

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/Madam

**Sub:** Intimation of the proceedings of 18<sup>th</sup> Annual General Meeting (AGM) and disclosure of voting results.

**Ref:** Disclosure under Regulation 30 & 44 of the Securities and Exchange Board of India (SEBI) Listing Obligations and Disclosure Requirements (LODR) Regulations, 2015.

We wish to inform you that the 18<sup>th</sup> Annual General Meeting (AGM) of the Company was held on December 19, 2018 at Hotel Royal Orchid, 1 Golf Avenue, adjoining KGA Golf Course Airport Road, Bangalore 560 008, Karnataka, India and the business mentioned in the Notice dated November 16, 2018 convening the AGM were transacted.

In this regard, please find enclosed the following;

- i) Proceedings of AGM in compliance with the provisions of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as Annexure – I
- ii) Submission of voting results in compliance with the provisions of Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as Annexure – II
- iii) Report of Scrutinizer dated December 19, 2018 in compliance with the provisions of section 108 of the Companies Act, 2013 and Rule 20 (4) (xii) of the Companies (Management and Administration), Rules 2014 as Annexure– III.

Kindly take the above said information on records and oblige.

Thanking You

Yours Faithfully  
For TeamLease Services Limited

  
(Alaka Chanda)

Company Secretary and Compliance Officer

Encl: As above.



**ANNEXURE I**

**PROCEEDINGS OF THE EIGHTEENTH ANNUAL GENERAL MEETING (AGM) OF TEAMLEASE SERVICES LIMITED HELD ON WEDNESDAY, DECEMBER 19, 2018 AT 3:00 PM AT HOTEL ROYAL ORCHID, 1 GOLF AVENUE, ADJOINING KGA GOLF COURSE AIRPORT ROAD, BANGALORE 560 008, KARNATAKA, INDIA**

**SHAREHOLDERS PRESENT:**

44 Shareholders holding 63,39,841 shares were present at the AGM, including 1 proxy and 5 authorized representatives.

**DIRECTORS PRESENT:**

Mr. Ashok Reddy	Managing Director
Mrs. Latika Pradhan	Independent Director and Chairperson-Audit Committee

**KEY MANAGERIAL PERSONNEL PRESENT:**

Mr. Ravi Vishwanath	Chief Financial Officer
Ms. Alaka Chanda	Company Secretary and Compliance Officer

**PRESENT BY INVITATION:**

Mr. Navin Agrawal	Partner, M/s. S R Batliboi & Associates, LLP, Statutory Auditors
Mr. Mukesh Siroya	Proprietor, M/s M. Siroya and Company Practicing Company Secretary Scrutinizer for e- voting and Secretarial Auditor

The AGM commenced at 3:00 PM (IST) and concluded at 04:00 PM (IST).

Ms. Alaka Chanda, Company Secretary and Compliance Officer, welcomed all Shareholders to the 18<sup>th</sup> AGM of the Company and introduced the Directors and Officers on the dais

She then extended her gratitude to all the shareholders for patiently waiting for the 18<sup>th</sup> AGM, which was delayed by few months as the Company was in the process of shifting the Registered Office of the Company from Mumbai, Maharashtra to Bangalore Karnataka.

*Alaka Chanda*



She further informed that Mr. Manish Mahendra Sabharwal, Executive Chairman of the Company could not attend the AGM due to his pre-commitments and had requested for leave of absence and had conveyed his regards to all the shareholders of the Company.

Mr. Narayan Ramachandran and Mr. V. Raghunathan, Independent Directors had also requested for leave of absence and conveyed their greetings. Mr. Raghunathan V, Chairman of Stakeholders Relationship Committee and Mr. Narayan Ramachandran Chairman of Nomination and Remuneration Committee had authorised Mr. Ashok Reddy and Mrs. Latika Pradhan respectively to attend the AGM on their behalf.

