



## ITL FINLEASE & SECURITIES LIMITED

Regd. Off. : GD-ITL Tower, Top Floor, B-8, Netaji Subhash Place, Pitampura,  
Delhi-110 034. Tel : (91-11) 2735 2981 to 84 Fax: 2735 2985  
E-mail : csitlfinlease@gmail.com, Web. : www.itlfinlease.com  
CIN No. : L65910DL1991PLC045090

To  
Head- Listing & Compliance  
Metropolitan Stock Exchange of India Ltd. (MSEI)  
Vibgyor Towers, 4th floor,  
Plot No C 62, G - Block,  
Opp. Trident Hotel,  
Bandra Kurla Complex,  
Bandra (E), Mumbai - 400 098

DATE-08/10/2021

### Sub: Notice of 30<sup>th</sup> Annual General Meeting

Dear Sir,

In Reference to the intimation dated 28<sup>th</sup> September, 2021 ,It is hereby informed that 30<sup>th</sup> Annual General Meeting (which had been convened on Tuesday, September 28, 2021 at 10:00 AM, and was adjourned) will be held on Monday, the 18<sup>th</sup> day of October, 2021 at the Registered Office of the Company at B-08, GD-ITL Tower, Netaji Subhash Place, Pitampura, Delhi-110034 at 10.00 AM .


In this regard, please note the following:

- The e voting will start on Friday, the 15<sup>th</sup> day of October , 2021 at 10.00 AM
- And will End on Sunday the 17<sup>th</sup> Day of October, 2021 at 5 PM.Date of Book closure is from Friday 15<sup>th</sup> October,2021 to Monday 18<sup>th</sup> October, 2021(Both days inclusive)

Please find attached Notice of 30<sup>th</sup> AGM.

Kindly take it on your records.

Thanking You,  
Yours Faithfully  
For ITL FINLEASE & SECURITIES LIMITED

  
Parul Srivastava  
(Company Secretary)  
Enclosed as above

# ITL FINLEASE & SECURITIES LIMITED

Regd. Office: B-08, GD-ITL Tower, Top Floor, NetajiSubhash Place, Pitampura, Delhi 110034,  
CIN: L65910DL1991PLC045090, Web site:  
[www.itlfinlease.com](http://www.itlfinlease.com), Email: [csitlfinlease@gmail.com](mailto:csitlfinlease@gmail.com),  
Phone 011-27352981-84, Fax: 01127352985

## **NOTICE OF THE ADJOURNED 30<sup>TH</sup> ANNUAL GENERAL MEETING OF ITL FINLEASE & SECURITIES LIMITED**

Notice is hereby given that the 30<sup>th</sup> Annual General Meeting of the Members of M/s. ITL Finlease & Securities Limited ("Company") (which had been convened on Tuesday, September 28, 2021 at 10:00 AM, and was adjourned) will be held on Monday, the 18<sup>th</sup> day of October, 2021 at 10.00 A.M. at the Registered Office of the Company situated at B - 08, GD - ITL Tower, Top Floor, Netaji Subhash Place, Pitampura, Delhi - 110034 to transact the following business:

### **ORDINARY BUSINESS:**

1. To receive, consider and adopt the Audited Balance Sheet of the Company as at 31<sup>st</sup> March, 2021 and the Profit and Loss Account for the year ended on that date and the Reports of the Board of Directors and Auditors thereon
2. To re- appoint a Director in place of Mrs. Radhika Jajodia (DIN: 06957544), who retires by rotation and being eligible, offers herself for re-appointment.
3. To re- appoint Statutory Auditor and fix their remuneration and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution

"RESOLVED THAT pursuant to the provisions of section 139, 141, 144 and other applicable provisions, if any, of the Companies Act, 2013 read with the Rules made there under {including any statutory modification(s) or re-enactment(s) thereof for the time being in force}, and pursuant to the recommendations of the Audit Committee and the Board of Directors of the Company, M/S. Samarth M. Surana & Co., Chartered Accountants (Firm Registration No. 1029N), re-appointed as the Statutory Auditors of the Company for term of One year, who shall hold office from the conclusion of this 30<sup>th</sup> Annual General Meeting till the conclusion of the 31<sup>st</sup> Annual General Meeting to be held in the year 2022 at such remuneration as may be mutually agreed between the Board of Directors of the Company and the Auditors."

