

TEAMLEASE SERVICES LIMITED

CIN: U74140MH2000PLC124003

No. 6, 3rd Floor, Laxmi Towers, Bandra Kurla Complex,
Bandra (E) Mumbai 400051, India,
Tel: 91 80 33002345 Fax: 91 80 33243001
corporateaffairs@teamlease.com | www.teamlease.com


**NOTICE OF 16TH ANNUAL GENERAL MEETING, REMOTE
E-VOTING INFORMATION AND BOOK CLOSURE**

Notice is hereby given that:

1. The 16th Annual General Meeting (AGM) of Members of the Company will be held on Tuesday, August 02, 2016 at 3.00 p.m. IST at Hotel Rangsharda, Near Lilaivel Hospital, KC Marg, Bandra Reclamation Flyover, Bandra West, Mumbai 400 050 to transact the business as set forth in the Notice of the Meeting dated June 13, 2016.
2. Electronic copies of the Notice of AGM and Annual Report for 2015-16 have been sent to all the members whose email IDs are registered with the Company/Depository Participant(s). The same are also available on the website of the Company at www.teamlease.com. Notice of AGM and Annual Report for 2015-16 have been sent to all other members at their registered address in the permitted mode. The dispatch of Notice of AGM has been completed on July 08, 2016.
3. Members holding shares either in the physical form or dematerialized form, as on the cut-off date i.e. July 26, 2016, may cast their vote electronically on the business as set forth in the Notice of the AGM through electronic voting system of Karvy Computershare Private Limited ("Karvy") from a place other than the venue of the AGM ("Remote e-voting"). All the members are informed that:
 - i. The business set forth in the Notice of the AGM may be transacted through voting by electronic means;
 - ii. The remote e-voting shall commence on July 29, 2016 (9:00 a.m. IST);
 - iii. The remote e-voting shall end on August 01, 2016 (5:00 p.m. IST);
 - iv. The cut-off date for determining the eligibility to vote by electronic means or at the AGM is July 26, 2016;
 - v. E-voting by electronic mode shall not be allowed beyond 5:00 p.m. IST on August 01, 2016;
 - vi. Any person, who acquires shares of the Company and becomes member of the Company after dispatch of the Notice of the AGM and holding shares on the cut-off date i.e. July 26, 2016 may obtain the login ID and password by sending a request at evoting@karvy.com. However, if a person is already registered with Karvy for e-voting then existing user ID and password can be used for casting vote;
 - vii. Members may note that: a) the remote e-voting module shall be disabled by Karvy beyond 5:00 p.m. IST on August 01, 2016 and once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently; b) the facility for voting through ballot paper shall be made available at the AGM; c) the members who have cast their vote prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again; and d) a person whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail facility of remote e-voting as well as voting at the AGM through ballot paper;
 - viii. The Notice of AGM is available on the Company's website www.teamlease.com and also on the Karvy's website <https://evoting.karvy.com>;
 - ix. In case of any query and/or grievance, in respect of voting by electronic means, Members may refer to the Help & Frequently Asked Questions (FAQs) and E-voting user manual available at the download section of <https://evoting.karvy.com> (Karvy Website) or contact Rajitha Chollei / Premlumar Nair, (Unit: TeamLease Services Limited) of Karvy Computershare Private Limited, Karvy Solonum Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 052 or at evoting@karvy.com or Phone no. 040-8716-1500 or call Karvy's Toll free No. 1-800-34-54-601 for any further clarifications.
4. The Register of Members and the Share Transfer Books of the Company will remain closed from July 27, 2016 to August 01, 2016 (both days inclusive) for the purpose of AGM.

Bengaluru, India
July 09, 2016

For TeamLease Services Limited
Sd/-
Muthurajya Murthy
Company Secretary



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For TeamLease Services Limited
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Mruthunjaya Murthy
 Company Secretary