As the Chairman of the Board was unable to be present at the AGM to chair the meeting, with the permission of the Board of Directors present there, Mr. Ashok Reddy was elected as the Chairman of the AGM and he presided over the AGM. She then requested the Chairman to address the Shareholders.

The Chairman having ascertained that the requisite quorum fixed for the AGM was present, declared the AGM to order. The Chairman informed the Shareholders that the Register of Proxies along with the Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Companies Act, 2013 and the Register of Contracts or Arrangements in which the Directors are interested maintained under Section 189 of the Companies Act, 2013 and relevant documents were available for inspection by the Shareholder.

The Chairman then informed that the Notice of the 18<sup>th</sup> AGM dated November 16, 2018 along with the Annual Reports of the Company for the year ended March 31, 2018 were dispatched to all the Shareholders within the statutory period. With the consent of the Shareholders, the Notice of the 18<sup>th</sup> AGM was taken as read. The Chairman then informed the Shareholders, that there were 3 Resolutions to be passed at the 18<sup>th</sup> AGM and ordered a poll (Insta poll) on all the 3 Resolutions. He also informed that the poll shall be conducted at the conclusion of the AGM.

Mr. Ravi Vishwanath thereafter requested Mr. Mukesh Siroya, Practising Company Secretary to act as the scrutinizer for conducting the poll process in a fair and transparent manner and submit his report after conclusion of the poll to the Chairman. He then informed the Shareholders that the proceedings of the AGM would be conducted by Ms. Alaka Chanda, Company Secretary and Compliance Officer of the Company and requested her to take the Shareholders through the poll process and read out the Auditor's Report.

Ms. Alaka Chanda informed that in compliance with the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company had facilitated remote e-voting facility to all the Shareholders through Karvy Fintech Private Limited (earlier known as Karvy Computershare Private Limited) to vote on all resolutions proposed to be passed at the 18<sup>th</sup> AGM. She informed that, the Shareholders of the Company, as on the cut-off date, i.e., December 12, 2018, were eligible to participate in the remote e-voting process and the said e-voting process commenced at 09:00 AM IST on December 16, 2018 and concluded at 5:00 PM IST on December 18, 2018.

She thereafter informed the Shareholders that the Board had appointed Mr. Mukesh Siroya, Practising Company Secretary as the scrutinizer for conducting the remote e-voting process in a fair and transparent manner.

*Alaka Chanda*  


It was further informed to the Shareholders that, as ordered by the Chairman, the poll would be conducted electronically, to enable the Shareholders of the Company as on the cut-off date i.e. December 12, 2018, who were present in person or through proxy at the 18th AGM and who have not exercised their right to vote through remote e-voting process, to cast their votes at the AGM. She also informed that the combined results of e-voting and the poll would be intimated to the Stock Exchanges within 48 hours of conclusion of AGM and the same will be posted on the Company's website and the website of Company's Registrar and Share Transfer Agent, Karvy Fintech Private Limited (earlier known as Karvy Computershare Private Limited). Thereafter, she informed that the Statutory Auditor's Report and Secretarial Auditors' Report for the financial year ended March 31, 2018 had no qualifications, observations or comments on financial transactions or matters which have any adverse effect on the functioning of the Company. With the permission of the Shareholders, the Auditors' Report was taken as read.

She then invited the Shareholders to ask queries, if any, on the Resolutions as set out in the Notice dated November 16, 2018 or on the Annual Report for the Financial Year 2017-18.

The queries and concerns raised by shareholders were satisfactorily addressed by the Chairman, Independent Director and Chief Financial Officer.

Thereafter, the following items of business, as per the Notice of AGM dated November 16, 2018, were transacted at the AGM:

#### **ORDINARY BUSINESS**

- i.) Adoption of Audited Financial Statements (both Standalone and Consolidated) of the Company for the year ended March 31, 2018 and the reports of Board of Directors and Auditors thereon.
- ii.) Re-appointment of Mr. Ashok Kumar Nedurumalli a.k.a Ashok Reddy (DIN: 00151814), Managing Director who retired by rotation and being eligible, offered himself for re-appointment.

