

May 29, 2023

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

Dear Sir/ Ma'am,

**Sub:** Reminder Letter to holders of Physical Securities for furnishing of PAN, KYC details and Nomination details

**Ref:** Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015 read with SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023

In compliance with the provisions of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, please note that the Company has sent reminder letters to shareholders holding shares in physical mode, in accordance with SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, on May 26, 2023, for furnishing of PAN, KYC details and Nomination details. A copy of the reminder letter is enclosed herewith.

The said disclosure is also being made available on the website of the Company at <https://group.teamlease.com/investors/physical-security-holders/>.

Please take the same to your records and oblige.

Thanking You.

Yours faithfully,

For **TeamLease Services Limited**

**Alaka Chanda**

**Company Secretary and Compliance Officer**

Encl: As above



TEAMLEASE SERVICES LIMITED  
CIN: L74140KA2000PLC118395

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Koramangala, Bangalore – 560095, Karnataka, India

Tel: +91 80-6824 3000 Fax: +91 80-6824 3001

[corporateaffairs@teamlease.com](mailto:corporateaffairs@teamlease.com) | <https://group.teamlease.com/>

Reference No: TLS0000095

Reminder by Speed Post

Date: 25/05/2023

To,  
Name: XXX  
Address: XXXX

Dear Shareholder,

**Sub:** Furnishing of PAN, KYC details and Nomination by holders of Physical Securities

**Ref:** Securities and Exchange Board of India (SEBI) Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023

This is to inform you that as an on-going measure to enhance the ease of doing business for investors in the securities market, the SEBI, vide its Circular dated March 16, 2023, with subject 'Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination' ('SEBI Circular'), has mandated the following for shareholders holding shares in physical form:

- Furnishing of PAN, email address, mobile number, bank account details and nomination to the Registrars & Transfer Agents (RTA) of the Company.
- Compulsory linking of PAN and AADHAR by all shareholders by June 30, 2023, or any other date as may be specified by the Central Board of Direct Taxes.

These are to enable common and simplified norms for processing investor's service requests by the RTA.

Kindly note that any service request shall be entertained only upon registration of the PAN, Bank details and the nomination as mentioned above. Non-updation of the KYC details will lead to freezing of your folio and payment including dividend, interest or redemption in respect of frozen folios, shall be through electronic mode with effect from April 01, 2024.

We observe that you have not furnished the following mandatory documents/details against your holding.

In view of this, you are requested:

- To furnish the details as per the table below, to our Registrars & Transfer Agents (RTA) M/s. KFin Technologies Limited by sending the duly signed documents immediately, on or before October 1, 2023.

| SL. NO. | Particulars           | Form to be submitted | Status as per records <sup>#</sup> |
|---------|-----------------------|----------------------|------------------------------------|
| 1       | PAN                   | ISR-1                |                                    |
| 2       | Address               | ISR-1                |                                    |
| 3       | Email address         | ISR-1                |                                    |
| 4       | Mobile Number         | ISR-1                |                                    |
| 5       | Demat account details | ISR-1                |                                    |

|   |                                   |                                     |   |
|---|-----------------------------------|-------------------------------------|---|
| 6 | Bank account details              | ISR-1                               |   |
| 7 | Signature                         | ISR-1 or ISR-2 (As applicable)      |   |
| 7 | Nomination details                | SH – 13 or SH – 14, (As applicable) |   |
| 8 | Declaration to opt out nomination | ISR-3                               | In case of opting out, please submit ISR-3 Form |

*#Yes – Represents data available with RTA and No – represents data that has to be provided immediately to RTA as per SEBI circular.*

The aforesaid forms can be downloaded from the website of the Company and RTA at <https://group.teamlease.com/investors/physical-security-holders/> and [https://ris.kfintech.com/clientservices/isc/default.aspx#isc\\_download\\_hrd](https://ris.kfintech.com/clientservices/isc/default.aspx#isc_download_hrd), respectively.

- B. To ensure that your PAN is linked to Aadhaar by June 30, 2023, or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio.

**Notes:**

- For the details of the required forms and documents, please refer to the Frequently Asked Question (FAQ) provided on the link <https://ris.kfintech.com/faq.html>.
- Formats for Nomination and Updation of KYC details viz., Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI Circular can be downloaded by following the link provided below:

Company Website Link: <https://group.teamlease.com/investors/physical-security-holders/>

RTA Website Link: [https://ris.kfintech.com/clientservices/isc/default.aspx#isc\\_download\\_hrd](https://ris.kfintech.com/clientservices/isc/default.aspx#isc_download_hrd).

- Failing to comply with aforesaid requirement will lead to freezing of Folios without PAN, KYC details and Nomination:
  - Folios wherein any one of the said details are not available **on or after October 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA. **Effective April 01, 2024**, you will not be eligible to receive dividend in physical mode.
  - After December 31, 2025**, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

- In view of the above, you are requested to forward the duly filled in documents along with the related proofs as mentioned in the respective forms to the following address:

KFin Technologies Limited  
Unit: TeamLease Services Limited  
Selenium Tower B, Plot 31-32, Gachibowli  
Financial District, Nanakramguda  
Hyderabad – 500 032  
Email: einward.ris@kfintech.com  
Toll Free Number: 1-800-309-4001

- The original documents can be submitted by the investor in person at RTA's office which shall be verified by the authorised person of the RTA and retaining copy(ies) with IPV stamping with date and initials.
- The scan copies of the documents may also be mailed through your registered email id with KFin Technologies (RTA) at the mail id einward.ris@kfintech.com, duly e-Signed on the forms and all proofs.
- E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e Sign user. The holder/claimant may approach any of the empanelled e Sign Service provider, details of which are available on the website of Controller of Certifying Authorities

(CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

Further, SEBI has mandated that transfer of securities held in physical form shall not be processed unless the same are held in dematerialized form with a depository. You are requested to kindly dematerialize your shares.

We would also like to draw your attention that if you have any dispute against the Company or KFin Technologies Limited on delay or default in processing your request, you may file arbitration with the Stock Exchanges.

For more details, please see the web links given below:

BSE: <http://tiny.cc/m1l2vz>

NSE: <http://tiny.cc/s1l2vz>

We suggest you retain a copy of this letter for your records.

Thanking you,

Yours faithfully,

For **TeamLease Services Limited**

Sd/-

**Alaka Chanda**

**Group Company Secretary and Compliance Officer**

This communication is computer generated and hence does not require signature.