FAQs on 25th Annual General Meeting of the Company

1. What is the record date for determining final dividend?

The Company has fixed Thursday, June 4, 2020 as the 'Record Date' for determining entitlement of members to final dividend for the financial year ended March 31, 2020, if approved at the AGM.

2. What is the remote e-voting period? Or When can I vote on the resolutions provided in AGM Notice?

The Company has provided the remote e-voting facility for all the shareholders from June 8, 2020, 9.00 am to June 10, 2020, 5.00 pm.

Those Members, who will be present in the AGM through VC / OAVM facility and have not cast their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through NSDL e-voting system during the AGM.

3. How do I vote on the resolutions provided in AGM Notice?

1. The shareholders can login on NSDL e-voting website https://www.evoting.nsdl.com/
2. Click on "Login" under the first left tab "Shareholder/Member"
3. Fill up (a) User ID; (b) Select the login type: "Password"/"OTP"; (c) Verification code. Tick on checkbox and click on "Login"
4. Go to "e-Voting" under the first left tab and click on "Active E-voting Cycles"
5. Select the TCS EVEN "112923" and vote on resolutions
6. Select the options and click on "Confirm" to confirm his vote
7. You will get voting confirmation

4. Which device is to be used to join the AGM?

You can join the AGM through desktops/laptops/smartphones with internet facility.

5. How to ensure speed of internet and verify the network connectivity?

Verify your network connectivity by going to: https://mediatest.webex.com

Minimum download and update speed required is 2 Mbps.

6. How to join the AGM?

Step	Process
Step 1	Click on NSDL e-voting website https://www.evoting.nsdl.com/
Step 2	Click on "Login" under the first left tab "Shareholder/Member"
Step 3A	If you have password, please enter the following: (a) User ID (b) Select the login type: "**Password**" (c) Verification code as shown on the screen (d) Password Tick on checkbox and click on "Login"
Step 3B	In case you are logging in using OTP, please enter the following: (a) User ID (b) Select the login type "**OTP**" (c) Verification code as shown on the scren Tick on checkbox and click on "Login" This will lead to a separate OTP page > Enter the OTP and Click on "Submit"
Step 4	Go to "e-Voting" under the first left tab and click on "Active E-voting Cycles"
Step 5	Click on the link under "Video Streaming Facility"
Step 6	Enter your First Name, Last Name and Email ID and click on "Join Now". *Note: If you are not able to join the meeting and are getting the error that password is incorrect, please clear your browsing cache or cookies and try again*
Step 6A	If you have already installed the webex application on your device, join the meeting by clicking on "Join Event"
Step 6B	If Webex application is not installed, a new page will appear giving you an option to either "Add webex to chrome" or "Run a temporary application".

	Click on 'Run a temporary application', an exe file will be downloaded. Click on this exe file to run the application and join the meeting by clicking on "Join Event"

7. What are the guidelines to attend the AGM?

For good audio-video experience, we request you to ensure below mentioned points:

Guidelines to attend the AGM	
a)	For better viewing experience, you can use the active speaker view (top right corner)
b)	Ensure no other applications are running in the background.
c)	Verify your network connectivity by going to: https://mediatest.webex.com Minimum download and update speed required for optimum viewing is 2 Mbps.
d)	Ensure your Wi-Fi is not connected to any other device.

8. What is the helpline number in case of any queries or difficulties faced?

The helpline numbers are available from Monday to Friday (10 a.m. to 6 p.m.)

For	Name	Email id	Contact number
Queries related to NSDL login/ evoting	Mr. Amit Vishal	amitv@nsdl.co.in	022-24994360/ +919920264780
	Mr. Sagar Ghosalkar	sagar.ghosalkar@nsdl.co.in	022-24994553/ +919326781467
	NSDL	evoting@nsdl.co.in	1800-222-990
Technical issue	Webex Support Team	internalit.voicegroup@tcs.com	+918828890344

9. If I want to speak at the AGM, what should I do?

The Members who would like to express their views or ask questions during the AGM may register themselves as a speaker by sending their request from their registered email address mentioning their name, DP ID and Client ID/folio number, PAN, mobile number at tcsagm.speakers@tcs.com from June 5, 2020 (9:00 a.m.

IST) to June 7, 2020 (5:00 p.m. IST). Those Members who have registered themselves as a speaker will only be allowed to express their views/ask questions during the AGM. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM.

10. When will the final dividend be paid?

The final dividend, if approved by the Members at the AGM, will be paid on or before June 15, 2020.

11. How should the Institutional / Corporate Shareholders attend the AGM?

Institutional / Corporate Shareholders (i.e. other than individuals / HUF, NRI, etc.) are required to send a scanned copy (PDF/JPG Format) of its Board or governing body Resolution/Authorization etc., authorizing its representative to attend the AGM through VC / OAVM on its behalf and to vote through remote e-voting. The said Resolution/Authorization shall be sent to the Scrutinizer by email through its registered email address to tcs.scrutinizer@gmail.com with a copy marked to evoting@nsdl.co.in