

January 11, 2024

To Listing Department BSE Limited, Phiroze Jeejeebhoy Towers, Dalal Street, Fort, Mumbai - 400 001 Scrip Code: 539658	To 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/Ma'am,

- Sub:** TeamLease Services Limited (TeamLease/Company) - Reconciliation of Share Capital Audit Report of the Company for the quarter ended December 31, 2023
- Ref:** Regulation 76 of Securities and Exchange Board of India (Depositories and Participants) Regulations, 2018

In compliance with the provisions of Regulation 76 of Securities and Exchange Board of India (Depositories and Participants) Regulations, 2018, please find enclosed Reconciliation of Share Capital Audit Report of the Company for the quarter ended December 31, 2023. The above said report dated January 10, 2024 has been signed by Mr. Mukesh Siroya, M Siroya and Company, Practicing Company Secretaries.

Kindly take the above information on record and oblige.

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; www.msiroya.com

RECONCILIATION OF SHARE CAPITAL AUDIT

1. For Quarter Ended	31.12.2023	
2. ISIN	INE985S01024	
3. Face Value	Rs. 10/- per share	
4. Name of the Company	TEAMLEASE SERVICES LIMITED	
5. Registered Office Address	315 Work Avenue Campus, Ascent Bldg., Koramangala Ind. Layout, Jyoti Nivas College Road, Koramangala, Bangalore - 560095	
6. Correspondence Address	315 Work Avenue Campus, Ascent Bldg., Koramangala Ind. Layout, Jyoti Nivas College Road, Koramangala, Bangalore - 560095	
7. Telephone & Fax Nos.	Tel.: (91-80) 68243333; Fax: (91-80) 68243001	
8. Email address	i. corporateaffairs@teamlease.com ii. alaka.dhawan@teamlease.com	
9. Names of the Stock Exchanges where the company's securities are listed :	BSE Limited ("BSE") National Stock Exchange of India Limited ("NSE")	
		Number of shares
		% of Total Issued Cap.
10. Issued Capital		16768900
		100%
11. Listed Capital (Exchange-wise) (as per company records)	BSE & NSE	16768900
		100%
12. Held in Dematerialized form in CDSL		1658665
		9.89%
13. Held in Dematerialized form in NSDL		15109334
		90.10%
14. Physical		901
		0.01%
15. Total No. of shares (12+13+14)		16768900
		100%

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 intimate d to CDSL	Whether intimate d 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 : +91 80 6824 3336
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 Limited
(Formerly known as KFin
Technologies Private Limited)
Selenium Tower B, Plot 31 &
32, Financial District,
Nanakramguda, Hyderabad,
Telangana - 500 032, India.
Tel: +91 40 6716 2222
Fax: +91 40 2300 1153
Email:
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
KUMAR
SIROYA**

Digitally signed by MUKESH KUMAR SIROYA
DN: c=IN, postalCode=400066, st=MAHARASHTRA,
streetName=, serialNumber=156603278342c2e8e869116939
72ca9f0781e74e5a337e3344621,
serialNumber=6476523a9e47f048c14e8f93d0a71,
254e20cc5c4e474f58c768086811c5d1908060643,
6486914d8f87a316bcc54,
email=SIROTFAM@GMAIL.COM, cn=MUKESH KUMAR
SIROYA
Date: 2024.01.10 14:57:21 +05'30'

**Mukesh Siroya
Proprietor
C.P. No. 4157
Membership No.: FCS 5682
UDIN: F005682E003172736
PR No: 1075/2021**

**Date: January 10, 2024
Place: Mumbai**