

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](mailto:siroyam@gmail.com); [www.msiroya.com](http://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	<b>TEAMLEASE SERVICES LIMITED</b>		
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. <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		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)		<b>16768900</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 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, o=MAHARASHTRA,  
street=MAHARASHTRA, s=SIROYA, ou=Personal,  
serialNumber=1, 5d605278c342c2e0ba09116939  
7c2a070761e7e7e4eac307a03344621,  
pseudoym=6a70523a4e478d48c54a4890d0a71,  
25820cc5c4e4789d8c7a0d8a871c5d310d0a6a643,  
6a06914d8f8f67a31bbcc54,  
email=SIROYA@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**