



TCS/BB/SE/194/2021-22

January 14, 2022

**National Stock Exchange of India Limited**  
**Exchange Plaza, C-1, Block G, Bandra Kurla**  
**Complex, Bandra (East)**  
**Mumbai - 400051**  
**Symbol - TCS**

**BSE Limited**  
**P. J. Towers,**  
**Dalal Street,**  
**Mumbai - 400001**  
**Scrip Code No. - 532540**

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/192/2021-22 dated January 13, 2022, regarding buy-back of 4,00,00,000 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 edition), Free Press Journal (English edition) and Navshakti (Marathi edition), regarding Postal Ballot Notice and e-voting Information.

This is for your information and record.

Yours faithfully,  
For **TATA CONSULTANCY SERVICES LIMITED**

**Pradeep Manohar Gaitonde**  
**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 4,00,00,000 fully paid-up equity shares of face value of ₹1 each, representing 1.08% of the total issued and paid-up equity share capital, at a price of ₹4,500 per equity share payable in cash for an aggregate consideration not exceeding ₹18,000 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, January 12, 2022.

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 read with Circular CFD/DCR2/CIR/P/2016/131 dated December 9, 2016 and Circular SEBI/HO/CFD/DCR-III/CIR/P/2021/615 dated August 13, 2021, as set out in the Postal Ballot Notice dated January 12, 2022.

The postal ballot notice is available on the Company's website <https://on.tcs.com/Notice-Postal-Ballot-2022>, 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 General Circular No. 14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020, General Circular No. 22/2020 dated June 15, 2020, General Circular No. 33/2020 dated September 28, 2020, General Circular No. 39/2020 dated December 31, 2020, General Circular No. 10/2021 dated June 23, 2021 and General Circular No. 20/2021 dated December 8, 2021 issued by the Ministry of Corporate Affairs, the Company has sent the postal ballot notice on January 13, 2022 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 Wednesday, January 12, 2022 ("Cut-off date").

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 Friday, January 14, 2022 and ends at 5.00 p.m. (IST) on Saturday, February 12, 2022. 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. Communication of assent or dissent of the Members would take place only through the remote e-voting system. 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, to receive the postal ballot notice may register on or before 5:00 p.m. (IST) on Saturday, February 5, 2022 by clicking the link: [https://tcpl.linkintime.co.in/EmailReg/email\\_register](https://tcpl.linkintime.co.in/EmailReg/email_register) and completing the registration process as guided therein.

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>. For any grievances connected with facility for voting by electronic means, please contact Ms. Pallavi Mhatre, Manager, NSDL, Email: [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in), toll free no.: 1800 1020 990 / 1800 224 430.

The Board of Directors of the Company has appointed Mr. P. N. Parikh (Membership No. FCS 327) and falling 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), Tuesday, February 15, 2022. 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/tcs-buyback-2022> and on the website of NSDL [www.evoting.nsdl.com](http://www.evoting.nsdl.com).

For TATA CONSULTANCY SERVICES LIMITED

Sd/-  
Pradeep Manohar Gaitonde  
Company Secretary

Place : Mumbai  
Date : January 13, 2022

Registered Office:  
9th Floor, Nimal Building, Nariman Point, Mumbai 400 021.  
Tel: 91 22 6778 9595 Fax: 91 22 6778 9660  
Email: [investorrelations@tcs.com](mailto:investorrelations@tcs.com) Website: [www.tcs.com](http://www.tcs.com)  
Corporate Identity Number (CIN): L22210MH1995PLC084781

**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 4,00,00,000 fully paid-up equity shares of face value of ₹1 each, representing 1.08% of the total issued and paid-up equity share capital, at a price of ₹4,500 per equity share payable in cash for an aggregate consideration not exceeding ₹18,000 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, January 12, 2022.

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/POUCYCELL/1/2015 dated April 13, 2015 read with Circular CFD/DCR2/CIR/P/2016/131 dated December 9, 2016 and Circular SEBI/HO/CFD/DCR-III/CIR/P/2021/615 dated August 13, 2021, as set out in the Postal Ballot Notice dated January 12, 2022.

