



TCS/SE/187/2024-25

October 30, 2024

**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 (Third Interim Dividend 2017-18)**

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 6778 9660 E-mail: [corporate.office@tcs.com](mailto:corporate.office@tcs.com) Website: [www.tcs.com](http://www.tcs.com)

Registered Office: 9th Floor Nirmal Building Nariman Point Mumbai 400021

Corporate Identification No. (CIN): L22210MH1995PLC084781



**TATA CONSULTANCY SERVICES LIMITED**



## NOTICE

### Sub: Transfer of Dividend(s) and 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](http://www.tcs.com).

In case the dividends are not claimed by the concerned Shareholder(s) by **February 10, 2025 for Third Interim Dividend 2017-18**, 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.mca.gov.in](http://www.mca.gov.in) and access the form under MCA Services>Company e-filing>IEPF Services.

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](http://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 **Link Intime India Private Limited**, Unit: Tata Consultancy Services Limited, C-101, Embassy 247, L.B.S.Marg, Vikhroli (West), Mumbai - 400083, Tel: +91 810 811 8484, Website: <https://www.linkintime.co.in/> or raise a service request through: [https://liiplweb.linkintime.co.in/helpdesk/Service\\_Request.html](https://liiplweb.linkintime.co.in/helpdesk/Service_Request.html)

For Tata Consultancy Services Limited

Sd/-

**Pradeep Manohar Gaitonde**  
Company Secretary

Place : Mumbai  
Date : October 29, 2024

**Registered Office:**  
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Tel: +91 22 6778 9595  
Email: [investor.relations@tcs.com](mailto:investor.relations@tcs.com) Website: [www.tcs.com](http://www.tcs.com)  
CIN: L22210MH1995PLC084781

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- **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.mca.gov.in](http://www.mca.gov.in) and access the form under MCA Services>Company e-filing>IEPF Services.

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](http://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.**

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For Tata Consultancy Services Limited

Sd/-  
**Pradeep Manohar Gaitonde**  
Company Secretary

Place : Mumbai  
Date : October 29, 2024

**Registered Office:**  
9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
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**TATA CONSULTANCY SERVICES LIMITED**



**सूचना**

**विषय : इन्व्हेस्टर एंज्युकेशन अँड प्रोटेक्शन फंड (आयईपीएफ)  
अकाऊंटमध्ये कंपनीच्या लाभांश आणि समभागांचे हस्तांतरण**

कंपनी अधिनियम, २०१३ ("अधिनियम") च्या कलम १२४(६) च्या तरतुदी सहवाचता इन्व्हेस्टर एंज्युकेशन अँड प्रोटेक्शन फंड ऑर्बॉरिटी (अकाऊंटिंग, ऑडिट, ट्रान्झॅक्शन अँड रिपॉजिट) रुल्स, २०१६ ("रुल्स") च्या तरतुदी मध्ये अन्य बाबीसोबत दावा न केलेला लाभांश आयईपीएफकडे हस्तांतरित करणेचा आणि सलग सात दिवस जास्त वर्षे ज्यांच्या संबंधातील लाभांश दावा न करता पडून आहेत ते शेअर्स आयईपीएफ अकाऊंटमध्ये हस्तांतरित करण्याच्या तरतुदी आहेत. कंपनीची शेअर्स हस्तांतरित होण्याच्या नियत ताखेपूर्वी तीम म्हिने आधी ज्यांचे शेअर्स आयईपीएफ ऑर्बॉरिटीकडे हस्तांतरित होण्यास पात्र ठरले आहेत त्यांच्या अधिकारध्या उलटव्य पत्त्याक भागधारकांना कळवणे आणि त्याखेरीडी वर्तमानपत्रात सूचना प्रकाशित करणे आवश्यक आहे. ही सूचना अधिनियम व रुल्सच्या तरतुदीनुसार प्रकाशित केली आहे.

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

हा भागधारकांचे संपूर्ण तपशील कंपनीची वेबसाईट [www.tcs.com](http://www.tcs.com) वर अपलोड केले जात आहेत.

जर संबंधित भागधारकांनी निम्नर अंतरिम लाभांश २०१७-१८ साठी १० फेब्रुवारी, २०२२ पर्यंत लाभांशाक दावा केला नाही तर कंपनी पुढे कोणतीही सूचना न देता खालील पद्धतीने संबंधित भागधारकांनी धारण केलेले शेअर्स आयईपीएफकडे हस्तांतरित करण्याबाबत आवश्यक पावले उचलेल.

