



TCS/SE/198/2023-24

November 10, 2023

**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: Reminder Letter to shareholders-Unclaimed Dividend (Third Interim Dividend 2016-17)

Pursuant to Regulation 30 read with Schedule III Part A Para A and Regulation 47 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose the following documents:

1. Copies of newspaper advertisement published in Business Standard (English), Free Press Journal (English) and Navshakti (Marathi).
2. Copy of reminder letter to shareholders.

The above reminder letters were sent to the shareholders who have not claimed their dividends for seven or more consecutive years and whose shares are liable for transfer to the IEPF Authority. This is pursuant to Section 124(6) of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended.

This is for your information and records.

Thanking you,

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

Pradeep Manohar Gaitonde
Company Secretary
Encl: As above



TATA CONSULTANCY SERVICES LIMITED

NOTICE
Sub: Transfer of Equity Shares of the Company to the Investor Education and Protection Fund (IEPF) Account

The provisions of Section 124(6) of the Companies Act, 2013 ("Act") read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("Rules"), amongst other matters, contain provisions for transfer of unclaimed dividend to IEPF and transfer of shares, in respect of which dividend remains unclaimed for seven consecutive years or more to IEPF Account. Companies are required to inform the shareholders at the latest available address whose shares are liable to be transferred to the IEPF Authority three months prior to the due date of transfer of shares and simultaneously publish the notice in the newspapers. This Notice is published pursuant to the provisions of the Act and Rules.

Individual communication is being sent to the registered address of the shareholders whose dividends are lying unclaimed for seven consecutive years and whose shares are liable to be transferred to IEPF.

The complete details of these shareholders are being uploaded on the Company's website <https://iepfinvestorinfo.tcsapps.com/#/home>.

In case the dividends are not claimed by the concerned Shareholder(s) by **February 11, 2024**, for Third Interim Dividend 2016-17, necessary steps will be initiated by the Company to transfer shares held by the concerned shareholder(s) to IEPF without further notice in the following manner:

In case the shares are held:

- **In physical form** - New share certificate(s) will be issued and transferred in favour of IEPF on completion of necessary formalities. The original share certificate(s) which stand registered in the name of shareholder will be deemed cancelled and non-negotiable.
- **In demat form** - The Company shall inform the depository by way of corporate action for transfer of shares lying in shareholder's demat account in favour of IEPF.

The shareholders may note that in the event of transfer of shares and the unclaimed dividends to IEPF, concerned shareholder(s) are entitled to claim the same from IEPF Authority by sending physical copy of requisite documents to the Company for obtaining the entitlement letter, pursuant to Circular dated July 20, 2022 issued by IEPF Authority, and thereafter submitting online application in the prescribed Form IEPF-5 available on the website <https://www.iepf.gov.in/IEPF/corporates.html>.

The shareholders may further note that the details of unclaimed dividends and shares of the concerned shareholder(s) uploaded by the Company on its website <https://iepfinvestorinfo.tcsapps.com/#/home> shall be treated as adequate notice in respect of issue of the new share certificate(s) by the Company for the purpose of transfer of shares to IEPF pursuant to the Rules. **Please note that no claim shall lie against the Company in respect of unclaimed dividend and equity shares transferred to the IEPF.**

In case the shareholders have any queries on the subject matter, they may contact **TSR Consultants Private Limited**, Unit: Tata Consultancy Services Limited, C-101, 1st Floor, 247 Park, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400 083, Tel: +91 810 811 8484, Fax: +91 22 6656 8494, Website: <https://www.tspindia.co.in>.

For Tata Consultancy Services Limited

Sd/-
Pradeep Manohar Gaitonde
Company Secretary

Place : Mumbai
Date : November 9, 2023

Registered Office:
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Tel: +91 22 6778 9595
Email: investorrelations@tcs.com Website: www.tcs.com
CIN: L22210MH1995PLC084781



TATA CONSULTANCY SERVICES LIMITED



NOTICE

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For Tata Consultancy Services Limited

Sd/-
Pradeep Manohar Gaitonde
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Place : Mumbai

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9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

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II-१० नवशक्ति | मुंबई, शुक्रवार, १० नोव्हेंबर २०२३

