



FAQs on 30th Annual General Meeting

AGM

1. Date and time of 30th Annual General Meeting (AGM)

Thursday, June 19, 2025, at 3:00 p.m. (IST)

2. Mode of AGM

Video Conferencing (VC) /Other Audio Visual Means (OAVM).

3. Mode of sending Integrated Annual Report to Members

➤ For Members whose Email-IDs are registered:

Notice of the AGM along with the Integrated Annual Report for financial year (“FY”) 2024-25 sent by electronic mode to Members whose E-mail IDs are registered with the Company or National Securities Depository Limited (“NSDL”)/Central Depository Services (India) Limited (“CDSL”), collectively (“Depositories”).

➤ For Members whose Email-IDs are not registered:

A letter providing a web-link and QR code for accessing the Integrated Annual Report sent to those Members who have not registered their E-mail IDs.

Integrated Annual Report for FY 2024-25 will also be available on the following websites:

- (i) Company - <https://on.tcs.com/TCS-30th-AGM>
- (ii) National Securities Depository Limited - <https://www.evoting.nsdl.com>
- (iii) BSE Limited - www.bseindia.com
- (iv) National Stock Exchange of India Limited - www.nseindia.com

4. What is the cut-off date for e-voting and attending the AGM?

Thursday, June 12, 2025.

5. Eligibility to vote as Member and attend the AGM

Person who is a ‘Member’ as on the cut-off date.

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): L22210MH1995PLC084781



6. In case of joint holders, who will be entitled to cast vote?

The Member whose name appears as the first holder in the order of names as per the Register of Members as on the cut-off date will be entitled to cast vote.

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

Period of Registration for speaker shareholders:

Start date: Thursday, June 12, 2025, 9:00 a.m. (IST)

End date: Saturday, June 14, 2025, 5:00 p.m. (IST)

Send e-mail from your registered email address to tcsagm.speakers@tcs.com mentioning the following:

- Name of the shareholder
- DP ID and Client ID/Folio number
- PAN
- Mobile number

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.

8. Registration of Email IDs to receive Annual Report:

Last date: Thursday, June 12, 2025, 5:00 p.m. (IST)

URL: https://web.in.mpms.mufig.com/EmailReg/Email_Register.html

Refer to Page no. 45 in the AGM Notice for additional details.

9. How to join the AGM through VC/OAVM, and when will the facility be available?

To join AGM virtually, Members can attend the AGM by clicking on the following link <https://www.evoting.nsdl.com>

The facility for joining the AGM will open 30 minutes prior to the scheduled time of the meeting.

Refer note no. 21 on page no. 47 of AGM Notice for additional details.

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

Who will attend the AGM	Authorized representative as per Resolution/Authorization
What documents required	Scanned copy (PDF/JPG Format) of Board or Governing body Resolution/Authorization, etc., authorizing their representative to attend the AGM
How to send the required document	Email the documents from registered email address to tcs.scrutinizer@gmail.com with a copy marked to evoting@nsdl.com

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

Through desktops/laptops/smartphones with internet facility.

12. Helpline number for assistance:

For	Name	Email id	Contact number
E-voting	Pallavi Mhatre	evoting@nsdl.com	+91 22 48867000
Login through NSDL	Amit Vishal	evoting@nsdl.com	
	Sanjeev Yadav	sanjeevy@nsdl.com	
Login through CDSL	-	helpdesk.evoting@cdslindia.com	18002109911

E-voting

13. What is the remote e-voting period? And when can I vote on the resolutions provided in AGM Notice?

Remote e-voting period:

Start date: Sunday, June 15, 2025, from 9:00 a.m. (IST)

End date: Wednesday, June 18, 2025, till 5:00 p.m. (IST)

Members may cast their vote during the AGM, if not voted during remote e-voting period.

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14. What are login methods for availing e-voting facility?

- For all Individual shareholders joining through NSDL website:

S/N	Methods	Links
1	For OTP based login	https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp
2	For NSDL IDeAS facility	https://eservices.nsdl.com
3	For Shareholders not registered on IDeAS facility	https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp
4	Voting through e-voting website	https://www.evoting.nsdl.com/

- For Individuals shareholders joining through CDSL website:

S/N	Methods	Links
1	Shareholders registered on Easi/Easiest facility	https://web.cdslindia.com/myeasitoken/home/login
2	Shareholders not registered on Easi/Easiest facility	
3	Access e-voting page without login to Easi/Easiest	https://evoting.cdslindia.com/Evoting/EvotingLogin

For detailed procedure on e-voting refer note no. 21 on page no. 47 of AGM Notice.

Dividend

15. Important dividend related details:

Amount of final dividend	₹30 per Equity share
Record date	Wednesday, June 4, 2025
Dividend payment date	Tuesday, June 24, 2025
Cum dividend date	Tuesday, June 3, 2025
Ex- dividend date	Wednesday, June 4, 2025

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16. What will be the mode of payment of dividend?

With effect from April 1, 2024, dividend to shareholders holding shares in physical form, shall be paid only through electronic mode. Such payment shall be made upon folio being KYC compliant i.e. registering their PAN, contact details including mobile no., bank account details and specimen signature with RTA/Company [SEBI Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024, read with SEBI Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/81 dated June 10, 2024].

TDS

17. What documents/declaration are required to be submitted to avail exemption of TDS?

Category of Shareholder	Document(s) to be submitted/uploaded
Resident individual shareholder with PAN and whose income does not exceed maximum amount not chargeable to tax or who is not liable to pay income tax*	i. Form No. 15G or ii. Form No. 15H
Non-resident shareholders [including Foreign Portfolio Investors (FPIs)] who can avail beneficial rates under tax treaty between India and their country of tax residence*	i. No Permanent Establishment Declaration ii. Beneficial Ownership Declaration iii. Tax Residency Certificate iv. Copy of electronically filed Form 10F v. Any other document which may be required

**If PAN is not correct/invalid/inoperative then tax will be deducted at higher rates and credit of TDS will not be available.*

For detailed information click on [Taxation of Dividend Distribution - Apr '25](#)

18. Where do the documents/declaration need to be submitted to avail exemption of TDS?

The documents/declaration shall be submitted by sending e-mail to TCSexemptforms2526@in.mpms.mufig.com or by uploading the documents on <https://web.in.mpms.mufig.com/formsreg/submission-of-form-15g-15h.html>

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19. Last Date and time of submission of documents/declaration to avail exemption of TDS?

Thursday, May 29, 2025, by 11:59 p.m. (IST).

20. Link to download TDS Certificate on dividend from eTDS portal:

<https://on.tcs.com/eTDS-portal>

Registrar and Transfer Agent (RTA)

21. Name, address and contact details of RTA

Name - MUFG Intime India Private Limited

Address - C-101, Embassy 247, L. B. S. Marg, Vikhroli (West), Mumbai - 400083.

Contact - Tel No: +91 810 811 8484.

E-mail ID – csg-unit@in.mpms.mufg.com

Website - <http://www.in.mpms.mufg.com/>

Service Request Link - https://web.in.mpms.mufg.com/helpdesk/Service_Request.html

22. Where can Shareholders intimate change in their details, if any, pertaining to their name, postal address, E-mail ID, telephone/mobile, PAN, mandates, choice of nominations, power of attorney, bank details, etc.?

Type of Holding	Authorities
Dematerialized	Depository Participants (“DPs”)
Physical	RTA (via Service Request)/Company

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