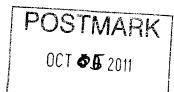


TATA



October 5, 2011

VIA EMAIL AND U.S. MAIL

Rapid Response Administrator
Office of Workforce Development
Ohio Department of Job and Family
Services
Worker Adjustment Retraining
Notification
P.O. Box 1618
Columbus, OH 43216-1618

rapdresp@jfs.ohio.gov

Dear Administrator:

This letter is to inform you that Tata Business Support Services Limited ("Tata BSS") needs to make a change regarding the employee lay off date due to unforeseeable business circumstance due to the company just receiving additional notice of cancellation which has prompted the effective lay off date to begin on October 14, 2011 and not November 15, 2011.

This letter is to give you formal notification under the Worker Adjustment and Retraining Notification Act ("WARN") that Tata Business Support Services Limited ("Tata BSS") intends to permanently close its facility located at Reno Business Park, Suite No. 200, North Tower, 27845 State Route 7, Marietta, Ohio 45750.

Tata BSS plans to cease operations at this location on November 15, 2011. However, some employees may voluntarily elect to leave earlier. The closure will affect 63 employees. A list of job classifications and the number of employees affected in each job classification, as well as an estimated schedule of the separations is attached. Please be advised that bumping rights to other locations do not exist.

If you need further information, please contact me at (850) 981-4730 or (850) 982-

Head HR & Support Services

TATA BUSINESS SUPPORT SERVICES LIMITED

278-45 State Route 7 North Tower Suite 200 Marietta, OH 45750 Teb 7-40-376-1-400 Fax: 7-40-376-1-475 Regd, Office: 1-8-371 Gowra Tribity S P Road Hyderbad 500016 A P India www.tala-bas.com



Final List

Job Classification	Total Number of Affected Employees	14 Day Window of Anticipated Separation
General Support	2	October 14, 2011
Agents	40	October 14, 2011
Agent Support	10	October 14, 2011
Agents	8	November 15, 2011
Agent Support		November 15, 2011
General Support	2	November 15, 2011
*,**		

TATA BUSINESS SUPPORT SERVICES LIMITED

27846 State Pointe 7 North Tower State 200 Marietta, OH 45750 Tel: 740-376-1400 Fax: 740-376-1475 Regd, Office: 1.8.371 Gowin Trinity S.P.Road Hyderbad 569016 A.P. India www.tata-bss.com



September 16, 2011

VIA EMAIL AND U.S. MAIL

Rapid Response Administrator
Office of Workforce Development
Ohio Department of Job and Family
Services
Worker Adjustment Retraining Notification
P.O. Box 1618
Columbus, OH 43216-1618

rapdresp@jfs.ohio.gov

Dear Administrator:

This letter is to give you formal notification under the Worker Adjustment and Retraining Notification Act ("WARN") that Tata Business Support Services Limited ("Tata BSS") intends to **permanently close** its facility located at Reno Business Park, Suite No. 200, North Tower, 27845 State Route 7, Marietta, Ohio 45750.

Tata BSS plans to **cease operations at this location** on November 15, 2011. However, some employees may voluntarily elect to leave earlier. The closure will affect 69 employees. A list of job classifications and the number of employees affected in each job classification, as well as an estimated schedule of the separations is attached.

Please be advised that bumping rights to other locations do not exist.

If you need further information, please contact me at (850) 981-4730 or (850) 982-5891.

Sincerely,

Debbie McDonald

Head HR & Support Services

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TATA BUSINESS SUPPORT SERVICES LIMITED

27845 State Route 7 Horth Tower Suite 200 Marietta, OH 45750

Tel: 740-376-1400 Fax: 740-376-1475

Regd. Office: 1-8-371 Gowra Trinity S P Road Hyderbad 590016 A P India www.tata-bss.com



Final List

Job Classification	Total Number of Affected Employees	14 Day Window of Anticipated Separation
General Support	4	November 15, 2011
Agents	53	November 15, 2011
Agent Support	12	November 15, 2011
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TATA BUSINESS SUPPORT SERVICES LIMITED

27845 State Route 7 North Tower Suite 200 Marietta, OH 45750
Tel: 748-376-1400 Fax: 740-376-1475
Regd. Office: 1-2-371 Gowra Trinity S P Road Hyderbad 500016 A P India
www.tata-bas.com