

## FAQs on Twenty-Eighth Annual General Meeting of the Company

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

The **record date** for determining entitlement of Members to final dividend for FY2023, if approved at the AGM, is **Thursday, June 15, 2023**.

### 2. When will the final dividend be paid?

The **final dividend**, if approved by the Members at the AGM, will be **paid on Monday, July 3, 2023**.

### 3. What is the cum dividend date for final dividend?

The **cum dividend date** for final dividend is **Wednesday, June 14, 2023**.

### 4. What is the ex-dividend date for final dividend?

The **ex-dividend date** for final dividend is **Thursday, June 15, 2023**.

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

The **cut-off date** for e-voting and attending the AGM is **Thursday, June 22, 2023**.

### 6. Who is eligible to exercise his vote as Member and attend the AGM?

A person who is a Member as on the **cut-off date** is **eligible to vote** and attend the AGM.

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

**Remote e-voting** period commences from **Monday, June 26, 2023**, (9.00 a.m. IST) to **Wednesday, June 28, 2023**, (5.00 p.m. IST).

Members have the option to cast their vote on any of the resolutions **using the remote e-voting facility** either during the aforementioned period or during the AGM.

Members who have voted on some of the resolutions during the said voting period are also eligible to vote on the remaining resolutions during the AGM.

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

**a. Login method for remote e-voting and joining virtual meeting for individual shareholders holding securities in dematerialized mode.**

Kindly refer to Note No. 18A (I) on page no. 39 of the attached AGM Notice.

**b. Login method for e-voting and joining virtual meeting for shareholders other than individual shareholders holding securities in dematerialized mode and shareholders holding securities in physical mode.**

Kindly refer to Note No. 18A (II) on page no. 41 of the attached AGM Notice.

**9. Which device is to be used to join the AGM?**

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

## 10. How to join the AGM?

Refer **note no. 18A on page no. 39** of the attached AGM Notice.

- For all shareholders joining through NSDL website using user id and password click on <https://www.evoting.nsdl.com>
- For Individuals joining through NSDL IDeAS facility click on <https://eservices.nsdl.com>
- For Individuals joining through CDSL click on <https://on.tcs.com/CDSLRegn> or [www.cdslindia.com](http://www.cdslindia.com)

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

For	Name	Email id	Contact number
Attending the AGM through VC/OAVM	Mr. Amit Vishal	amitv@nsdl.co.in	+91 22 48867000/
	Mr. Sanjeev Yadav	sanjeevy@nsdl.co.in	+91 22 24997000
E-voting	Ms. Pallavi Mhatre	evoting@nsdl.co.in	

## 11. What is the helpline number for any technical issues related to login through Depository?

Login type	Helpdesk details
Securities held with NSDL	Please contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at +91 22 48867000 and +91 22 24997000
Securities held with CDSL	Please contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800225533

## **12. If I want to speak at the AGM, what should I do?**

To register as a speaker, send an e-mail from your registered email address mentioning your name, DP ID and Client ID/Folio number, PAN, mobile number at [tcsagm.speakers@tcs.com](mailto:tcsagm.speakers@tcs.com)

The registration period is from **Friday, June 23, 2023** (9:00 a.m. IST) to **Sunday, June 25, 2023** (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.

## **13. How should the Institutional/Corporate Shareholders attend the AGM?**

Please send a scanned copy (PDF/JPG Format) of Board or governing body Resolution/Authorization etc., authorizing a representative to attend the AGM by email through its registered email address to [tcs.scrutinizer@gmail.com](mailto:tcs.scrutinizer@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).

## **14. 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 10/2022 dated December 28, 2022 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, the Notice of the AGM along with the Integrated Annual Report for FY 2022-23 is being sent by electronic mode to those Members whose e-mail addresses are registered with the Company/Depositories. Integrated Annual Report for FY 2022-23 will also be available on the Company's website [www.tcs.com](http://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](http://www.bseindia.com)) and National Stock Exchange of India Limited ([www.nseindia.com](http://www.nseindia.com)).