



FAQs on twenty-ninth Annual General Meeting (AGM)

1. Date and time of AGM

- Friday, May 31, 2024 at 3:00 p.m. (IST)

2. Mode of AGM

- Video Conferencing /Other Audio Visual Means

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

- Friday, May 24, 2024.

4. Eligibility to vote as Member and attend the AGM:

- Person who is a 'Member' as on the **cut-off date**.

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

- **Remote e-voting period:**
Opening date: Tuesday, May 28, 2024, (9.00 a.m. IST)
Closing date: Thursday, May 30, 2024, (5.00 p.m. IST)
- Members may cast their vote during the AGM, if not voted during remote e-voting period.

6. Voting procedure on resolutions:

- Refer to note No. 19(A) on page no. 40 of the AGM Notice.

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

- Through **desktops/laptops/smartphones** with internet facility.

8. How to join the AGM?

- Refer **note no. 19(A) on page no. 40** of the AGM Notice for additional details.
 - For all shareholders joining through NSDL website using user id and password click on <https://www.evoting.nsdl.com/>
 - For Individual shareholders joining through NSDL IDeAS facility click on <https://eservices.nsdl.com>
 - For Individuals joining through CDSL click on www.cdslindia.com

TATA CONSULTANCY SERVICES

TATA Consultancy Services Limited

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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



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

Document	Scanned copy (PDF/JPG Format) of Board or governing body Resolution/Authorization, etc., authorizing representative to attend the AGM
Email from	From respective registered email address
Email ID to	tcs.scrutinizer@gmail.com with a copy marked to evoting@nsdl.com

10. Helpline number for assistance:

For	Name	Email id	Contact number
Login through NSDL	Amit Vishal	evoting@nsdl.com	+91 22 48867000
	Sanjeev Yadav	sanjeevy@nsdl.com	
E-voting	Pallavi Mhatre	evoting@nsdl.com	
Login through CDSL	-	helpdesk.evoting@cdslindia.com	1800225533

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

- **Registration period:**
Opening date: Saturday, May 25, 2024 (9:00 a.m. IST)
Closing date: Monday, May 27, 2024 (5:00 p.m. IST)
- Send e-mail from your registered email address to tcsagm.speakers@tcs.com mentioning the following:
 - Name,
 - 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.

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12. Important dividend related details:

Amount of final dividend	₹28 per Equity share
Record date	Thursday, May 16, 2024
Dividend payment date	Tuesday, June 4, 2024
Cum dividend date	Wednesday, May 15, 2024
Ex-dividend date	Thursday, May 16, 2024

13. Why physical copy of Annual Report is not sent to Members whose e-mail addresses are registered with the Company/ Depositories?

In accordance with the MCA General Circular Nos. 14/2020 dated April 8, 2020 and 17/2020 dated April 13, 2020, 20/2020 dated May 5, 2020, and subsequent circulars issued in this regard, the latest being 09/2023 dated September 25, 2023 and SEBI Circular Nos. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020, SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021, SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022 and SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated January 5, 2023 and SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated October 7, 2023, the Notice of the AGM along with the Integrated Annual Report for FY 2023-24 is being sent by electronic mode to those Members whose e-mail addresses are registered with the Company/Depositories.

Pursuant to the above circulars, the requirement of sending physical copies of the Annual Report has been dispensed with. Integrated Annual Report for FY 2023-24 will also be available on the Company's website www.tcs.com, website of 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 (www.bseindia.com) and National Stock Exchange of India Limited (www.nseindia.com).

Registration of email addresses to receive Annual report:

Last date: 5:00 p.m. (IST) on Friday, May 24, 2024

URL: https://liiplweb.linkintime.co.in/EmailReg/Email_Register.html

Refer **note no. 3 on page no. 37** of the AGM Notice for additional details.

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