पुढील प्रकारे धारण केलेल्या शेअर्सच्या बाबतीत :

- **प्रत्यक्ष स्वरुपात** - नवी शेअर प्रमापत्रे जारी केली जातील आणि आवश्यक औपचारिकता पूर्ण केल्यावर आयईपीएफच्या नावे हस्तांतरित केली जातील. भागधारकांच्या नावात नोंद असलेली मूळ शेअर प्रमापत्रे रद्द व अपरुपाय असल्याचे समजले जाईल.

- **डिपॉजिट स्वरुपात** - कंपनी कॅरिअर अॅक्शनच्या माध्यमातून आयईपीएफ च्या नावात भागधारकांच्या डिपॉजिट खात्यात पडून असलेले शेअर्स हस्तांतरित करण्यास डिपॉजिटारिता समील.

भागधारकांनी ध्यानात ठेवावे की, शेअर्स आणि दावा न केलेले लाभांश आयईपीएफ कडे हस्तांतरित झाल्यास, संबंधित भागधारक आयईपीएफ ऑर्बॉरिटीने जारी केलेल्या २० जुलै, २०२२ दिनांकित सर्कुलर नुसार हकदारी प्रमापत्र मिळवण्यासाठी त्यांची एक प्रत्यक्ष पत्र कंपनीकडे आवश्यक दस्तऐवजासह पाठवून आणि त्यानंतर वेबसाईट [www.mca.gov.in](http://www.mca.gov.in) वर उलटव्य फॉर्म आयईपीएफ - ५ मध्ये ऑनलाईन अर्ज सादर करून व फॉर्मला MCA Services > Company e-filing>EPF Services वरून आयईपीएफकडून ते परत मागू शकतात.

भागधारकांनी पुढे ध्यानात ठेवावे की, तिची वेबसाईट [www.tcs.com](http://www.tcs.com) वर कंपनीने अपलोड केलेला संबंधित भागधारकांनी दावा न केलेला लाभांश आणि शेअर्सचा तपशील हा रुल्सनुसार आयईपीएफकडे शेअर्सच्या हस्तांतरणासाठी कंपनीने नवीन शेअर प्रमापत्र जारी करणेचा संदर्भात दिलेली पुरती सूचना समजावत रावी. कृपया नोंद घ्यावी की, आयईपीएफकडे हस्तांतरित दावा न केलेला लाभांश आणि समभागांच्या संदर्भात कंपनीच्या विरोधात दावा करता येणार नाही.

संदर्भित विषयी भागधारकांना कोणतीही चौकशी करायची असल्यास, ते लिंक इन टाइम इंडिया प्रायव्हेट लिमिटेड, युनिट: टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड, सी-२०२, एम्बेसी २४७, एल.बी.एस. मार्ग, थिरोली (पश्चिम), मुंबई-४०००८३, दूर: + ९१ ८१० ८११ ८४८४, वेबसाईट : <https://www.linkintime.co.in/> येथे सेवक साफता वेईल किंवा <https://www.linkedin.com/company/linkintime> येथे विनंती करावी.

टाटा कन्सल्टन्सी सर्व्हिसेस लिमिटेड साठी

सही/-

प्रदीप मनोहर गायवोडे  
कंपनी सेक्रेटरी

ठिकाण : मुंबई

दिनांक : २९ ऑक्टोबर, २०२४

नोंदणीकृत कार्यालय :

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

दूर : ९१ २२ ६७७८ ९५९५

ई-मेल : [investorrelations@tcs.com](mailto:investorrelations@tcs.com) वेबसाईट : [www.tcs.com](http://www.tcs.com)

सी आय एन : एल २२ २१० एम एच १९९५, पीएलसी ०८ ४७८९

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## 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

Dear Shareholder(s)

October 29, 2024

**Sub: Claim your outstanding dividend(s) on or before February 10, 2025 to avoid transfer of your Equity Shares and dividend(s) to Investor Education and Protection Fund (IEPF)**

Pursuant to the provision of 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"), dividend(s) remaining unclaimed for seven consecutive years are required to be transferred to IEPF along with their respective shares.