#### **SPECIAL BUSINESS**

- iii.) Increasing the existing FPI (Foreign Portfolio Investors) limit from 75% to 100% of paid-up capital of the Company.

After all the agendas were duly taken up, the AGM concluded with a vote of thanks to the Chair and the Shareholders.

Yours Faithfully  
For TeamLease Services Limited

  
(Alaka Chanda)

Company Secretary and Compliance Officer

Encl: As above.



<b>ANNEXURE II</b>	
<b>VOTING RESULTS</b>	
<b>COMPANY</b>	TEAMLEASE SERVICES LIMITED
<b>Date of the AGM/EGM</b>	19-12-2018
<b>Total number of shareholders on record date</b>	7107
<b>No. of shareholders present in the meeting either in person or through proxy:</b>	
<b>Promoters and Promoter Group:</b>	4
<b>Public:</b>	40
<b>No. of Shareholders attended the meeting through Video Conferencing</b>	
<b>Promoters and Promoter Group:</b>	Not Applicable
<b>Public:</b>	Not Applicable

Resolution No.	1							
Resolution required: (Ordinary/ Special)	ORDINARY - Adoption of financial statements (including the consolidated financial statements)							
Whether promoter/ promoter group are interested in the agenda/resolution?	No							
Category	Mode of Voting	No. of shares held (1)	No. of votes polled (2)	% of Votes Polled on outstanding shares (3)=[(2)/(1)]* 100	No. of Votes – in favour (4)	No. of Votes – against (5)	% of Votes in favour on votes polled (6)=[(4)/(2)]*100	% of Votes against on votes polled (7)=[(5)/(2)]*100
Promoter and Promoter Group	E-Voting	69,71,243	69,65,900	99.9234	69,65,900	0	100.0000	0.0000
	Poll		0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>		<b>69,65,900</b>	<b>99.9234</b>	<b>69,65,900</b>	<b>0</b>	<b>100.0000</b>	<b>0.0000</b>
Public- Institutions	E-Voting	85,65,333	65,64,845	76.6444	65,64,845	0	100.0000	0.0000
	Poll		0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>		<b>65,64,845</b>	<b>76.6444</b>	<b>65,64,845</b>	<b>0</b>	<b>100.0000</b>	<b>0.0000</b>
Public- Non Institutions	E-Voting	15,60,193	4,22,363	27.0712	4,22,363	0	100.0000	0.0000
	Poll		1,70,293	10.9149	1,70,292	1	99.9994	0.0005
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>		<b>5,92,656</b>	<b>37.9861</b>	<b>5,92,655</b>	<b>1</b>	<b>99.9998</b>	<b>0.0002</b>
<b>Total</b>		<b>1,70,96,769</b>	<b>1,41,23,401</b>	<b>82.6086</b>	<b>1,41,23,400</b>	<b>1</b>	<b>100.0000</b>	<b>0.0000</b>