TATA CONSULTANCY SERVICES LIMITED



सूचना

**विषय : इन्व्हेस्टर एज्युकेशन अँड प्रोटेक्शन फंड (आयईपीएफ)
अकाऊंटमध्ये कंपनीच्या समभागांचे हस्तांतरण**

कंपनी अधिनियम, २०१३ ("अधिनियम") च्या कलम १२४(६) सहवाचता इन्व्हेस्टर एज्युकेशन अँड प्रोटेक्शन फंड ऑथॉरिटी (अकाऊंटिंग, ऑडिट, ट्रान्स्फर अँड रिफंड) रुल्स, २०१६ ("रुल्स") च्या तरतुदी मध्ये अन्य बाबींसोबत दावा न केलेला लाभार्थी आयईपीएफकडे हस्तांतरित करण्याच्या आणि सलग सात किंवा जास्त वर्षे ज्यांच्या संबंधातील लाभार्थी दावा न करता पडून आहे ते शेअर्स आयईपीएफ अकाऊंटमध्ये हस्तांतरित करण्याच्या तरतुदी आहेत. कंपनीची शेअर्स हस्तांतरित होण्याच्या निमित्त तारखेपूर्वी तीन महिने आधी ज्यांचे शेअर्स आयईपीएफ ऑथॉरिटीकडे हस्तांतरित होण्यास पात्र ठरले आहेत त्यांच्या अलिकडच्या उपलब्ध पत्त्यावर भागधारकांना कळवणे आणि त्याचवेळी वर्तमानपत्रांत सूचना प्रकाशित करणे आवश्यक आहे. ही सूचना अधिनियम व रुल्सच्या तरतुदीनुसार प्रकाशित केली आहे.

सलग सात वर्षे ज्यांचे लाभार्थी दावा न होता पडून आहेत व ज्यांचे शेअर्स आयईपीएफकडे हस्तांतरित होणार आहेत त्या भागधारकांच्या नोंदणीकृत पत्त्यावर वैयक्तिक पत्र पाठवले जात आहे.

ह्या भागधारकांचे संपूर्ण तपशील कंपनीची वेबसाईट <https://iepfinvestorinfo.tcsapps.com/#/home> वर अपलोड केले जात आहेत.

जर संबंधित भागधारकांनी ११ फेब्रुवारी, २०२४ पर्यंत तिसरी अंतिम लाभार्थी २०१६-१७ वर दावा केला नाही तर कंपनी पुढे कोणतीही सूचना न देता खालील पद्धतीने संबंधित भागधारकांनी धारण केलेले शेअर्स आयईपीएफकडे हस्तांतरित करण्याकरिता आवश्यक पावले उचलेल.

पुढील प्रकारे धारण केलेल्या शेअर्सच्या बाबतीत :

- प्रत्यक्ष स्वरुपांत - नवी शेअर प्रमाणपत्रे जारी केली जातील आणि आवश्यक औपचारिकता पूर्ण केल्यावर आयईपीएफच्या नावे हस्तांतरित केली जातील. भागधारकांच्या नावात नोंद असलेली मूळ शेअर प्रमाणपत्रे रद्द व अपरीक्राम्य असल्याचे समाजले जाईल.
- डिमॅट स्वरुपांत - कंपनी कॉर्पोरेट अॅक्शनच्या माध्यमातून आयईपीएफ च्या नावात भागधारकांच्या डिमॅट खात्यांत पडून असलेले शेअर्स हस्तांतरित करण्यास डिपॉझिटरीला सांगेल.

भागधारकांनी घ्यानांत ठेवावे की, शेअर्स आणि दावा न केलेले लाभार्थी आयईपीएफ कडे हस्तांतरित झाल्यास, संबंधित भागधारक वेबसाईट <https://www.iepf.gov.in/IEPF/corporate.html> वर उपलब्ध विहित फॉर्म आयईपीएफ-५ मध्ये एक ऑनलाईन अर्ज सादर करून व आयईपीएफ ऑथॉरिटीने जारी केलेल्या २० जुलै, २०२२ दिनांकीत सन्वुलर नुसार हक्कारी प्रमाणपत्र मिळवण्यासाठी त्याची एक प्रत्यक्ष प्रत कंपनीकडे आवश्यक दस्तावेजांसह पाठवून आयईपीएफकडून ते परत मागू शकतात.