**NOTES:**

1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF/HERSELF AND A PROXY NEED NOT BE A MEMBER OF THE COMPANY;  
PROXY IN ORDER TO BE EFFECTIVE MUST BE RECEIVED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE TIME FIXED FOR THE MEETING.
2. Members are hereby informed that the 30<sup>th</sup> Annual General Meeting of the Company, ITL Finlease & Securities Limited, was held on Tuesday, September 28, 2021 at 10:00 AM at the Registered Office of the Company situated at B - 08, GD - ITL Tower, Top Floor, Netaji Subhash Place, Pitampura, Delhi - 110034.  
Due to some technical error in the e-voting process, and with the consent of majority of members of the Company present at the AGM, the 30<sup>th</sup> Annual General Meeting of the Company was adjourned to be held on Monday, the 18<sup>th</sup> day of October, 2021 at 10.00 A.M. at the Registered Office of the Company situated at B - 08, GD - ITL Tower, Top Floor, Netaji Subhash Place, Pitampura, Delhi - 110034.  
Accordingly, in terms of the provisions of the Companies Act, 2013, such AGM is adjourned and be convened as per the schedule specified in this notice to re-consider and vote on all the matters mentioned in the AGM notice dated September 04, 2021.
3. This notice shall be treated as a part of earlier AGM notice dated September 04, 2021. All instructions/ procedures as specified in the AGM notice dated September 04, 2021, inter-alia, for joining/ voting at the AGM shall be followed for the adjourned AGM.
4. The Register of Members and the Share Transfer Books of the Company will remain closed from Friday , the 15<sup>th</sup> day of October , 2021 to, Monday , the 18<sup>th</sup> day of October , 2021 (both days inclusive);
5. Members seeking any information or having any query with regards to Accounts are requested to write to the Company at least one week before the date of the Meeting so as to enable the Management to keep the information ready.
6. Members are requested to bring the Annual Report for their reference at the meeting. Attendance Slip duly filled in shall be handed over at the entrance to the meeting hall, and duly signed in accordance with their specimen signature(s) registered with the Company/Registrar and Share Transfer Agent (RTA).
7. Members are informed that, in case of joint holders attending the AGM, the member whose name appears as the first holder in the order of names as per the Register of members of the Company will be entitled to vote.
8. Members, who hold shares in dematerialised form, are requested to quote Depository Account Number (Client ID No.) for easy identification of attendance at the meeting.
9. All the documents referred to in the notice will be available for inspection at the Company's registered office during normal business hours on all working days upto the date of AGM. The Register of Directors and Key managerial Personnel and their shareholding, maintained under section 170 of the Companies Act 2013(Act), and the Register of Contracts or Arrangements in which directors are interested, maintained under section 189 of the Act, will be available for inspection by the members at the AGM.

10. SEBI has mandated the submission of Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their depository participant(s). Members holding shares in physical form are required to submit their PAN details to the Registrar and Share Transfer Agent of the Company.
11. SEBI has decided that securities of listed companies can be transferred only in dematerialized form with effect from December 5, 2018. In view of the above and to avail various benefits of dematerialization, members are advised to dematerialize shares held by them in physical form.
12. Voting Rights: Shareholders holding equity shares shall have one vote per share as shown against their holding and shareholders.
13. Voting through electronic means:
  - a. Pursuant to the provisions of Section 108 of the Companies Act, 2013 and the Rules made thereunder and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, a member of the Company holding shares either in physical form or in dematerialized form may exercise his right to vote by electronic means in respect of the resolution(s) contained in this notice.
  - b. The Company is providing facility for voting by electronic means to its members to enable them to cast their votes through such voting. The Company has engaged the services of Central Depository Services (India) Limited (CDSL) to provide remote e-voting facility (i.e. the facility of casting votes by a member by using an electronic voting system from a place other than the venue of a general meeting).
  - c. The Company shall also provide facility for voting through Ballot/polling paper which shall be available at the meeting and members attending the meeting who have not already casted their vote by remote e-voting shall be able to exercise their right to vote at the meeting.
  - d. The members who have exercised their vote by remote e-voting prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again.
  - e. The Board of Directors have appointed Mr. Nakul Kumar, (ACS 35669) Company Secretaries of M/s. Nakul Kumar & Associates, Delhi as the Scrutinizer, for conducting the voting / poll and remote e-voting process in a fair and transparent manner.
  - f. The cut-off date for the purpose of voting (including remote e-voting) in the meeting is Monday, 11<sup>th</sup> October , 2021
  - g. Members are requested to carefully read the instructions for remote e-voting before casting their vote.
  - h. The remote e-voting facility will be available during the following period after which the portal shall forthwith be blocked and shall not be available:

EVSN	COMMENCEMENT OF E-VOTING	END OF E-VOTING
210902052	Friday , 15 <sup>th</sup> October , 2021 at 10.00 A.M	Sunday , 17 <sup>th</sup> October , 2021 at 5.00 P.M.