*Make Chanda*



Resolution No.	2							
Resolution required: (Ordinary/ Special)	ORDINARY - To -appoint a director in place of Mr. Ashok Kumar Nedurumalli a.k.a Ashok Reddy (DIN: 00151814) who retires by rotation and being eligible, offers himself for re-appointment							
Whether promoter/ promoter group are interested in the agenda/resolution?	No							
Category	Mode of Voting	No. of shares held (1)	No. of votes polled (2)	% of Votes Polled on outstanding shares (3)=[(2)/(1)]* 100	No. of Votes – in favour (4)	No. of Votes – against (5)	% of Votes in favour on votes polled (6)=[(4)/(2)]*100	% of Votes against on votes polled (7)=[(5)/(2)]*100
Promoter and Promoter Group	E-Voting	69,71,243	69,65,900	99.9234	69,65,900	0	100.0000	0.0000
	Poll		0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>		<b>69,65,900</b>	<b>99.9234</b>	<b>69,65,900</b>	<b>0</b>	<b>100.0000</b>	<b>0.0000</b>
Public- Institutions	E-Voting	85,65,333	68,74,552	80.2602	68,74,552	0	100.0000	0.0000
	Poll		0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>		<b>68,74,552</b>	<b>80.2602</b>	<b>68,74,552</b>	<b>0</b>	<b>100.0000</b>	<b>0.0000</b>
Public- Non Institutions	E-Voting	15,60,193	7,90,274	50.6523	7,90,274	0	100.0000	0.0000
	Poll		1,70,293	10.9149	1,70,292	1	99.9994	0.0005
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>		<b>9,60,567</b>	<b>61.5672</b>	<b>9,60,566</b>	<b>1</b>	<b>99.9999</b>	<b>0.0001</b>
<b>Total</b>		<b>1,70,96,769</b>	<b>1,48,01,019</b>	<b>86.5720</b>	<b>1,48,01,018</b>	<b>1</b>	<b>100.0000</b>	<b>0.0000</b>

*Anake Chanda*



Resolution No.	3							
Resolution required: (Ordinary/ Special)	SPECIAL - To increase the existing FPI (Foreign Portfolio Investors) limit from 75% to 100% of paid-up capital of the Company							
Whether promoter/ promoter group are interested in the agenda/resolution?	No							
Category	Mode of Voting	No. of shares held (1)	No. of votes polled (2)	% of Votes Polled on outstanding shares (3)=[(2)/(1)]* 100	No. of Votes – in favour (4)	No. of Votes – against (5)	% of Votes in favour on votes polled (6)=[(4)/(2)]*100	% of Votes against on votes polled (7)=[(5)/(2)]*100
Promoter and Promoter Group	E-Voting	69,71,243	69,65,900	99.9234	69,65,900	0	100.0000	0.0000
	Poll		0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>		<b>69,65,900</b>	<b>99.9234</b>	<b>69,65,900</b>	<b>0</b>	<b>100.0000</b>	<b>0.0000</b>
Public- Institutions	E-Voting	85,65,333	68,74,552	80.2602	68,74,552	0	100.0000	0.0000
	Poll		0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>		<b>68,74,552</b>	<b>80.2602</b>	<b>68,74,552</b>	<b>0</b>	<b>100.0000</b>	<b>0.0000</b>
Public- Non Institutions	E-Voting	15,60,193	7,90,274	50.6523	7,79,466	10,808	98.6323	1.3676
	Poll		1,70,293	10.9149	1,70,292	1	99.9994	0.0005
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>		<b>9,60,567</b>	<b>61.5672</b>	<b>9,49,758</b>	<b>10,809</b>	<b>98.8747</b>	<b>1.1253</b>
<b>Total</b>		<b>1,70,96,769</b>	<b>1,48,01,019</b>	<b>86.5720</b>	<b>1,47,90,210</b>	<b>10,809</b>	<b>99.9270</b>	<b>0.0730</b>

*Alaka Kanda*



**M Siroya and Company**  
**Company Secretaries**

A-103, Samved Building (Madhukunj), Near Ekta Bhoomi Gardens, Rajendra Nagar, Borivali (E), Mumbai - 400 066  
Tel.:+91 22 28706523/24; 28546523(D); Cel: +91 9324310151; E-mail: siroyam@gmail.com; [www.msiroya.com](http://www.msiroya.com)

**CONSOLIDATED SCRUTINIZER'S REPORT**

**[Pursuant to Section 108 of the Companies Act, 2013 read with applicable rules of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015]**

To,

The Chairman of 18<sup>th</sup> Annual General Meeting ("AGM") of the Equity Shareholders of TeamLease Services Limited held on Wednesday, December 19, 2018 at 3.00 pm IST at Hotel Royal Orchid, 1 Golf Avenue, adjoining KGA Golf Course Airport Road, Bangalore 560 008.

