

October 13, 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: TeamLease Services Limited (TeamLease/Company) - Reconciliation of Share Capital Audit Report of the Company for the quarter and half year ended September 30, 2021

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 and half year ended September 30, 2021. The above said report dated October 13, 2021 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	30.09.2021	
2. ISIN	INE985S01024	
3. Face Value	Rs. 10/- per share	
4. Name of the Company	TeamLease Services Limited	
5. Registered Office Address	6 th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala, Bangalore – 560095	
6. Correspondence Address	6 th 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. 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	17096769	100%
11. Listed Capital (Exchange-wise) (as per company records)	BSE & NSE 17096769	100%
12. Held in Dematerialized form in CDSL	956700	5.59
13. Held in Dematerialized form in NSDL	16139018	94.40
14. Physical	1051	0.01
15. Total No. of shares (12+13+14)	17096769	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 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

Nil

25 Any other detail that the auditor may like to provide. (e. g. BIFR company, delisting from SE, company changed its name etc.)

**For M Siroya and Company
Company Secretaries**

MUKESH Digitally signed by MUKESH
KUMAR SIROYA
DN: cn=MUKESH KUMAR
SIROYA, c=IN, st=Maharashtra,
o=Personal,
serialNumber=e15e6e05278c34
2cc2ee0ea8591169397c2a91676
81e7e45ac333a85944623
Date: 2021.10.13 18:37:33
+05'30'

**Mukesh Siroya
Proprietor
C.P. No. 4157
Membership No.: FCS 5682
UDIN: F005682C001174355**

**Date: October 13, 2021
Place: Mumbai**