- i. Persons who have acquired shares and became members of the Company after dispatch of the Notice of AGM but before the cut-off date of 11<sup>th</sup> October 2021, may obtain their user ID and password for e-voting from the Company's Registrar and share transfer Agent or CDSL.
- j. The instructions for shareholders voting electronically are as under:
  - (i) The voting period begins on Friday, the 15<sup>th</sup> October 2021 at 10.00 A.M. and ends on Sunday the 17<sup>th</sup> October, 2021 at 5.00 P.M. During this period, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) i.e. Monday, 11<sup>th</sup> October 2021 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
  - (ii) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
  - (iii) Click on Shareholders.
  - (iv) Now Enter your User ID
    - a. For CDSL: 16 digits beneficiary ID,
    - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
    - c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
  - (v) Next enter the Image Verification as displayed and Click on Login.

	For Members holding shares in Demat Form and Physical Form
PAN	<p>Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"> <li>• Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.</li> <li>• In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.</li> </ul>
Dividend Bank Details OR Date of Birth	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login.</p> <ul style="list-style-type: none"> <li>• If both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iv).</li> </ul>

(DOB)	
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- (vi) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.
- (vii) If you are a first time user follow the steps given below:
- (viii) After entering these details appropriately, click on "SUBMIT" tab.
- (ix) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN for the relevant ITL FINLEASE & SECURITIES LIMITED on which you choose to vote.
- (xii) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xiii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xiv) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (xv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xvii) If a demat account holder has forgotten the changed password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) Shareholders can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- (xix) Note for Non - Individual Shareholders and Custodians

- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
  - The list of accounts linked in the login should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- (xx) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

If any member has any grievances/ query regarding e-voting then he may contact to the below person:

Name	:	J.K.SINGLA,
Designation	:	SENIOR MANAGER
Address	:	M/s Alankit Assignments Limited, 205-208 ANARKALI COMPLEX, JHANDEWALAN EXTENTION, NEW DELHI-110055
E-mail id	:	rta@alankit.com
Phone No.	:	011-42541960, 42541234

- The e-voting module shall be disabled by CDSL for voting after 05:00 pm on Sunday, 17<sup>th</sup> October, 2021.
- The voting rights of shareholders shall be in proportion to the shares held by them in the paid up equity share capital of the Company as on Monday, 11<sup>th</sup> October , 2021.
- The Chairman shall, at the Annual General Meeting, at the end of discussion on the resolutions on which voting is to be held, allow voting, with the assistance of scrutinizer, by use of ballot/polling for all those members who are present at the general meeting but have not cast their votes by availing the remote e-voting facility.
- The Scrutinizer immediately after conclusion of voting by eligible members at AGM (through polling paper) shall, first count the votes cast at the Meeting, thereafter unblock the votes cast through remote e-voting, in presence of at least two (2) witness not in the employment of the Company. Thereafter, the scrutinizer shall prepare consolidated report and forward it to the Chairman of the Company, or any other director so authorized, who shall counter sign the

same and declare the result within 48 hours of conclusion of the AGM. The result of AGM shall be declared by intimating to the stock exchanges and by placing on the website of the Company and Agency. subject to receipt of requisite number of votes, the resolutions shall be deemed to be passed on the date of the Meeting. i.e. Monday, the 18<sup>th</sup> of October , 2021.

- v. A Member can opt for only one mode of voting i.e. either through remote e-voting or at the venue of AGM through polling paper. If a Member casts his/her vote by both modes, then voting done through remote e-voting shall prevail and the voting through polling paper shall be treated as invalid.
  
