

# RITA FINANCE AND LEASING LIMITED

(Formerly known as Rita Holdings Limited)

Regd. Off.: 324A, IIIrd Floor, Aggarwal Plaza, Sector-14, Rohini, New Delhi-110085

E mail: ritaholdingsltd@gmail.com, website: www.ritaholdings.in, Tel: 011-65448440, Mob: +91-8376095513

CIN: L67120DL1981PLC011741

To,  
**Metropolitan Stock Exchange of India Limited**  
**(Formerly Known as MCX Stock Exchange Limited)**  
4<sup>th</sup> Floor, Vibgyor Towers,  
Bandra Kurla Complex, Bandra East,  
Mumbai - 400 098

**Sub:** Submission of Reconciliation of Share Capital Audit Report under Regulation 55(A) of SEBI (Depository & Participants) Regulations, 1996 for quarter ended March 31, 2018.

ISIN:INE018S01016

SYM:RFL

This is with reference to the submission of Reconciliation of Share Capital Audit Report as required under Regulation 55A of SEBI (Depository & Participants) Regulations, 1996 in respect of compliance for the quarter ended March 31, 2018.

Kindly take the above information on your records and acknowledge the receipt.

Thanking You,  
Yours truly

**For Rita Finance and Leasing Limited**  
**(Formerly Known as Rita Holdings Limited)**



**Pawan Kumar Mittal**  
**(Additional Director)**  
DIN: 00749265



Date: 27.04.2018

Place: New Delhi

# AKHILESH & ASSOCIATES

(Company Secretaries and Law Firm)

## Certificate under Regulation 55A of SEBI (Depository & Participants) Regulations, 1996

As information provided by the management of the company i.e. **Rita Finance and Leasing Limited (Formerly Known as Rita Holdings Limited)** (CIN: L67120DL1981PLC011741), having its registered office at 324A, Third Floor, Aggarwal Plaza, Sector- 14, Rohini, New Delhi-110085, for the quarter ended on **31<sup>st</sup> March, 2018**, for the purpose of issuing Certificate regarding compliance of Regulation **55A of SEBI (Depository and Participants) Regulation, 1996** for effecting the transfer and subsequent dematerialization of Shares as per the procedure laid down under SEBI (Depository & Participants) Regulations, 1996 and based on my such examination as well as the information and explanations given to me by the Company, the Company is listed under **Metropolitan Stock Exchange of India Limited (Formerly known as MCX Stock Exchange Limited)**, I hereby report and certify that during the aforesaid period:

- a) There was no trading of securities during the aforesaid Quarter.
- b) The Register of Members of the Company is updated.

For **AKHILESH & ASSOCIATES**

Company Secretaries



**Akhilesh Kumar Jha**

(Proprietor)

FCS: 9031

CP No.:18250



Date:24/04/2018

Place: New Delhi

Office:- Maharaja Agrasen Plaza, RZ-B-12/15, 2<sup>nd</sup> Floor, Back Side Kh No 82/4/1, Mahavir Enclave, Near Dashrath Puri Metro Station, Palam, New Delhi-110045,

Email-csakhileshkumarjha@gmail.com, Telephone No: -011-40204448, Mobile No. 9718403891, 7701863822

# AKHILESH & ASSOCIATES

(Company Secretaries and Law Firm)

To,  
**RITA FINANCE AND LEASING LIMITED**  
**(Formerly Known as Rita Holdings Limited)**  
324A, IIIrd Floor, Aggarwal Plaza,  
Sector- 14, Rohini, New Delhi- 110085

Dear Sirs,

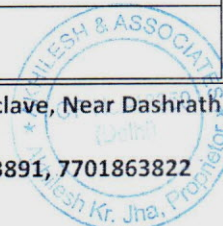
I have examined the relevant books, registers, forms, documents and papers produced before me by **RITA FINANCE AND LEASING LIMITED (Formerly known as Rita Holdings Limited)** ("the Company") and its Registrars and Transfer Agents, **Skyline Financial Services Private Limited**, in respect of Reconciliation of Share Capital Audit Report as per Regulation 55A of SEBI (Depository and Participants) Regulation, 1996 and SEBI Circular No D&CC /FITTC/Cir-16/2002 dated December, 31 2002 as amended. To the best of my knowledge and according to the information and explanations given to me and as shown by records examined by me, I certify the following:

