



## TEAMLEASE SERVICES LIMITED

CIN: L74140MH2000PLC124003

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 17<sup>TH</sup> ANNUAL GENERAL MEETING, REMOTE E-VOTING INFORMATION AND BOOK CLOSURE

Notice is hereby given that:

1. The 17th Annual General Meeting (AGM) of Members of the Company will be held on Friday, July 07, 2017 at 3.00 p.m. IST at Hotel Kohinoor Continental, Ancheri Kurla Road, Ancheri East, Mumbai 400 059 to transact the business as set forth in the Notice of the Meeting dated May 18, 2017.
2. Electronic copies of the Notice of AGM and Annual Report for 2016-17 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](http://www.teamlease.com). Notice of AGM and Annual Report for 2016-17 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 June 13, 2017.
3. Members holding shares either in the physical form or dematerialized form, as on the cut-off date i.e. June 30, 2017, 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 03, 2017 (8:00 a.m. IST);
  - iii. The remote e-voting shall end on July 06, 2017 (5:00 p.m. IST);
  - iv. The cut-off date for determining the eligibility to vote by electronic means or at the AGM is June 30, 2017;
  - v. E-voting by electronic mode shall not be allowed beyond 5:00 p.m. IST on July 06, 2017.
  - 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. June 30, 2017 may obtain the login ID and password by sending a request at [evoting@karvy.com](mailto: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 July 06, 2017 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](http://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 Cholleti / Promkumar Nair, (Unit: TeamLease Services Limited) of Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032 or at [inward\\_ris@karvy.com](mailto:inward_ris@karvy.com) or Phone no. 040- 6716 1500 or call Karvy's Toll free No. 1-800-34-54-001 for any further clarifications.
4. The Register of Members and the Share Transfer Books of the Company will remain closed from July 01, 2017 to July 07, 2017 (both days inclusive) for the purpose of AGM.

For TeamLease Services Limited

Sd/-

Mruthunjaya Murthy

Company Secretary and Compliance Officer

Bangaluru, India  
June 13, 2017



**TeamLease**  
Putting India to Work

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