- vi The result declared alongwith the Scrutinizer's Report shall immediately be placed on the Company's web-site [www.itlfinlease.com](http://www.itlfinlease.com) and on the web-site of CDSL [www.evotingindia.com](http://www.evotingindia.com) and communicated to the Metropolitan Stock Exchange of India Ltd., where the shares of the company are listed

#### **Important Communication to Members**

To allow paperless compliances by the Companies, the Ministry of Corporate affairs has taken a "Green Initiative in the Corporate Governance". It has issued circulars stating that service of notice/documents including Annual Report can be sent by e-mail to its members. To support this green initiative of the Government, members who have not registered their e-mail addresses, so far are requested to register & who have registered may kindly update their e-mail address to the Company or its Registrar.

**FOR AND ON BEHALF OF THE BOARD OF DIRECTORS**

**DATED: 08/10/2021  
NEW DELHI**

**-SD-  
(KAILASH JAJODIA)  
DIRECTOR  
(DIN: 00142836)**



PURSUANT TO REGULATION 36(3) OF THE SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 INFORMATION ABOUT THE DIRECTOR PROPOSED TO BE RE- APPOINTED/ APPOINTED UNDER ITEM NO. 02 & 3 IS FURNISHED AS BELOW:

**Item No. 2:**

S. No	Particulars	Details
1.	Name of Director	RADHIKA JAJODIA
2.	Brief resume of the Director	She is an Arts Graduate and has more than 10 years' experience in handling day to day operations and affairs of the Company
3.	Nature of his expertise in specific functional areas	Management
4.	Disclosure of relationships between directors inter-se	Daughter in law of Mr. Kailash Jajodia, Non- Executive Director
5.	Names of listed entities apart from ITL Finlease & Securities Limited in which the person also holds the directorship and the membership of Committees of the board	Not Applicable
6.	Shareholding in the Company	63,100

**Item No. 3:**

M/s. Samarth M. Surana & Co., Chartered Accountants, were appointed as Statutory Auditors of the Company at the 27<sup>th</sup> Annual General Meeting ('AGM') held on September 28, 2018 for a period of 3 years, up to the conclusion of 30<sup>th</sup> AGM. M/s. Samarth M. Surana & Co. is eligible for re-appointment for a further period of 1 year. M/s. Samarth M. Surana & Co. have given their consent for their re-appointment as Statutory Auditors of the Company and has issued certificate confirming that their re-appointment, if made, will be within the limits prescribed under the provisions of Section 139 of the Companies Act, 2013 ('the Act') and the rules made thereunder. M/s. Samarth M. Surana & Co. have confirmed that they are eligible for the proposed appointment under the Act, the Chartered Accountants Act, 1949 and the rules or regulations made thereunder. As confirmed to Audit Committee and stated in their report on financial statements, the Auditors have reported their independence from the Company and its subsidiary according to the Code of Ethics issued by the Institute of Chartered Accountants of India ('ICAI') and the ethical requirements relevant to audit. Based on the recommendations of the Audit Committee and the Board of Directors, it is hereby proposed to re-appoint M/s. Samarth M. Surana & Co., Chartered Accountants, having registration No. 10295N, as the Statutory Auditors of the Company for the second and final term of One year, who shall hold office from the conclusion of this 30<sup>th</sup> AGM till the conclusion of the 31<sup>st</sup> AGM of the Company.

The Board of Directors has approved a remuneration of Rs. 40000 ( Rupees Forty Thousand Only) for conducting the audit for the financial year 2021-22, excluding applicable taxes and reimbursement of out-of-pocket expenses on actuals. The remuneration proposed to be paid to the Statutory Auditors during their second and final term would be in line with the existing remuneration and shall be commensurate with the services to be rendered by them during the said tenure. The Board of Directors in consultation with the Audit Committee may alter and vary the terms and conditions of appointment, including remuneration, in such manner and to such extent as may be mutually agreed with the Statutory Auditors.

The Board recommends the resolution set out at Item No. 3 of the Notice for approval by the Members by way of an Ordinary Resolution.

None of the Directors or Key Managerial Personnel of the Company or their relatives is interested or concerned, financially or otherwise, in the resolution.

## NOTES/INSTRUCTIONS

For Members opting for e-voting

The Company is pleased to announce that it is offering remote e-voting facility as an alternate, for Members to enable them to cast their vote electronically instead of voting at the venue of AGM through physical ballots. For the procedure to be followed for remote e-voting by Members, kindly refer to Note No. 12 of the Notice.

Last date for remote e-voting is the close of working hours (05:00 P.M.) on Sunday, 17<sup>th</sup> October, 2021.