Dear Sir,

1. I, Mukesh Siroya, Proprietor, M Siroya and Company, Practicing Company Secretary, have been appointed as a Scrutinizer pursuant to Section 108 of the Companies Act 2013 read with Rule 20 of the Companies ( Management and Administration ) Rules, 2014 and pursuant to Regulation 44 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 by the Board of Directors of **TEAMLEASE SERVICES LIMITED** (the "Company") for the purpose of:
  - a. Scrutinizing the remote e-Voting process under the provisions of Section 108 of The Companies Act, 2013 ("the 2013 Act") read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended ("Rules") and the provisions of Regulation 44 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") on all the resolutions contained in the Notice to the 18<sup>th</sup> AGM; and
  - b. Scrutinizing the e-Voting process ("Instapoll") conducted at the AGM for all the resolutions contained in the Notice to the 18<sup>th</sup> AGM.
2. The Management of the Company is responsible to ensure the compliance with the requirement of the 2013 Act and Rules relating to remote e-Voting and Voting at the AGM. My responsibility as a Scrutinizer is to scrutinize remote e-Voting and Voting at the AGM in a fair and transparent manner and to ascertain requisite majority and is restricted to making a Consolidated Scrutinizer's Report of the votes cast "in favour" and/or "against" the resolutions stated in the Notice of the AGM based on the report generated from the e-Voting system and Instapoll provided by Karvy Computershare Private Limited ("Karvy"), the Registrar and Transfer Agent, appointed by the Company to provide remote e-Voting and the Voting conducted at the AGM.

I submit herewith my consolidated report on the results of remote e-Voting and Voting at the 18<sup>th</sup> AGM as under:





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**A. Relating to remote e-Voting**

1. The remote e-Voting period remained open from 09:00 AM IST Sunday, December 16, 2018 to 05:00 PM IST Tuesday, December 18, 2018; and
2. The Annual Report, the Notice of the AGM and the e-Voting instruction slip was sent by electronic mode to those members whose e-mail ids were registered with the Depository Participants and the same were sent to all other members at their registered address in permitted mode.

**B. Relating to Voting at the AGM (Instapoll)**

After the conclusion of the AGM, the votes cast through Instapoll were reconciled with the records maintained by the Company / Registrar and Transfer Agents of the Company and the authorizations / proxies lodged with the Company.

**C. Result of remote e-Voting and Instapoll Voting at AGM**

1. The Voting rights were reckoned as on Wednesday, December 12, 2018, being the Cut-off date for the purpose of deciding the entitlements of members at the remote e-Voting and Instapoll at the AGM;
2. After the conclusion of AGM, the votes cast through remote e-Voting were unblocked on December 19, 2018 at 4.05 PM IST in the presence of two witnesses, namely Mr. Nimesh Dhawan and Mr. Chengappa, who were not in employment of the Company.

They have signed below in confirmation of the event being unblocked in their presence.

(Mr. Nimesh Dhawan)

(Mr. Chengappa)

3. Thereafter, Karvy provided the details of equity shareholders, who voted "FOR" and /or "AGAINST" at the AGM venue by electronic means (Instapoll); and
4. The combined result of remote e-Voting and Instapoll is as under.



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**Results of Remote e-Voting and Voting at AGM of TeamLease Services Limited**

**Ordinary Business:**

**Item No: 1**

Consider and adopt the Audited Financial Statements (including the Consolidated Financial Statements) of the Company for the Financial Year ended March 31, 2018 and the Reports of the Board of Directors ("the Board") and Auditors thereon.

