

To The Listing Department BSE Limited, Phiroze Jeejeebhoy Towers, Dalal Street, Fort, Mumbai - 400 001  Scrip Code: 539658	To The Listing Department National Stock Exchange of India Limited, Exchange Plaza, 5th Floor, Plot no. C/1, G Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051  Scrip Code: TEAMLEASE
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Dear Sir/Madam

**Sub: Reconciliation of Share Capital Audit Report of the Company for the quarter ended December 31, 2019**  
**Ref: Regulation 76 of Securities and Exchange Board of India (Depositories and Participants) Regulations, 2018 (Erstwhile Regulation 55A of SEBI (Depositories and Participants) Regulations, 1996)**

Dear Sir/Madam,

In compliance with the provisions of Regulation 76 of Securities and Exchange Board of India (Depositories and Participants) Regulations, 2018, (**Erstwhile Regulation 55A of SEBI (Depositories and Participants) Regulations, 1996**) please find enclosed Reconciliation of Share Capital Audit Report of the Company for the quarter ended December 31, 2019. The above said report dated January 14, 2020 has been signed by Mr. Mukesh Siroya, M Siroya and Company, Practicing Company Secretaries.

Kindly take the above information on record.

Thanking You.

Yours faithfully,

For TeamLease Services Limited

  
Alaka Chanda

Company Secretary and Compliance Officer

Encl: As Above



**M Siroya and Company**  
**Company Secretaries**

A-103, Samved Building (Madhukunj), Near Ekta Bhoomi Gardens, Rajendra Nagar, Borivali (E), Mumbai 400066 Tel.:+91 22 28706523/24; 28546523(D); Cel.:+91 9324310151; E-mail: [siroyam@gmail.com](mailto:siroyam@gmail.com); [www.msiroya.com](http://www.msiroya.com)

**RECONCILIATION OF SHARE CAPITAL AUDIT**

1. For Quarter Ended	31.12.2019	
2. ISIN	INE985S01024	
3. Face Value	Rs. 10/- per share	
4. Name of the Company	TeamLease Services Limited	
5. Registered Office Address	6 <sup>th</sup> Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala, Bangalore – 560095	
6. Correspondence Address	6 <sup>th</sup> Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala, Bangalore – 560095	
7. Telephone & Fax Nos.	Tel.: (91-80) 68243000; Fax: (91-80) 68243001	
8. Email address	i. <a href="mailto:corporateaffairs@teamlease.com">corporateaffairs@teamlease.com</a> ii. <a href="mailto:alaka.dhawan@teamlease.com">alaka.dhawan@teamlease.com</a>	
9. Names of the Stock Exchanges where the company's securities are listed:	BSE Limited ("BSE") National Stock Exchange of India Limited ("NSE")	
10. Issued Capital		Number of shares 17096769
11. Listed Capital (Exchange-wise) (as per company records)	BSE & NSE	% of Total Issued Cap. 100
12. Held in Dematerialized form in CDSL		1039661 6.08
13. Held in Dematerialized form in NSDL		16056057 93.91
14. Physical		1051 0.01
15. Total No. of shares (12+13+14)		<b>17096769</b> <b>100</b>
16. Reasons for difference if any, between (10&11) , (10&15) ,		N.A.



(11&15) :

17. Certifying the details of changes in share capital during the quarter under consideration as per Table below :

Particulars***	No. of shares	Applied / Not Applied for listing	Listed on Stock Exchanges (Specify Names)	Whether intimated to CDSL	Whether intimated to NSDL	In-Principal approval Pending from SE (Specify Names)
-	-	-	-	-	-	-

\*\*\* Rights, Bonus, Preferential Issue, ESOP's, Amalgamation, Conversion, Buyback, Capital Reduction Forfeiture, Any other (to specify).

18. Register of Members is updated (Yes / No )

YES

If not, updated upto which date

19. Reference of previous quarter with regards to excess Dematerialized shares, if any

N.A.

20. Has the company resolved the matter mentioned in point no.19 above in the current quarter? If not, reason why?

N.A.

21. Mentioned the total no. of requests, if any, confirmed after 21 days and the total no. of requests pending beyond 21 days with the reasons for delay :

Total No. of demat requests	No. of requests	No. of shares	Reasons for delay
Confirmed after 21 Days	NIL	NIL	N.A.
Pending for more than 21 days	NIL:	NIL	N.A.

22. Name, Telephone & Fax No. of the Compliance Officer of the Company

Ms. Alaka Chanda  
Company Secretary &  
Compliance Officer  
Tel : 80 6824 3406.; Fax: +91  
80 6824 3001



23. **Name, Address, Tel. & Fax No., Regn. no. of the Practicing Company Secretary**

Mr. Mukesh Siroya ,  
M Siroya and Company,  
Company Secretaries,  
A-103, Samved Building  
(Madhukunj), Near Ekta Bhoomi  
Gardens, Rajendra Nagar,  
Borivali (E), Mumbai - 400066.  
Tel.: 022 28706523/24;  
28546523 (D)  
CP No. 4157; M. No. F. 5682

24. **Appointment of common agency for share registry work**

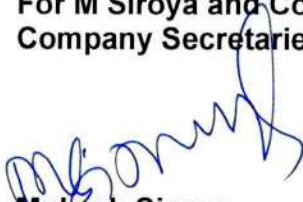
If yes (name & address)

KFin Technologies Private  
Limited  
(Formerly Karvy Fintech Private  
Limited)  
Karvy Selenium Tower B, Plot  
31-32, Gachibowli, Financial  
District, Nanakramguda,  
Serilingamapally,  
Hyderabad 500 032,  
Telangana, India.  
Tel: +91 40 6716 2222  
Fax: +91 40 2300 1153  
E-mail: inward.ris@kfintech.com

25 **Any other detail that the auditor may like to provide. (e. g. BIFR company, delisting from SE, company changed its name etc.)**

Nil

**For M Siroya and Company  
Company Secretaries**



**Mukesh Siroya  
Proprietor  
C.P. No. 4157  
Membership No.: FCS 5682  
UDIN: F005682B000041291**



**Date: January 14, 2020  
Place: Mumbai**