Details of unclaimed dividends are mentioned in the enclosed Annexure and are also available on Company's website at <https://www.tcs.com/investor-relations/investor-faq>

**1) To avoid transfer of shares and dividend to IEPF, following action points needs to be completed before February 10, 2025:**

Type of holding	Actions required by shareholders to claim outstanding dividend before due date	Action by Company post due date
<b>Shares held in Demat form</b>	<ol style="list-style-type: none"> <li>Update with your Depository Participant: <ul style="list-style-type: none"> <li>Bank name, branch, account number, IFSC code and MICR</li> </ul> </li> <li>Send to Link Intime India Private Limited (RTA) <ul style="list-style-type: none"> <li>Enclosed annexure duly filled-in</li> <li>Copy of the Demat Account Statement (Client master list) showing registered name, address, demat and bank account details</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>Shares lying in your demat account will be transferred in favour of IEPF without further notice.</li> </ul>
<b>Shares held in Physical form</b>	<ol style="list-style-type: none"> <li>Send to RTA: <ul style="list-style-type: none"> <li>Bank name, branch, account number, IFSC code and MICR</li> <li>Enclosed Annexure duly filled-in</li> <li>Investor Service Request Form-1 (ISR-1)</li> <li>Investor Service Request Form-2 (ISR-2)</li> <li>Form No. SH 13 (Nomination Form)</li> <li>Original cancelled cheque stating your name as account holder</li> <li>Other supporting documents, if any</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>New share certificate(s) will be issued in favour of IEPF without further notice.</li> <li>The original share certificate(s) registered in your name will be deemed cancelled and will be non-negotiable.</li> </ul>

Please note that no claims shall lie against the Company in respect of the shares so transferred to IEPF.

**In the event shares and unclaimed dividend are transferred to IEPF, procedure to claim the same is as follows:**

- Send physical copy of requisite documents to the Company for obtaining entitlement letter [Circular dated July 20, 2022 issued by IEPF Authority]
  - Submit online application in Form IEPF-5 available at [mca.gov.in](http://mca.gov.in) and access the form under MCA Services>Company e-filing>IEPF Services.
- 2) **Physical security holders are requested to update their KYC details with RTA viz., Permanent Account Number (PAN), Choice of nomination\*, Mobile number, Email ID, Bank account number, IFSC code, MICR and Specimen Signature, if the same is not updated. Effective from April 01, 2024, dividend payments to such folios will be effected only through electronic mode upon furnishing of aforesaid details.**

*\*recommended to ensure smooth transmission of securities*

**For queries, please contact:**

**Link Intime India Private Limited,**  
C-101, Embassy 247, L.B. S. Marg, Vikhroli (West), Mumbai - 400083.  
Tel No.: +91 8108118484 | Website: [www.linkintime.co.in](http://www.linkintime.co.in)  
Raise a service request through: [https://helpweb.linkintime.co.in/helpdesk/Service\\_Request.html](https://helpweb.linkintime.co.in/helpdesk/Service_Request.html)

Thanking you,

Yours faithfully,

For **Tata Consultancy Services Limited**

Sd/-  
**Pra deep Manohar Gaitonde**  
Company Secretary

End: As above

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C2-MCA-IEPF/

Annexure

To,  
**Link Intime India Private Limited**  
 (Unit: **Tata Consultancy Services Limited**)  
 C-101, Embassy 247,  
 L.B.S. Marg, Vikhroli (West),  
 Mumbai - 400083

Dear Sir / Madam,

**Sub: Payment of Unclaimed Dividend**

Kindly arrange for payment of unclaimed dividend as mentioned below based on your letter dated October 29, 2024. 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
		31-01-2018	10-02-2025
		19-06-2018	10-02-2025
		25-07-2018	10-02-2025
		30-10-2018	10-02-2025
		24-01-2019	10-02-2025
		17-06-2019	10-02-2025
		23-07-2019	10-02-2025
		24-10-2019	10-02-2025
		24-10-2019 (Special Dividend)	10-02-2025
		31-01-2020	10-02-2025
		24-03-2020	10-02-2025
		15-06-2020	10-02-2025
		31-07-2020	10-02-2025
		03-11-2020	10-02-2025
		03-02-2021	10-02-2025
		14-06-2021	10-02-2025
		05-08-2021	10-02-2025
		03-11-2021	10-02-2025
		07-02-2022	10-02-2025
		13-06-2022	10-02-2025
		03-08-2022	10-02-2025
		07-11-2022	10-02-2025
		03-02-2023	10-02-2025
		03-07-2023	10-02-2025
		07-08-2023	10-02-2025
		07-11-2023	10-02-2025
		05-02-2024	10-02-2025
		04-06-2024	10-02-2025

**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:
Place :	Signature of the First named Shareholder
Date :	

Note: Please return this Annexure duly filled in and signed by way of a letter to Link Intime India Private Limited Registrar and Share Transfer Agent of the Company or raise a service request through [https://liiplweb.linkintime.co.in/helpdesk/Service\\_Request.html](https://liiplweb.linkintime.co.in/helpdesk/Service_Request.html), on or before **February 10, 2025**.

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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Registered Office: 9th Floor Nirmal Building Nariman Point Mumbai 400021

Corporate Identification No. (CIN): L22210MH1995PLC084781