



TCS/SE/29/2020-21

May 19, 2020

National Stock Exchange of India Limited
Exchange Plaza, Bandra Kurla Complex,
Mumbai-400051
Symbol: TCS

BSE Limited
P. J. Towers, Dalal Street,
Mumbai-400001
Scrip Code No. 532540

Sub: Newspaper Advertisement – Disclosure under Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”)

Dear Sirs,

Pursuant to Regulation 30 read with Schedule III Part A Para A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose the copies of newspaper advertisement published in Economic Times, Free Press Journal (English) and Navshakti (Marathi), in compliance with Ministry of Corporate Affairs Circular No. 20/2020 dated May 5, 2020, intimating that 25th Annual General Meeting of the Company will be held on Thursday, June 11, 2020 at 3.30 pm IST through Video Conferencing / Other Audio Visual Means.

The above information is also available on the website of the Company www.tcs.com

This is for your information and records.

Thanking You,

Yours faithfully,

For Tata Consultancy Services Limited

A handwritten signature in blue ink, appearing to read 'Rajendra Moholkar', written over a horizontal line.

Rajendra Moholkar
Company Secretary

Encl: As above

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

TATA CONSULTANCY SERVICES LIMITED



NOTICE TO THE SHAREHOLDERS OF 25TH ANNUAL GENERAL MEETING

NOTICE is hereby given that the **Twenty-Fifth Annual General Meeting (AGM) of the Company will be held on Thursday, June 11, 2020 at 3.30 p.m. IST through Video Conference ("VC") / Other Audio Visual Means ("OAVM")** to transact the business as set out in the Notice of the AGM which is being circulated for convening the AGM.

In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs (MCA) has vide its circular dated May 5, 2020 read with circulars dated April 8, 2020 and April 13, 2020 (collectively referred to as "MCA Circulars") permitted the holding of AGM through VC or OAVM, without the physical presence of the Members at a common venue. In compliance with these MCA Circulars and the relevant provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the AGM of the members of the Company will be held through VC/OAVM.

The Notice of the AGM along with the Annual Report 2019-20 is being sent only by electronic mode to those Members whose email addresses are registered with the Company/Depositories in accordance with the aforesaid MCA Circulars and SEBI Circular dated May 12, 2020. Members may note that the Notice of the AGM and Annual Report 2019-20 will also be available on the Company's website www.tcs.com, websites of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.seindia.com respectively. Members can attend and participate in the AGM through the VC/OAVM facility only. The instructions for joining the AGM are provided in the Notice of the AGM. Members attending the meeting through VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.

The Company is providing remote e-voting facility ("remote e-voting") to all its Members to cast their votes on all resolutions set out in the Notice of the AGM. Additionally, the Company is providing the facility of voting through e-voting system during the AGM ("e-voting"). Detailed procedure for remote e-voting / e-voting is provided in the Notice of the AGM.

If your email ID is already registered with the Company/Depository, login details for e-voting are being sent on your registered email address.

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.

In case you have not registered your email address with the Company/Depository and/or not updated your bank account mandate for receipt of dividend, please follow below instructions to:

- Register your email-id for obtaining Annual Report and login details for e-voting.
- Receiving dividends directly in your bank accounts through Electronic Clearing Service (ECS) or any other means.

Physical Holding	<p>Send a request to the Registrar and Transfer Agents of the Company, TSR Darashaw Consultants Private Limited ("TCPL") at Csg-KYC@tsrdarashaw.com providing Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) for registering email address.</p> <p>Following additional details need to be provided for updating Bank Account Details:</p> <ol style="list-style-type: none"> Name and Branch of the Bank in which you wish to receive the dividend, the Bank Account type, Bank Account Number allotted by your bank after implementation of Core Banking Solutions 9-digit MICR Code Number 11-digit IFSC Code, and a scanned copy of the cancelled cheque bearing the name of the first shareholder.
Demat Holding	Please contact your Depository Participant (DP) and register your email address and bank account details in your demat account, as per the process advised by your DP.