For Members opting to vote by Physical Ballot

A shareholder desiring to exercise his/her vote by physical ballot are required to be physically present at the venue of the AGM and can give his/her assent or dissent in the ballot paper attached herewith the Notice of AGM. At the time of physical voting at the venue of the AGM, the ballot paper shall be duly filled and completed and be dropped in the ballot box kept at the AGM venue. Company has appointed M/s. Nakul Kumar & Associates, Company Secretaries as scrutinizer for confirming that the voting through physical ballot paper is being done in a fair and transparent manner. Shareholder can send proxy as well instead of attending the AGM personally and the proxy can vote on poll on his/her behalf. Proxy can vote only after submitting duly filled and signed Proxy Forms. Shareholder/Proxy are requested to bring Proxy forms/Ballot paper attached with the notice along with them, the attendance slip, Proxy Form(only in case Proxy attends meeting) and his/her copy of Annual Report and Notice.

Voting rights shall be reckoned on the number of shares registered in the name of members as on 11<sup>th</sup> October, 2021.

Kindly note that the members can opt only one mode for voting i.e. either by Physical Ballot at the venue of AGM or Remote E- Voting. If you are opting for remote e-voting, then do not

vote by Physical Ballot also and vice versa. However, in case member(s) cast their vote both by Physical Ballot and e-voting, then voting done through e-voting shall prevail.

The results declared along with Scrutinizer's Report, shall be placed on the Company's Web-site [www.itlfinlease.com](http://www.itlfinlease.com), notice board of the company and on the web-site of the CDSL within two days of the passing of the Resolutions at AGM of the Company to be held on Monday , 18<sup>th</sup> October , 2021 and communicated to the Metropolitan Stock Exchange of India Limited where the shares of the company are listed.

**ITL FINLEASE & SECURITIES LIMITED**

Regd. Office: B-08, GD-ITL Tower, NetajiSubhash Place, Pitampura, Delhi 110034,  
CIN: L65910DL1991PLC045090, Web site: [www.itlfinlease.com](http://www.itlfinlease.com),  
[mail:csitlfinlease@gmail.com](mailto:csitlfinlease@gmail.com),  
Phone 011-27352981-84, Fax: 01127352985

**Proxy Form (Form No. MGT-11)**

**(Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies  
(Management and Administration Rules, 2014)**

Name of the Member(s):
Registered Address:
E-mail Id:
Folio No./Client Id:
DP ID:

I/We, being the member(s) of and holding.....shares of the above named company,  
hereby appoint

1. Name:..... of (Address).....having Email  
Id:.....

Signature:....., or failing him

2. Name:.....of (Address).....having Email  
Id:.....

Signature:....., or failing him

3. Name:.....of (Address).....having Email  
Id:.....

Signature:....., or failing him

as my/our proxy to attend and vote(on a poll) for me/us and on my/our behalf at the 30th  
Annual General Meeting of the Company, to be held on the Monday the 18<sup>th</sup> Of October ,

2021 at 10.00 A.M. at the Registered Office of the Company and at any adjournment thereof in respect of such resolutions as are indicated below:

I wish my above Proxy to vote in the manner as indicated in the box below:

Sl. No.	Resolution(s)	For	Against
	Ordinary Business		
1.	Adoption of Audited Financial Statements for the financial year ended 31st March, 2021 and the Reports of the Board of Directors and Auditors thereon.		
2.	To re- appoint Mrs. Radhika Jajodia (DIN: 06957544) as Director liable to retire by rotation.		
3.	To re- appoint Samarth M. Surana& Co Chartered Accountants, New Delhi as the Statutory Auditors of the Company to hold office from the conclusion of this 30th Annual General Meeting till the conclusion of the 31st Annual General Meeting to be held in the year 2022 at such remuneration as may be mutually agreed between the Board of Directors of the Company and the Auditors."		

Signed this .....day of .....2021  
shareholder

Signature \_\_\_\_\_ of

Affix Revenue Stamp
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Signature of first proxy holder  
signature of third proxy holder

signature of second proxy holder

Note: 1. This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the Meeting.

2. It is optional to indicate your preference. If you leave the "For" or "Against" column blank against any or all of the resolutions, your proxy will be entitled to vote in the manner as he/she may deem appropriate.

