): एल२२२१०एमएच१९१५पीएलसी०८७७८१

फोन: ९१ २२ ६७७८९५९५

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

राजेंद्र मोहोळकर

कंपनी सचिव