Pursuant to Finance Act 2020, dividend income will be taxable in the hands of shareholders w.e.f. April 1, 2020 and the Company is required to deduct tax at source from dividend paid to shareholders at the prescribed rates. For the prescribed rates for various categories, the shareholders are requested to refer to the Finance Act, 2020 and amendments thereof. The shareholders are requested to update their PAN with the Company/TCPL in case of shares held in physical mode and depositories (in case of shares held in demat mode).

A Resident individual shareholder with PAN and who is not liable to pay income tax can submit a yearly declaration in Form No. 15G/ 15H, to avail the benefit of non-deduction of tax at source by email to Csg-exemptforms@tsrdarashaw.com by 11:59 p.m. IST on June 4, 2020. Shareholders are requested to note that in case their PAN is not registered, the tax will be deducted at a higher rate of 20%.

Non-resident shareholders can avail beneficial rates under tax treaty between India and their country of residence, subject to providing necessary documents i.e. No Permanent Establishment and Beneficial Ownership Declaration, Tax Residency Certificate, Form 10F, any other document which may be required to avail the tax treaty benefits by forwarding the above documents by email to Csg-exemptforms@tsrdarashaw.com. The aforesaid declarations and documents need to be submitted by the shareholders by 11:59 p.m. IST on June 4, 2020.

In the event the Company is unable to pay the dividend to any shareholder by electronic mode, due to non-registration of the bank account, the Company shall dispatch the dividend warrant/cheque to such shareholder, at the earliest once normally is restored.

For TATA CONSULTANCY SERVICES LIMITED

Rajendra Moholkar
Company Secretary

Place: Mumbai
Date: May 18, 2020

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

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For TATA CONSULTANCY SERVICES LIMITED

Rajendra Moholkar
Company Secretary

Place : Mumbai
Date : May 18, 2020

Registered Office:
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identity Number (CIN): L22210MH1995PLC084781
Tel: 91 22 67 78 9595
Email: investorrelations@tcs.com Website: www.tcs.com

TATA CONSULTANCY SERVICES LIMITED



२५व्या वार्षिक सर्वसाधारण सभेची भागधारकांना सूचना

याद्वारे सूचना देण्यांत येते की, एजीएमच्या निमंत्रणासाठी पाठविण्यात येत असलेल्या एजीएमच्या सूचनेत मांडलेले कानकाव करपाकरिता विडिओ कॉन्फरन्स ('व्हॉसी')/अदर ऑडियो व्हिड्युअल मिस्ट ('ओएव्हीएम') मार्फत कंपनीची २५वी वार्षिक सर्वसाधारण सभा (एजीएम) गुरुवार, १९ जून, २०२० रोजी दु. ३.३० वा. मा. प्र.वे. होणार आहे.

कोव्हीड-१९ ची सुरु आपलेला रोग लक्षात घेऊन, निगम व्यवहार मंचालयाने (एएमसीए) दिनांक ५ मे, २०२० चे परिषद सहाय्यता दिनांक ८ एप्रिल, २०२० व १३ एप्रिल, २०२० ची परपत्रके (एकत्रित उल्लेख "एएमसीए परिपत्रके") द्वारे सामाईक टिकाणी सभासदांच्या प्रत्यक्ष उपस्थिती शिवाय व्हॉसी किंवा ओएव्हीएम मार्फत एजीएम आयोजित करण्याची परवानगी दिली. ह्या एएमसीए परिपत्रकांचे आणि कंपनी अधिनियम, २०१३ च्या संबंधित तरतुदी व सेवा (लिस्टिंग ऑब्लिगेशन्स अँड डिस्कलोजर रिफायरमेंट्स) रेग्युलेशन्स, २०१५ च्या अनुपालनात कंपनीच्या सभासदांची एजीएम व्हॉसी/ओएव्हीएम मार्फत होणार आहे.

