<< Date >>

The Trustees

TATA Consultancy Services Employees Group Gratuity Scheme

Mumbai

I the undersigned, hereby authorize The Trustees, TATA Consultancy Services Employees’ Group Gratuity Scheme to adjust my outstanding dues against the Gratuity payable to me and remit the balance into my bank account as updated in the system.

Thanking you

<< Name and Employee Number>>

<< Branch>>