

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



IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION

Dear Member,

Date : July 17, 2018

Sub.: Registration/Updation of Permanent Account Number ("PAN") and Bank Account details against your folio

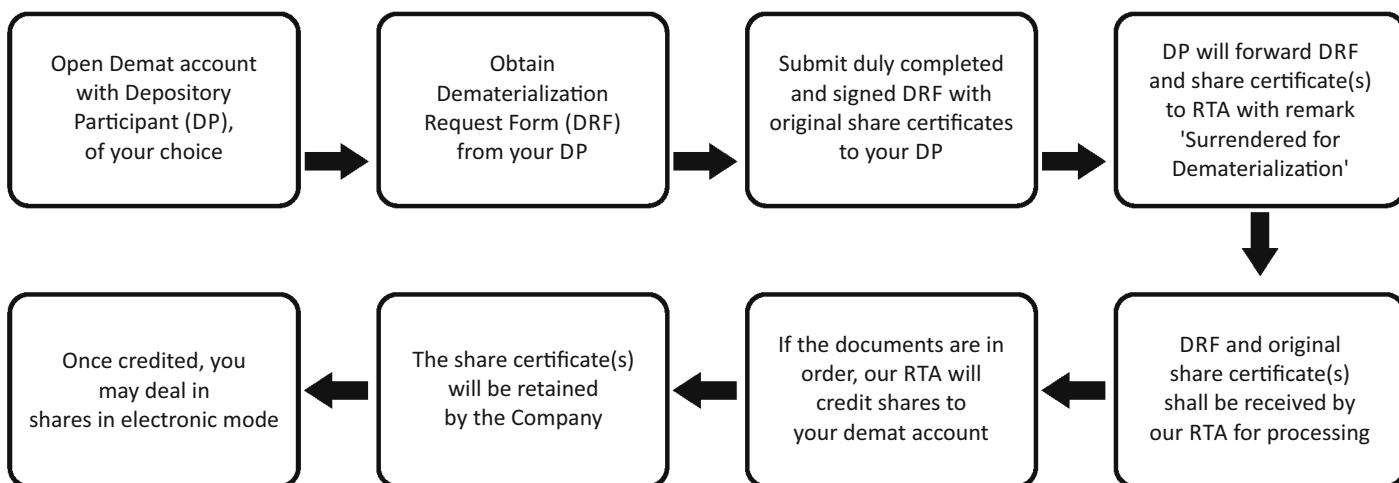
As per circular no. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 issued by the Securities and Exchange Board of India ("SEBI"), you are requested to furnish your Permanent Account Number and Bank Account details to the Registrar and Transfer Agent ("RTA") of the Company - TSR Darashaw Limited by **August 10, 2018**, by submitting the following:

1. **Duly completed Updation Form (enclosed);**
2. **Self-attested copy of PAN Card of all holders; and**
3. **Cancelled cheque leaf in original bearing name of the first holder** (if name is not printed on the cheque leaf; submit bank attested copy of the first page of bank pass book/statement)

Dematerialization of shares

The amendment to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 notified on June 8, 2018, has mandated listed entities to **transfer securities only in dematerialized form, w.e.f. December 5, 2018**. Since, you hold equity shares of the Company in physical mode, request you to initiate steps to dematerialize the said shares.

Broad Steps for Dematerialization



In case you need any information/clarification, you may contact our RTA, TSR Darashaw Limited at:
6-10, Haji Moosa Patrawala Industrial Estate, 20, Dr. E. Moses Road, Mahalaxmi, Mumbai – 400 011;
Tel: +91 22 6656 8484; Fax: +91 22 6656 8494; Email: csg-unit@tsrdarashaw.com; Website: www.tsrdarashaw.com

Thanking you,

For Tata Consultancy Services Limited

Rajendra Moholkar
Company Secretary

Encl: As above