भागधारकांनी पुढे घ्यानांत ठेवावे की, तिची वेबसाईट <https://iepfinvestorinfo.tcsapps.com/#/home> वर कंपनीने अपलोड केलेला संबंधित भागधारकांनी दावा न केलेला लाभार्थी आणि शेअर्सचा तपशील हा रुल्सनुसार आयईपीएफकडे शेअर्सच्या हस्तांतरणासाठी कंपनीने नवीन शेअर प्रमाणपत्र जारी करण्याच्या संदर्भात प्रेशी सूचना समजण्यात यावी. कृपया नोंद घ्यावी की, आयईपीएफकडे हस्तांतरित दावा न केलेला लाभार्थी आणि शेअर्सच्या संदर्भात कंपनीच्या विरोधात दावा करता येणार नाही.

संदर्भित विषयी भागधारकांना कोणतीही चौकशी करावची असल्यास, ते टीएसआर कन्सल्टंटस प्रायव्हेट लिमिटेड, युनिट टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड, सी-१०१, १ला मजला, २४७ पार्क, लालबहादूर शास्त्री मार्ग, विक्रोली (पश्चिम), मुंबई-४०००८३, दूर: ९१ ८१० ८११ ८४८४, फॅक्स: ९१ २२ ६६५६ ८४९४, वेबसाईट: <https://www.tcplindia.co.in> येथे संपर्क साधता येईल.

टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड साठी

ठिकाण : मुंबई
दिनांक : ०९ नोव्हेंबर, २०२३

सही/-
प्रदीप मनोहर गायतोंडे
कंपनी सेक्रेटरी

नोंदणीकृत कार्यालय :

९वा मजला, निर्मल बिल्डिंग, नारिमन पॉईंट, मुंबई-४०० ०२१.

दूर : ९१ २२ ६७७८ ९५९५

ई-मेल : investor.relations@tcs.com वेबसाईट : www.tcs.com

सीआयएन: एल२२२१०एमएन१९९५पीएलसी०८४७८१

TATA CONSULTANCY SERVICES

TATA Consultancy Services Limited

9th Floor Nirmal Building Nariman Point Mumbai 400 021

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



C2-MCA-IEPF/

Annexure

To,
TSR CONSULTANTS PRIVATE LIMITED
 (Unit: Tata Consultancy Services Limited)
 C-101, 1st Floor, 247 Park,
 Lal Bahadur Shastri Marg, Vikhroli (West),
 Mumbai - 400083
 Email id: csg-unit@tcsplindia.co.in

Dear Sir / Madam,

Sub: Payment of Unclaimed Dividend

Kindly arrange for payment of unclaimed dividend as mentioned below based on your letter dated November 9, 2023. I confirm that neither I have encashed the dividend warrant(s) / demand draft(s) sent to me earlier nor I have received any money in connection with the below mentioned dividend(s).

Folio No. / CLIENT ID & DPID No.

Dividend Warrant No	Amount (₹)	Date of Payment	Last Date of Claim
		01-02-2017	11-02-2024
		23-06-2017	11-02-2024
		01-08-2017	11-02-2024
		01-11-2017	11-02-2024
		31-01-2018	11-02-2024
		19-06-2018	11-02-2024
		25-07-2018	11-02-2024
		30-10-2018	11-02-2024
		24-01-2019	11-02-2024
		17-06-2019	11-02-2024
		23-07-2019	11-02-2024
		24-10-2019	11-02-2024
		24-10-2019 (Special Dividend)	11-02-2024
		31-01-2020	11-02-2024
		24-03-2020	11-02-2024
		15-06-2020	11-02-2024
		31-07-2020	11-02-2024
		03-11-2020	11-02-2024
		03-02-2021	11-02-2024
		14-06-2021	11-02-2024
		05-08-2021	11-02-2024
		03-11-2021	11-02-2024
		07-02-2022	11-02-2024
		13-06-2022	11-02-2024
		03-08-2022	11-02-2024
		07-11-2022	11-02-2024
		03-02-2023	11-02-2024
		03-07-2023	11-02-2024