The postal ballot notice is available on the Company's website <https://on.tcs.com/Notice-Postal-Ballot-2022>, 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 General Circular No. 14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020, General Circular No. 22/2020 dated June 15, 2020, General Circular No. 33/2020 dated September 28, 2020, General Circular No. 39/2020 dated December 31, 2020, General Circular No. 10/2021 dated June 23, 2021 and General Circular No. 20/2021 dated December 8, 2021 issued by the Ministry of Corporate Affairs, the Company has sent the postal ballot notice on January 13, 2022 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 Wednesday, January 12, 2022 ("Cut-off date").

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 Friday, January 14, 2022 and ends at 5.00 p.m. (IST) on Saturday, February 12, 2022. 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. Communication of assent or dissent of the Members would take place only through the remote e-voting system. 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, to receive the postal ballot notice may register on or before 5:00 p.m. (IST) on Saturday, February 5, 2022 by clicking the link: [https://tcplinkintime.co.in/EmailReg/email\\_register](https://tcplinkintime.co.in/EmailReg/email_register) and completing the registration process as guided therein.

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>. For any grievances connected with facility for voting by electronic means, please contact Ms. Pallavi Mhatre, Manager, NSDL, Email: [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in), tollfree no.: 1800 1020 990/1800 224 430.

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 648B) 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), Tuesday, February 15, 2022. 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/tcs-buyback-2022> and on the website of NSDL [www.evoting.nsdl.com](http://www.evoting.nsdl.com).

For TATA CONSULTANCY SERVICES LIMITED

Sd/-  
Pradeep Manohar Gaitonde  
Company Secretary

Place : Mumbai  
Date : January 13, 2022

Registered Office:  
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021.  
Tel: 91 22 6778 9595 Fax: 91 22 6778 9660  
Email: [investor.relations@tcs.com](mailto:investor.relations@tcs.com) Website: [www.tcs.com](http://www.tcs.com)  
Corporate Identity Number (CIN): L22210MH1995PLC084781

**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 4,00,00,000 fully paid-up equity shares of face value of ₹1 each, representing 1.08% of the total issued and paid-up equity share capital, at a price of ₹4,500 per equity share payable in cash for an aggregate consideration not exceeding ₹18,000 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, January 12, 2022.

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 read with Circular CFD/DCR2/CIR/P/2016/131 dated December 9, 2016 and Circular SEBI/HO/CFD/DCR-III/CIR/P/2021/615 dated August 13, 2021, as set out in the Postal Ballot Notice dated January 12, 2022.

The postal ballot notice is available on the Company's website <https://on.tcs.com/Notice-Postal-Ballot-2022>, 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 General Circular No. 14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020, General Circular No. 22/2020 dated June 15, 2020, General Circular No. 33/2020 dated September 28, 2020, General Circular No. 39/2020 dated December 31, 2020, General Circular No. 10/2021 dated June 23, 2021 and General Circular No. 20/2021 dated December 8, 2021 issued by the Ministry of Corporate Affairs, the Company has sent the postal ballot notice on January 13, 2022 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 Wednesday, January 12, 2022 ("Cut-off date").

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 Friday, January 14, 2022 and ends at 5.00 p.m. (IST) on Saturday, February 12, 2022. 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. Communication of assent or dissent of the Members would take place only through the remote e-voting system. 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, to receive the postal ballot notice may register on or before 5:00 p.m. (IST) on Saturday, February 5, 2022 by clicking the link: [https://tclp.linkintime.co.in/EmailReg/Email\\_register](https://tclp.linkintime.co.in/EmailReg/Email_register) and completing the registration process as guided therein.

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>. For any grievances connected with facility for voting by electronic means, please contact Ms. Pallavi Mhatre, Manager, NSDL, Email: [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in), toll free no.: 1800 1020 990 / 1800 224 430.

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), Tuesday, February 15, 2022. 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/tcs-buyback-2022> and on the website of NSDL [www.evoting.nsdl.com](https://www.evoting.nsdl.com).

For TATA CONSULTANCY SERVICES LIMITED

Sd/-  
Pradeep Manohar Gaitonde  
Company Secretary

Place : Mumbai  
Date : January 13, 2022

Registered Office:  
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021.  
Tel: 91 22 6778 9595 Fax: 91 22 6778 9660  
Email: [investorrelations@tcs.com](mailto:investorrelations@tcs.com) Website: [www.tcs.com](http://www.tcs.com)  
Corporate Identity Number (CIN): L22210MH1995PLC084781