उपरोक्त एएमसीए परिपत्रके आणि दिनांक १२ मे, २०२० च्या सेवा परिपत्रकांनुसार कंपनी/शिपॉझिटरकडे ज्यांचे ई-मेल अॅड्रेस नोंदवले आहेत त्या सभासदांना केवळ इलेक्ट्रॉनिक माध्यमातून वार्षिक अहवाल २०१९-२० सह एजीएमची सूचना पाठविण्यांत येत आहे. सभासदांनी ध्यानांत ठेवावे की, एजीएमची सूचना आणि वार्षिक अहवाल २०१९-२० कंपनीची वेबसाईट www.tcs.com, स्टॉक एक्सचेंजच्या वेबसाईटस म्हाजबेच बीएसई लिमिटेड आणि नॅशनल स्टॉक एक्सचेंज ऑफ इंडिया लिमिटेड च्या अनुक्रमे www.bseindia.com व www.nseindia.com वर सुद्धा उपलब्ध आहे. सभासद केवळ व्हॉसी/ओएव्हीएम सुविधे मार्फतच एजीएममध्ये हजर राहून सहभागी होऊ शकतात. एजीएममध्ये सहभागी होण्यासाठीचे निदेश एजीएमच्या सूचनेत दिलेले आहेत. व्हॉसी/ओएव्हीएम द्वारे सभेत उपस्थित राहणाऱ्या सभासदांना कंपनी अधिनियम, २०१३ च्या कलम १०३ अंतर्गत गणसंख्या मोजण्याकरिता गमले जाईल.

एजीएमच्या सूचनेत मांडलेल्या सर्व ठरावांवर त्यांची मते देण्यासाठी तिच्या सर्व सभासदांना कंपनी रिमोट ई-व्होटिंग सुविधा (रिमोट ई-व्होटिंग) पुरवत आहे. त्या शिवाय कंपनी एजीएममध्ये ई-व्होटिंग सिस्टिमद्वारे मतदानाची सुविधा ("ई-व्होटिंग") पुरवत आहे. रिमोट ई-व्होटिंग/ई-व्होटिंग साठीची तयारिलेला प्रक्रिया एजीएमच्या सूचनेत दिली आहे. जर तुमचा ई-मेल आयडी आयडी कंपनी/शिपॉझिटरकडे नोंदवलेला असेल तर तुमच्या नोंदवलेल्या ईमेल अड्रेसवर ई-व्होटिंगसाठीचे लॉगिन वॉटेल पाठविण्यांत येत आहेत.

एजीएम मध्ये मंजुरी मिळाल्यास ३१ मार्च, २०२० रोजी संपलेल्या आर्थिक वर्षासाठी अंतिम लाभशाहरील सभासदांची हक्कदांनी ठरविण्यासाठी "रेकॉर्ड डेट" म्हणून कंपनीने गुरुवार, ४ जून, २०२० ही तारीख ठरवली आहे.

जर तुम्ही तुमचा ई-मेल अॅड्रेस कंपनी/शिपॉझिटरकडे नोंदवला नसेल आणि/किंवा लाभांश प्राप्त करण्याकरिता बँक खात्याचे मॅनेट रूपांतर केले नसेल तर कृपया खालील निर्देशांचे पालन करा.

- ए) वार्षिक अहवाल आणि ई-व्होटिंगसाठी लॉगिन विटेलस मिळवण्यासाठी तुमचा ई-मेल आयडी नोंदवा.
बी) इलेक्ट्रॉनिक विसरणीय सर्विस (ईसीएस) किंवा अन्य कोणत्या माध्यमातून तुमच्या बँक खात्यामध्ये थेट लाभांश प्राप्त करावे.