To be filled in by the Shareholder

I am enclosing the following (tick ✓ whichever is applicable)	
<u>For shares held in demat form:</u>	
<input type="checkbox"/> Copy of the Client master list featuring bank details registered against the demat account.	
<u>For shares held in physical form:</u>	
<input type="checkbox"/> Original cancelled cheque leaf bearing the name of the first shareholder, or,	
<input type="checkbox"/> Bank attested copy of first page of the Bank Passbook / Statement of Account in original and a cancelled cheque.	
<input type="checkbox"/> Investor Service Request Form ISR- 1, Form ISR - 2 and Form No. SH 13 (Nomination Form) duly filled as per the instructions stated therein along with the supporting documents	
My email id is:	My Mobile No. is:
Place :	Signature of the First named Shareholder
Date :	

Note: Please return this Annexure duly filled in and signed from your registered email address or by way of a letter to **TSR Consultants Private Limited, Registrars and Share Transfer Agent of the Company on or before February 11, 2024.**



TATA CONSULTANCY SERVICES LIMITED

Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identity Number (CIN): L22210MH1995PLC084781; Tel: +91 22 6778 9595
E-mail: investor.relations@tcs.com; Website: www.tcs.com

Dear Shareholder(s)

November 9, 2023

Sub: Claim your outstanding dividend(s) on or before February 11, 2024 to avoid transfer of your Equity Shares to Investor Education and Protection Fund (IEPF)

Pursuant to the provision of Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 and subsequent amendment thereto ("the Rules"), dividend(s) remaining unclaimed for seven consecutive years are required to be transferred to IEPF along with their respective shares.

Details of unclaimed dividends are mentioned in the enclosed Annexure and are also available on Company's website at <https://www.tcs.com/investor-relations/investor-faqs>.

1) To avoid transfer of shares and dividend to IEPF, following action points needs to be completed before February 11, 2024:

Type of holding	Actions required by shareholders to claim outstanding dividend before due date	Action by Company post due date
Shares held in Demat form	1. Update with your Depository Participant: <ul style="list-style-type: none"> Bank name, branch, account number, IFSC code and MICR 2. Send to RTA: <ul style="list-style-type: none"> Enclosed annexure duly filled-in Copy of the Demat Account Statement (Client master list) showing registered name, address, demat and bank account details 	<ul style="list-style-type: none"> Shares lying in your demat account will be transferred in favour of IEPF without further notice.
Shares held in Physical form	1. Send to RTA: <ul style="list-style-type: none"> Bank name, branch, account number, IFSC code and MICR Enclosed Annexure duly filled-in Investor Service Request Form-1 (ISR-1) Investor Service Request Form-2 (ISR-2) Form No. SH 13 (Nomination Form) Original cancelled cheque stating your name as account holder Others supporting documents, if any 	<ul style="list-style-type: none"> New share certificate(s) will be issued in favour of IEPF without further notice. The original share certificate(s) registered in your name will be deemed cancelled and will be non-negotiable.

Please note that no claim shall lie against the Company in respect of the shares so transferred to IEPF. **In the event shares and unclaimed dividend are transferred to IEPF, procedure to claim the same is as follows:**

- Send physical copy of requisite documents to the Company for obtaining entitlement letter [Circular dated July 20, 2022 issued by IEPF Authority]
- Submit online application in Form IEPF-5 available at www.iepf.gov.in.

2) To avoid freezing of Folios, physical security holders are requested to update with TSR Consultants Private Limited (RTA) by December 31, 2023, their KYC details viz., Permanent Account Number (PAN), Nomination, Mobile number, Email ID, Bank account number, IFSC code, MICR and Specimen Signature.

Consequence of Folio Freeze:

- Shareholder cannot lodge grievances or avail any service requests with RTA
- Remittance mode shall be only electronic transfer from April 1, 2024 and Company shall not issue any Dividend Warrants / Cheques / Demand Drafts after this date.
- On December 31, 2025 such frozen folios shall be referred to the administering authority by RTA/Company under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002

For queries, please contact:

TSR Consultants Private Limited,
C-101, 1st Floor, 247 Park, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai 400 083
Email Id: cs-g-unit@tcsplindia.co.in | Tel No: +91 81 08 11 8484 | Fax No: +91 22 6656 8494.

Thanking you,

Yours faithfully,

For **Tata Consultancy Services Limited**

Sd/-
Pradeep Manohar Gaitonde
Company Secretary

End: As above