

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 **SECOND AND FINAL REMINDER**

Dear Member,

Date : December 13, 2018

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

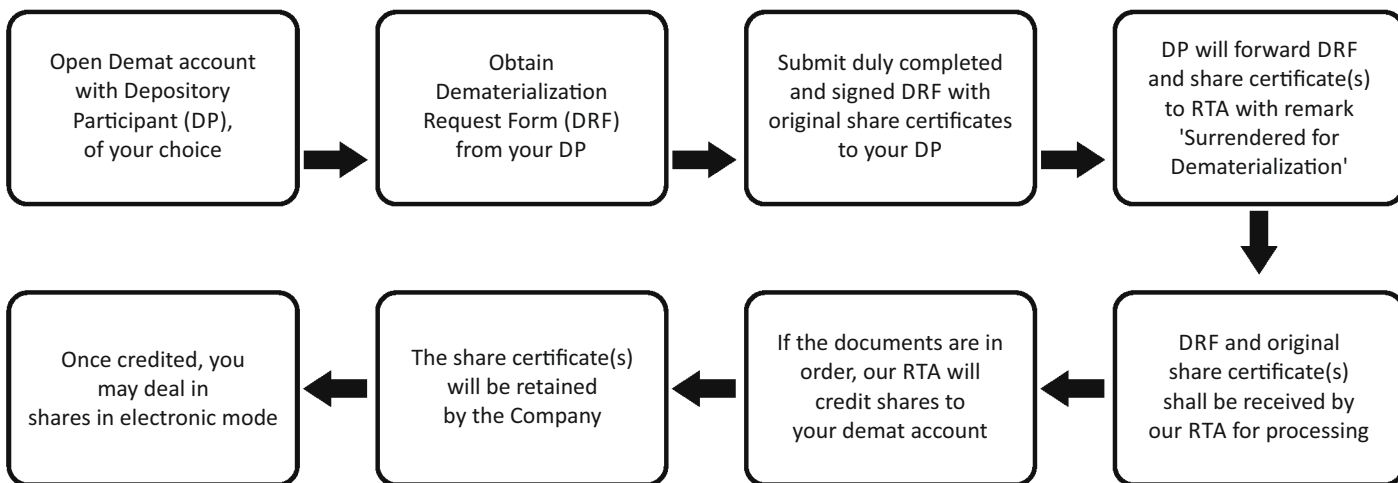
We refer to our earlier communication dated July 17, 2018 and October 03, 2018, wherein we have requested you to furnish your Permanent Account Number and Bank Account details. We regret to inform you that we are yet to receive the required information. In order to facilitate registration/ updation of aforesaid details in the records of the Company 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 once again 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 **January 10, 2019**, by submitting the following:

1. **Duly completed and signed 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 and last page of bank pass book/statement, not older than 3 months)

Dematerialization of shares

The amendment to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 notified on June 08, 2018, and further amended on December 03, 2018, has mandated listed entities to **transfer securities only in dematerialized form, w.e.f. March 31, 2019**.

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