ई-मेल आयडी	ई-मेल अॅड्रेस नोंदवण्यासाठी फॉलोअप क्र., भागधारकांचे नाव, शेअर प्रमाणपत्राची स्कॅन केलेली प्रत (पुढील व मागील बाजू), पीए (पीए वॉरंटची स्कॅन केलेली प्रत) अथवा (आधार कार्डची स्कॅन केलेली प्रत) आणि (आधार कार्डची स्कॅन केलेली प्रत) तुमचे बँक खाते, रिकॉर्डिंग अँड ट्रान्झॅक्शन प्रोसेसिंग, टर्मिनल अथवा कार्डची कॅल्क्युलेशन प्रोसेसिंग लिमिटेड ("एम्प्लॉयर्स") वर Csg-exemptforms@tardarashaw.com वर एक निदेश पाठवा. बँक खात्याचे आयडान तयारीत देण्याकरिता पुढील अतिरिक्त तपशील द्यावेत: ए) तुम्ही ज्यातर्फे लाभांश प्राप्त करू इच्छिता त्या बँकेचे नाव अंतिम ठरवा. बी) बँक खात्याचे प्रकार. सी) बँक खाते, सोल्युशन्समध्ये अंतर्भाव करण्यात आलेले तुमच्या बँकेचे दिलेले बँक खाते क्रमांक. डी) ९ अंकी एमआरडीअर कोड नोंदवा. ई) ११ अंकी आरएमएसटी कोड, आणि एच) परिष्कृत पात्रतेकरिता बँक अहवालच्या वेळापत्रक वेळीच स्कॅन करा.
रिडर आयडी	कृपया तुमच्या शिपॉझिटर पॉस्टबॉक्स (बीपी) वर बँकेस साधा आणि तुमच्या बीपी ने नोंदवलेल्या प्रक्रियेद्वारे तुमच्या रिडर अकाउंटमध्ये तुमचा ई-मेल अॅड्रेस व बँकेचे खाते तपशील नोंदवा.

फावनाय अॅक्ट, २०२० नुसार, १ एप्रिल, २०२० पासून भागधारकांच्या हाततील लाभांश उत्पन्न करपावर अवगण आहे आणि कंपनीने विहित यत्ने भागधारकांना प्रदान करण्यात येणाऱ्या लाभांशांमधून टॅक्स अँड सीई करणे आवश्यक आहे. वेगवेगळ्या जगातीलच्या विविध देशांसाठी भागधारकांनी कृपया फावनाय अॅक्ट, २०२० व त्याच्या उतरल्या पाहतात. भागधारकांनी कृपया त्यांचे पैन कंपनी/टीसीएसकडे (प्रत्यक्ष प्रकार, धारण केलेल्या शेअर्सच्या बाबतीत) आणि शिपॉझिटरकडे (डिपेंडंट पद्धतीने धारण केलेल्या शेअर्सच्या बाबतीत) अद्ययन करावेत. पैन असलेले निवासी वैयक्तिक भागधारक आणि जे आयकर भागधारकांना प्राप्त नसतील ते ४ जून २०२० रोजी रा. ११.५९ वा. मा.प्र.वे. पर्यंत Csg-exemptforms@tardarashaw.com वर ई-मेल द्वारे अॅट सीई कर न करण्याचा लाभ घेण्याकरिता वॉरंट क्र. १५/बी/१५ए मध्ये एक वार्षिक घोषणापत्र सादर करा शकतात. भागधारकांनी कृपया ध्यानांत ठेवावे की, जर त्यांच्या पैन वॉ नोंदणी केली नाही तर, २०२० जास्तीचा दराने कर कापला जाईल.

अनिवासी भागधारक, अ-स्वायी अध्यापन व लाभांश मालकी घोषणापत्र, टॅक्स शेअरहेन्सी प्रतीफेकट, फॉर्म १०एक, कर करार लाभ मिळवण्यासाठी गरजेचे असलेले अन्य कोणतीही दस्तावेज ह्या सरखे आवश्यक दस्तावेज पुरवून ते Csg-exemptforms@tardarashaw.com वर ई-मेल करून पाठविण्या अर्थात भारत व त्यांचे वास्तव्यचा देश यांच्या मधेल कर करारांतर्गत लाभदायी दर मिळवू शकतात. उपरोक्त घोषणापत्र आणि दस्तावेज ४ जून, २०२० रोजी रा. ११.५९ वा. मा. प्र.वे. पर्यंत भागधारकांनी सादर करणे आवश्यक आहे.

बँक खात्याची नोंदणी नसल्याकरणाने जर कंपनीला इलेक्ट्रॉनिक माध्यमातून कोणत्याही भागधारकांना लाभांश प्रदान करणे राख्य झाले नाही तर कंपनी परिस्थिती सामान्य झाल्यावर लवकरात लवकर अशा भागधारकांना विट्रिब्युट वॉरंट/बँक पाउनेल.

टट्टा कन्वन्शन्सी सर्विसिग लिमिटेड साठी

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दिनांक : १८ मे, २०२०
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