

January 12, 2021

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, 2020**

**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)**

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, 2020. The above said report dated January 11, 2021 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 stated above

## M Siroya and Company Company Secretaries

A-103, Samved Building (Madhukunj), Near EktaBhoomi 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	31.12.2020	
2. ISIN	INE985S01024	
3. Face Value	Rs. 10/- per share	
4. Name of the Company	<b>TeamLease Services Limited</b>	
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")	
	<b>Number of shares</b>	<b>% of Total Issued Cap.</b>
10. Issued Capital	17096769	100%
11. Listed Capital (Exchange-wise) (as per company records)	BSE & NSE 17096769	100%
12. Held in Dematerialized form in CDSL	1131203	6.62
13. Held in Dematerialized form in NSDL	15964515	93.38
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) , (11&15) :**

N.A.

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 EktaBhoomi  
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 known as Karvy Fintech Private Limited)

Karvy Selenium Tower B, Plot  
31-32, Gachibowli, Financial  
District, Nanakramguda,  
Hyderabad 500 032  
Telangana, India.  
Tel: +91 40 6716 2222  
Fax: +91 40 2300 1153  
E-mail:  
einward.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: F005682B001946161**

**Date: January 11, 2021  
Place: Mumbai**