

February 06, 2019

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:** Amended Code of Conduct for Prevention of Insider Trading and Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information, adopted by the Company vide the Board approval dated January 29, 2019.

**Ref:** Regulation 8(2) of the SEBI Prevention of Insider Trading (PIT) Regulations, 2015

With reference to the captioned subject matter and pursuant to 8(2) of the SEBI PIT Regulations, 2015, please find enclosed the Amended Code of Conduct for Prevention of Insider Trading and Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information, adopted by the Company vide the Board approval dated January 29, 2019.

Kindly take the above said information on record as per the requirement of SEBI PIT Regulations, 2015 and oblige.

Thanking You.  
Yours faithfully,

For **TeamLease Services Limited**



**Alaka Chanda**  
**Company Secretary and Compliance Officer**

Encl: As above



**TEAMLEASE SERVICES LIMITED**

**CODE OF CONDUCT  
FOR  
PREVENTION OF INSIDER TRADING**

**AND**

**CODE OF PRACTICES AND PROCEDURES FOR FAIR  
DISCLOSURE OF UNPUBLISHED PRICE SENSITIVE  
INFORMATION**



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**1. Applicability:**

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**2. Audit Committee**

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**3. Board of Directors**

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**4. Company:**

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**5. Compliance Officer**

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**6. Connected Person**

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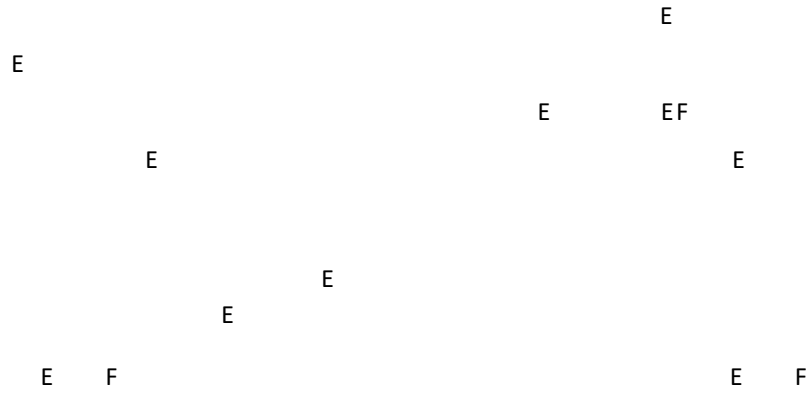
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**Designated Person**



**deemed to be Connected Persons**





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**7. Contra Trade**

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**8. Director**

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**9. Group**

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**10. Immediate Relative**

**11. Insider**

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**12. Key Managerial Personnel**

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**13. "Material financial relationship"**

**14. Officer**



**15. Securities**

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**16. Trading**

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**17. Unpublished Price Sensitive Information ("UPSI")**

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**DUTIES OF THE COMPLIANCE OFFICER**

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**PROHIBITION ON INSIDER TRADING**

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**TRADING WINDOW**

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**PRE APPROVALS OF DEALS IN SECURITIES**

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**PRE-CLEARANCE OF TRADING**

**Designated Persons**

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**Annexure 1**

**Annexure 2.**

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**as per Annexure 3  
said form.**

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**in any financial year does not exceed Rs 10 lakh (Ten lakhs in market value)**



**ADDITIONAL TRADING RESTRICTIONS ON DESIGNATED PERSONS**

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**TRADING PLAN**

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**PENALTY FOR INSIDER TRADING**

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# "Profit"

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**DISCLOSURE REQUIREMENTS:**

DISCLOSURE REQUIREMENTS TYPE OF DISCLOSURE	WHAT	BY	TO	DURATION	FORM
INITIAL DISCLOSURES			E		
CONTINUAL DISCLOSURES	IN A CALENDAR QUARTER		E		E
		E	F		E
DISCLOSURE BY OTHER CONNECTED PERSON	<i>to disclose the holding and trading's at such frequency</i>	E	E	E	
ANNUAL DISCLOSURE	E		E		F

**MISCELLANEOUS**

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TeamLease®  
Putting India to Work  
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Annexure 1

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Annexure 2

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Annexure 3

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**Annexure 5**

**FORM C**

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Annexure 6

FORM D

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**CODE OF PRACTICES AND PROCEDURES FOR FAIR DISCLOSURE OF UNPUBLISHED PRICE SENSITIVE INFORMATION**

**A.POLICY**

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**CODE OF FAIR DISCLOSURE PRACTICES:**

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**PUBLIC REPRESENTATION OF THE COMPANY AND THE GROUP.**

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**MINIMUM STANDARDS FOR CODE OF CONDUCT TO REGULATE, MONITOR AND REPORT TRADING BY DESIGNATED PERSONS:**

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**RESPONDING TO MARKET RUMOURS**

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**DISCLOSURE/ DISSEMINATION OF PRICE SENSITIVE INFORMATION WITHSPECIAL REFERENCE TO ANALYSTS,  
INSTITUTIONAL INVESTORS**

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**POLICY FOR DETERMINATION OF LEGITIMATE PURPOSES**

**VIOLATION OF THIS POLICY**

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**Appendix A**

**AN EXTRACT OF SECTIONS 15G AND 24 THE SEBI ACT, 1992**

**A.PENALTY FOR INSIDER TRADING**

**B.OFFENCES**