



TCS/SE/254/2022-23

March 31, 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 (Final Dividend 2015-16)

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

Tata Consultancy Services Limited

9th Floor Nirmal Building Nariman Point Mumbai 400 021

Tel 91 22 6778 9595 Fax 91 22 6630 3672 e-mail corporate.office@tcs.com website www.tcs.com

Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021

Corporate Identity No. (CIN): L22210MH1995PLC084781

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 www.tcs.com.

In case the dividends are not claimed by the concerned shareholder(s) by **July 17, 2023**, 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 there after submitting online application in the prescribed Form IEPF-5 available on the website www.iepf.gov.in.

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 www.tcs.com 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.tcplindia.co.in>.

For TATA CONSULTANCY SERVICES LIMITED

Sd/-
Pradeep Manohar Gaitonde
Company Secretary

Place : Mumbai
Date : March 31, 2023

Registered Office:
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Tel: +91 22 6778 9595
Email: investor.relations@tcs.com Website: www.tcs.com
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For TATA CONSULTANCY SERVICES LIMITED

Sd/-

Pradeep Manohar Gaitonde
Company Secretary

Place : Mumbai

Date : March 31, 2023

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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, ट्रान्सफर अँड रिफंड) रूल्स, २०१६ ("रूल्स") च्या तरतुदी मध्ये अन्य बाबींसोबत दावा न केलेला लाभांश आयईपीएफकडे हस्तांतरीत करण्याच्या आणि सलग सात किंवा जास्त वर्षे ज्यांच्या संबंधातील लाभांश दावा न करता पडून आहे ते शेअर आयईपीएफ अकाऊंटमध्ये हस्तांतरित करण्याच्या तरतुदी आहेत. कंपन्यांनी शेअर्स हस्तांतरीत होण्याच्या नियत तारखेपूर्वी तीन महिने आधी ज्यांचे शेअर्स आयईपीएफ ऑथॉरिटीकडे हस्तांतरीत होण्यास पात्र ठरले आहेत त्यांच्या अलिकडच्या उपलब्ध पत्त्यावर भागधारकांना कळवणे आणि त्याचवेळी वर्तमानपत्रांत सूचना प्रकाशित करणे आवश्यक आहे. ही सूचना अधिनियम व रूल्सच्या तरतुदीनुसार प्रकाशित केली आहे.

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

ह्या भागधारकांचे संपूर्ण तपशील कंपनीची वेबसाईट www.tcs.com वर अपलोड केले जात आहेत.

जर संबंधित भागधारकांनी १७ जुलै, २०२३ पर्यंत लाभांशावर 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 स्वरूपांत** – 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 अपरक्राम्य असल्याचे समजले जाईल.
- **डिमेंट स्वरूपांत** – कंपनी डिपॉझिटरीज मार्फत आयईपीएफ ऑथॉरिटीकडे कॉर्पोरेट अॅक्शनच्या माध्यमातून शेअर हस्तांतरित करेल.

भागधारकांनी ध्यानांत ठेवावे की, शेअर आणि दावा न केलेले लाभांश आयईपीएफ कडे हस्तांतरित झाल्यास, संबंधित भागधारक आयईपीएफ ऑथॉरिटीने जारी केलेल्या २० जुलै, २०२२ दिनांकित सर्क्युलर नुसार हक्कदारी पत्र मिळवण्यासाठी कंपनीकडे आवश्यक दस्तावेजांची प्रत्यक्ष प्रत पाठवून आणि त्यानंतर www.iepf.gov.in वर उपलब्ध विहित फॉर्म आयईपीएफ-५ मध्ये ऑनलाईन अर्ज सादर करून आयईपीएफ ऑथॉरिटीकडून ते परत मागण्यास हक्कदार आहेत.

भागधारकांनी पुढे ध्यानांत ठेवावे की, तिची वेबसाईट www.tcs.com वर कंपनीने अपलोड केलेला संबंधित भागधारकांनी दावा न केलेला लाभांश आणि शेअर्सचा तपशील हा रूल्सनुसार आयईपीएफकडे शेअर्सच्या हस्तांतरणासाठी कंपनीने नवीन शेअर प्रमाणपत्र जारी करण्याच्या संदर्भात पुरेशी सूचना समजण्यात यावी. कृपया नोंद घ्यावी की, आयईपीएफकडे हस्तांतरित दावा न केलेला लाभांश आणि शेअर्सच्या संदर्भात कंपनीच्या विरोधात दावा करता येणार नाही.