**ITL FINLEASE & SECURITIES LIMITED**

Regd. Office: B-08, GD-ITL Tower, Top Floor, NetajiSubhash Place, Pitampura, Delhi 110034,  
CIN: L65910DL1991PLC045090, Web site: [www.itlfinlease.com](http://www.itlfinlease.com), E-mail: [csitlfinlease@gmail.com](mailto:csitlfinlease@gmail.com),  
Phone 011-27352981-84, Fax: 01127352985

**ATTENDANCE SLIP**

Members or their proxies are requested to present this form for admission, duly signed in accordance with their specimen signatures registered with the company.

Regd. Folio no. \_\_\_\_\_

\_\_\_\_\_  
NAME OF ATTENDING PERSON (IN BLOCK LETTERS) \*

\_\_\_\_\_  
NAME OF PROXY (IN BLOCK LETTER)  
(To be filled in if the Proxy attends instead of Member)

No. of shares held-----

I, HEREBY RECORD MY PRESENCE AT THE 30th ANNUAL GENERAL MEETING OF THE COMPANY BEING HELD ON MONDAY THE 18<sup>TH</sup> OF OCTOBER, 2021 AT 10.00 AM AT THE REGISTERED OFFICE SITUATED AT B-08, GD-ITL TOWER, TOP FLOOR, NETAJI SUBHASH PLACE, PITAMPURA, DELHI 110034.

\_\_\_\_\_  
Member's / Proxy's Signature \*

\* (To be signed at the time of handing over this slip)

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ITL FINLEASE & SECURITIES LIMITED  
Regd. Office: B-08, GD-ITL Tower, Top Floor, NetajiSubhash Place, Pitampura, Delhi 110034

**PROXY FORM**

No. of shares held \_\_\_\_\_ Regd. Folio No. \_\_\_\_\_

I/We \_\_\_\_\_, S/o \_\_\_\_\_

in the district of \_\_\_\_\_ being a member/members of ITL FINLEASE & SECURITIES LTD. hereby appoint Mr./Mrs./Ms. \_\_\_\_\_ of \_\_\_\_\_ as my/our proxy to vote for me/us and on my/our behalf at the 30th Annual General Meeting of the Company to be held at 10.00 a.m. on Monday, the 18<sup>th</sup> October, 2021, and at any adjournment thereof.

Signed this \_\_\_\_ day of \_\_\_\_\_ 2021

(Signature) \_\_\_\_\_

(Affix Revenue Stamp of appropriate value)

NOTE: The Proxy form duly completed and signed should be deposited at the Registered Office of the Company, not later than 48 hours before the commencement of the Annual General Meeting.

Form No. MGT- 12  
Polling Paper

*[Pursuant to section 109(5) of the Companies Act, 2013 and rule 21(1) (c) of the Companies (Management and Administration) Rules, 2014]*

<b>Name of the Company: ITL Finlease&amp; Securities Limited</b> <b>Registered Office: B-08, GD-ITL Tower, Top Floor, NetajiSubhash Place, Pitampura, Delhi 110034.</b> <b>CIN: L65910DL1991PLC045090</b>				
<b>BALLOT PAPER</b>				
<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>		
1	Name of the first named Shareholder (In Block Letters)			
2	Postal address			
3	Registered Folio No./ *Client ID No. (*applicable to investors holding shares in dematerialized form)			
4	Class of Share	Equity Shares of Rs. 10/- each		
I hereby exercise my vote in respect of Ordinary Resolution enumerated below by recording my assent or dissent to the said resolutions in the following manner:				
<b>S No</b>	<b>Item No.</b>	<b>No. of Shares held by me</b>	<b>I assent to the resolution</b>	<b>I dissent from the resolution</b>
	<b>ORDINARY BUSINESS</b>			
1	Adoption of Audited Financial Statements for the financial year ended 31 <sup>st</sup> March, 2021 and the Reports of the Board of Directors and Auditors thereon.			
2	To Re-appoint MrsRadhikaJajodia (DIN:06957544) as Director liable to retire by rotation			
3	To re- appoint Samarth M.Surana& Co Chartered Accountants, New Delhi as the Statutory Auditors of the Company to hold office from the conclusion of this 30 <sup>th</sup> Annual General Meeting till the conclusion of the31 <sup>st</sup> Annual General Meeting to be held in the year 2022 at such remuneration as may be mutually agreed between the Board of Directors of the Company and the Auditors."			

Place:  
Date:  
shareholder)

(Signature of the