August 04, 2022

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 (Second Interim 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 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 November 12, 2022, 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 by submitting an online application in the prescribed Form IEPF-S available on the website www.iepf.gov.in and sending a physical copy of the same, duly signed to the Company at its Registered Office along with requisite documents enumerated in Form IEPF-5.

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 22 6778 9595, Fax: +91 22 6656 8494, Website: https://www.tcpfindia.co.in

For TATA CONSULTANCY SERVICES LIMITED

Sd/-

Pradeep Manohar Gaitonde
Company Secretary

Place : Mumbai
Date : August 3, 2022

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
CIN: L22210MH1995PLC084781
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.

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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 November 12, 2022, 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 or 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 by submitting an online application in the prescribed Form IEPF-S available on the website www.iepf.gov.in and sending a physical copy of the same, duly signed to the Company at its Registered Office along with requisite documents enumerated in form IEPF-5.

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 T5R Consultants Private Limited, Unit: Tata Consultancy Services Limited, C-101, 1st Floor, 247 Park, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400 084, Tel: +91 810 811 8494, Fax: +91 22 6636 8494, Website: https://www.t5rindia.co.in.

For TATA CONSULTANCY SERVICES LIMITED

sd/-
Pradeep Manohar Galonde
Company Secretary

Place: Mumbai
Date: August 3, 2022

Registered Office:
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Tel: +91 22 6778 5555
Email: investor.relations@tcs.com Website: www.tcs.com
CIN: L22210MH1995PLC084781
Dear Shareholder(s)  

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 notice should thereafter 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 November 12, 2022:

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://on.tcs.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 by submitting an online application in the prescribed Form IEPF-5 available on the website www.iepf.gov.in and sending a physical copy of the same duly signed to the Company along with requisite documents enumerated in the Form IEPF-5.

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, TelNo.: 91 22 6656 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
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,

Kindly arrange for payment of unclaimed dividend as mentioned below based on your letter dated August 3, 2022. 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).

Sub: Payment of Unclaimed Dividend

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To be filled in by the Shareholder

I am enclosing the following (tick ✓ whichever is applicable)

For shares held in demat form:
- ✓ Copy of the Client master list featuring bank details registered against the demat account.

For shares held in physical form:
- ✓ Original cancelled cheque leaf bearing the name of the first shareholder or
- Bank attested copy of first page of the Bank Passbook/Statement of Account in original and a cancelled cheque.
- ✓ 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:
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 November 12, 2022.