

# 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; Fax: 91 22 6778 9660  
E-mail: investor.relations@tcs.com; Website: www.tcs.com



## POSTAL BALLOT FORM

1. Name and registered address of the sole/first named Member :
2. Name(s) of the joint Member(s), if any :
3. Registered Folio No./ DP ID No. & Client ID No.\* :  
(\*Applicable to Members holding shares in dematerialized form)
4. Number of Equity Shares held :
5. I/We hereby exercise my / our vote in respect of the following Resolution to be passed through Postal Ballot for the business stated in the Notice dated April 19, 2018 of Tata Consultancy Services Limited ("Company") by sending my / our assent or dissent to the said Resolution by placing the tick (✓) mark in the appropriate box below:

Description of Ordinary Resolution	No. of Equity Shares for which votes cast	I/We assent to the Resolution (FOR)	I/We dissent from the Resolution (AGAINST)
Issue of Bonus Shares			

Place :

Date :

Signature of the Member

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### ELECTRONIC VOTING PARTICULARS

The e-voting facility is available at the link <https://www.evoting.nsdl.com>. The electronic voting particulars are set out as follows:

EVEN (E-voting Event Number)	USER ID	PASSWORD
108336		

Facility to exercise vote(s) by means of Postal Ballot, including e-voting, will be available during the following period:

Commencement of voting	End of voting
From 9:00 a.m. (IST) on Friday, April 27, 2018	Up to 5:00 p.m. (IST) on Saturday, May 26, 2018

#### Notes:

- 1) Please read the instructions printed overleaf carefully before exercising your vote.
- 2) If the voting rights are exercised electronically, there is no need to use this Postal Ballot Form.

## **INSTRUCTIONS**

1. This Postal Ballot Form is provided for the benefit of Members who do not have access to e-voting facility.
2. A Member can opt for only one mode of voting, i.e. either through e-voting or by Postal Ballot Form. If a Member casts vote by both modes, then voting done through e-voting shall prevail and Postal Ballot Form shall be treated as invalid.
3. For detailed instructions on e-voting, please refer to the Postal Ballot Notice.
4. A Member desirous to exercise vote by Postal Ballot may complete this Postal Ballot Form and send it so as to reach the Scrutinizer, Mr. P. N. Parikh of Parikh & Associates, Practicing Company Secretaries in the enclosed postage prepaid self-addressed envelope not later than 5:00 p.m. (IST) on Saturday, May 26, 2018. Postal Ballot Form received after this date will be strictly treated as if the reply from such Member has not been received. Envelope containing Postal Ballot Form, if deposited in person or sent by courier at the expense of the Member will also be accepted.
5. The Postal Ballot Form should be completed and signed by the Member, as per the specimen signature registered with the Company or furnished by National Securities Depository Limited (NSDL)/Central Depository Services (India) Limited (CDSL), in respect of shares held in physical form or dematerialized form respectively. In case of joint holding, this Form must be completed and signed by the first named Member and in his/her absence, by any next named Member.
6. An incomplete, unsigned, incorrectly completed, incorrectly ticked, defaced, torn, mutilated, overwritten or wrongly signed Postal Ballot Form will be rejected. The Scrutinizer's decision in this regard shall be final and binding.
7. In the case of shares held by Institutions, Companies, Trusts, Societies, etc., the duly completed Postal Ballot Form should be accompanied by a certified copy of the board resolution/authorization together with the specimen signature(s) of the duly authorised signatories. A Member may sign the Postal Ballot Form through an Attorney, in which case a copy of the Power of Attorney should be attached to the Postal Ballot Form.
8. A Member seeking duplicate Postal Ballot Form can write to the Company, at its registered office, or its Registrar and Share Transfer Agents : TSR Darashaw Limited; Unit: Tata Consultancy Services Limited, 6-10 Haji Moosa Patrawala Ind. Estate, 20 Dr. E. Moses Road, Mahalaxmi, Mumbai - 400 011. However, the duly filled in duplicate Postal Ballot Form should reach the Scrutinizer not later than 5:00 p.m. (IST) on Saturday, May 26, 2018.
9. The exercise of vote through Postal Ballot Form is not permitted through a proxy.
10. Voting rights shall be reckoned on the paid up value of the equity shares registered in the name(s) of the Member(s)/list of beneficial owners as received from NSDL/CDSL on the cut-off date i.e., Friday, April 20, 2018.
11. Members are requested not to send any other paper along with the Postal Ballot Form in the enclosed postage prepaid self addressed envelope. If any other papers are found the same will be destroyed by the scrutinizer.
12. There will be one Postal Ballot Form for every Folio/Client ID irrespective of the number of joint Members.
13. The Scrutinizer's decision on the validity of a Postal Ballot Form will be final and binding.