Passed as an Ordinary Resolution as follows:

i) Details of Votes in favour and against the resolution:

	Remote e-Voting		e-Voting at AGM		Total		Percent- age (%)
	No. of members voted	No. of votes cast	No. of members voted	No. of votes cast	No. of members voted	No. of votes cast	
Votes in favour of the resolution	83	13953108	34	170292	117	14123400	100
Votes against the resolution	-	-	1	1	1	1	-
<b>Total</b>	<b>83</b>	<b>13953108</b>	<b>35</b>	<b>170293</b>	<b>118</b>	<b>14123401</b>	<b>100</b>

ii) Details of Invalid and Abstained Votes:

Method of Voting	Invalid Votes		Abstained from Voting	
	No. of members	No. of votes cast	No. of members	No. of votes
Remote e-Voting	-	-	8	677618
e-Voting at AGM	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>8</b>	<b>677618</b>

Based on the above result, I report that the Ordinary Resolution as set out in Item No 1 of the Notice of 18<sup>th</sup> AGM has been passed with requisite majority.



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**Item No: 2**

To appoint a director in place of Mr. Ashok Kumar Nedurumalli A.K.A Ashok Reddy (DIN: 00151814) , who retires by rotation and being eligible offers himself for re-appointment.

Passed as an Ordinary Resolution as follows:

i) Details of Votes in favour and against the resolution:

	Remote e-Voting		e-Voting at AGM		Total		Percent- age (%)
	No. of members voted	No. of votes cast	No. of members voted	No. of votes cast	No. of members voted	No. of votes cast	
Votes in favour of the resolution	91	14630726	34	170292	125	14801018	100
Votes against the resolution	-	-	1	1	1	1	-
<b>Total</b>	<b>91</b>	<b>14630726</b>	<b>35</b>	<b>170293</b>	<b>126</b>	<b>14801019</b>	<b>100</b>

ii) Details of Invalid and Abstained Votes:

Method of Voting	Invalid Votes		Abstained from Voting	
	No. of members	No. of votes cast	No. of members	No. of votes
Remote e-Voting	-	-	-	-
e-Voting at AGM	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Based on the above result, I report that the Ordinary Resolution as set out in Item No 2 of the Notice of 18<sup>th</sup> AGM has been passed with requisite majority.



## **M Siroya and Company** **Company Secretaries**

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### Special Business

#### Item No: 3

To Increase the existing FPI (Foreign Portfolio Investors) Limit from 75% to 100% of paid-up capital of the Company

Passed as a Special Resolution as follows:

i) Details of Votes in favour and against the resolution:

	Remote e-Voting		E-Voting at AGM		Total		Percentage (%)
	No. of members voted	No. of votes cast	No. of members voted	No. of votes cast	No. of members Voted	No. of votes cast	
Votes in favour of the resolution	90	14619918	34	170292	124	14790210	99.93
Votes against the resolution	1	10808	1	1	2	10809	0.07
<b>Total</b>	<b>91</b>	<b>14630726</b>	<b>35</b>	<b>170293</b>	<b>126</b>	<b>14801019</b>	<b>100</b>

ii) Details of Invalid and Abstained Votes:

Method of Voting	Invalid Votes		Abstained from Voting	
	No. of members	No. of votes cast	No. of members	No. of votes
Remote e-Voting	-	-	-	-
e-Voting at AGM	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Based on the above result, I report that the Special Resolution as set out in Item No 3 of the Notice of 18<sup>th</sup> AGM has been passed with requisite majority.

  
*[Handwritten Signature]*



**M Siroya and Company  
Company Secretaries**

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The electronic data and all other relevant records relating to remote e-Voting and e-Voting at the AGM are under my safe custody and will be handed over to the Company Secretary for preserving safely after the Chairman considers, approves and signs the Minutes of the AGM.

Thanking you,

Yours faithfully,

**For M Siroya and Company  
Company Secretaries**

  
**Mukesh Siroya  
Company Secretary  
Membership No. FCS 5682;  
CP No. 4157**



**Countersigned  
For TeamLease Services Limited**

  
**Ashok Reddy  
Chairman**



**Place: Bangalore  
Date: December 19, 2018**

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Date: December 19, 2018**