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

टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड साठी

सही/ -

प्रदीप मनोहर गायतोंडे
कंपनी सेक्रेटरी

ठिकाण : मुंबई
दिनांक : ३१ मार्च, २०२३

नोंदणीकृत कार्यालय :

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

दू. : ९१ २२ ६७७८९५९५

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

सीआयएन:एल२२२१०एमएच१९९५पीएलसी०८४७८१

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



Dear Shareholder(s)

March 31, 2023

Sub: Transfer of Equity Shares held by you in the Company to the Investor Education and Protection Fund (IEPF)

As per 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"), all unclaimed dividends are required to be transferred by the Company to IEPF established by Central Government, after the expiry of seven years from the date of transfer to unpaid dividend account. Details of such unclaimed dividends are regularly updated on the website of the Company and reminder letters have also been sent from time to time to the shareholders to claim their unclaimed dividends. Further, all the shares in respect of which dividend has remained unclaimed for seven consecutive years or more shall also be transferred in the name of IEPF.

As per our records, the amount(s) of dividends mentioned in the enclosed Annexure are unclaimed against your name. To claim the outstanding dividend, kindly first ensure registration of correct bank details including your core banking account no and IFSC/ MICR of your bank against your demat A/c with your Depository Participant / Registrar and Share Transfer Agent – TSR Consultants Private Limited. The enclosed annexure must be sent along with the following document from your registered email address or by way of a letter so as to reach the RTA on or before **July 17, 2023**:

For shares held in demat form:

- Copy of the Demat Account Statement (Client master list) showing your name, address, demat and bank account details registered against the demat account.

For shares held in physical form:

- 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 including original cancelled cheque stating your name as the Account holder. For more details Members may also refer to Frequently Asked Questions ("FAQs") on the Company's website at <https://ontcs.com/demat-faq>

As per SEBI circular dated November 3, 2021 and December 14, 2021 outstanding payments will be credited directly to the bank account if the folio is KYC Compliant. Payment can be made to shareholders holding shares in physical form if the folio is KYC compliant.

Please note that no payment can be made in absence of complete bank details registered against your account

In case the dividends are not claimed by the said date, necessary steps will be initiated by the Company to transfer shares held by you which are due for transfer to IEPF without further notice, in accordance with the Rules. **Please note that no claim shall lie against the Company in respect of the shares so transferred to IEPF.**

In case the shares are held by you:

- In physical form - new share certificate(s) will be issued and transferred in favour of IEPF on completion of necessary formalities. Hence, the original share certificate(s) which stand registered in your name 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 your demat account in favour of IEPF.

In the event of transfer of shares held by you and the unclaimed dividends to IEPF, you 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 www.iepf.gov.in.

In case you have any queries, please contact the Registrars and Transfer Agent of the Company, **TSR Consultants Private Limited**, C-101, 1st Floor, 247 Park, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai 400 083, Tel No.: +91 810 811 8484, Fax No: +91 22 6656 8494, Email Id: csg-unit@tcplindia.co.in.

Thanking you,

Yours faithfully,
For Tata Consultancy Services Limited

Sd/-
Pradeep Manohar Gaitonde
Company Secretary

Encl: As above

TATA CONSULTANCY SERVICES

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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 - 400 083
Email id: csg-unit@tcplindia.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 March 31, 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 |
|---------------------|------------|-------------------------------|--------------------|
| | | 24-06-2016 | 17-07-2023 |
| | | 02-08-2016 | 17-07-2023 |
| | | 02-11-2016 | 17-07-2023 |
| | | 01-02-2017 | 17-07-2023 |
| | | 23-06-2017 | 17-07-2023 |
| | | 01-08-2017 | 17-07-2023 |
| | | 01-11-2017 | 17-07-2023 |
| | | 31-01-2018 | 17-07-2023 |
| | | 19-06-2018 | 17-07-2023 |
| | | 25-07-2018 | 17-07-2023 |
| | | 30-10-2018 | 17-07-2023 |
| | | 24-01-2019 | 17-07-2023 |
| | | 17-06-2019 | 17-07-2023 |
| | | 23-07-2019 | 17-07-2023 |
| | | 24-10-2019 | 17-07-2023 |
| | | 24-10-2019 (Special Dividend) | 17-07-2023 |
| | | 31-01-2020 | 17-07-2023 |
| | | 24-03-2020 | 17-07-2023 |
| | | 15-06-2020 | 17-07-2023 |
| | | 31-07-2020 | 17-07-2023 |
| | | 03-11-2020 | 17-07-2023 |
| | | 03-02-2021 | 17-07-2023 |
| | | 14-06-2021 | 17-07-2023 |
| | | 05-08-2021 | 17-07-2023 |
| | | 03-11-2021 | 17-07-2023 |
| | | 07-02-2022 | 17-07-2023 |
| | | 13-06-2022 | 17-07-2023 |
| | | 03-08-2022 | 17-07-2023 |
| | | 07-11-2022 | 17-07-2023 |

To be filled in by the Shareholder

| | |
|---|--|
| I am enclosing the following (tick ✓ whichever is applicable) | |
| <input type="checkbox"/> For shares held in demat form: <input type="checkbox"/> Copy of the Client master list featuring bank details registered against the demat account. | |
| <input type="checkbox"/> For shares held in physical form: <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 : Date : | Signature of the First named Shareholder |

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 July 17, 2023.**

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