## RECONCILIATION OF SHARE CAPITAL AUDIT REPORT

|     |  |   |   |  |
|-----|--|---|---|--|
| 1.  | For the Quarter ended  | : | 31 <sup>st</sup> March, 2018  |  |
| 2.  | ISIN   | : | <b>INE018S01016</b>   |  |
| 3.  | Face Value   | : | Rs. 10/- {Rupees Ten}   |  |
| 4.  | Name of the Company  | : | <b>RITA FINANCE AND LEASING LIMITED<br/>(Formerly known as Rita Holdings Limited)</b> |  |
| 5.  | Registered Office Address  | : | 324A, IIIrd Floor, Aggarwal Plaza,<br>Sector- 14, Rohini, New Delhi- 110085           |  |
| 6.  | Correspondence Address   | : | 324A, IIIrd Floor, Aggarwal Plaza,<br>Sector- 14, Rohini, New Delhi- 110085           |  |
| 7.  | Telephone & Fax No.  | : | 011-65448440, 91-8376095513   |  |
| 8.  | Email Address  | : | ritaholdingsltd@gmail.com   |  |
| 9.  | Names of the Stock Exchanges where the company's securities are listed   | : | <b>Metropolitan Stock Exchange of India Limited (MSEI)</b>                            |  |
| 10. | Issued capital   | : | <b>No. of Shares</b>  | <b>Percentage of Total Issued Capital (Approx)</b> |
|     |  |   | <b>28,00,000</b>  | <b>100 %</b>                                       |
| 11. | Listed Capital (Exchange wise)<br>(As per company records)<br><b>Metropolitan Stock Exchange of India Limited (MSEI)</b> | : | <b>28,00,000</b>  | <b>100 %</b>                                       |
| 12. | Held in Dematerialized Form in CDSL  | : | 21,50,000   | 76.79 %  |
| 13. | Held in Dematerialized Form in NSDL  | : | 4,50,000  | 16.07 %  |
| 14. | Physical   | : | 2,00,000  | 7.14 %   |
| 15. | Total No. of shares (12+13+14)   | : | <b>28,00,000</b>  | <b>100 %</b>                                       |
| 16. | Reasons for difference if any, between (10&11), (10&15) and (11&15)  | : | N.A   |  |

Office:- Maharaja Agrasen Plaza, RZ-B-12/15, 2<sup>nd</sup> Floor, Back Side Kh No 82/4/1, Mahavir Enclave, Near Dashrath,  
Puri Metro Station Gate No-2, Palam, New Delhi-110045,

Email-csakhileshkumarjha@gmail.com, Telephone No: -011-40204448, Mobile No. 9718403891, 7701863822



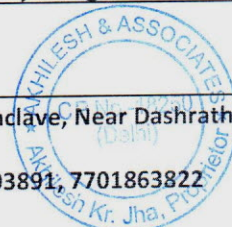
ASH

# AKHILESH & ASSOCIATES

(Company Secretaries and Law Firm)

|     |   |                        |   |  |                                  |                                  |  |
|-----|---|------------------------|---|--|----------------------------------|----------------------------------|--|
| 17. | Details of changes in share capital during the quarter under consideration as per Table below:  |                        |   |  |                                  |                                  |  |
|     | <b>Particulars*</b>   | <b>No. of shares</b>   | <b>Applied / Not Applied for listing</b>  | <b>Listed on Stock Exchanges (Specify Names)</b> | <b>Whether intimated to CDSL</b> | <b>Whether intimated to NSDL</b> | <b>In-principle approval pending from SE</b> |
|     | N.A.  | N.A.                   | N.A.  | N.A.   | N.A.                             | N.A.                             | N.A.   |
|     | *Rights, Bonus, Preferential Issue, ESOPs, Amalgamation, Conversion, Buyback, Capital Reduction Forfeiture, Any other (to specify)                  |                        |   |  |                                  |                                  |  |
| 18. | Register of Members is updated.<br>If not, updated upto which date  | :                      | Yes<br>N.A.   |  |                                  |                                  |  |
| 19. | Reference of previous quarter with regards to excess dematerialized shares, if any.   | :                      | Nil   |  |                                  |                                  |  |
| 20. | Has the Company resolved the matter mentioned in Point no.19 above in the Current quarter? If not, reason why?                                      | :                      | N.A.  |  |                                  |                                  |  |
| 21. | Mention 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: |                        |   |  |                                  |                                  |  |
|     | <b>Total No. of Demat Requests</b>  | <b>No. of Requests</b> | <b>No. of Shares</b>  | <b>Reasons for Delay</b>                         |                                  |                                  |  |
|     | Confirmed after 21 Days   | Nil                    | Nil   | N.A.   |                                  |                                  |  |
|     | Pending for more than 21 days   | Nil                    | Nil   | N.A.   |                                  |                                  |  |
| 22. | Name, Address, Tel & Fax no. Compliance Officer*  | :                      | <b>Mr. Pawan Kumar Mittal</b><br><b>Additional Director &amp; Compliance Officer</b><br>(DIN 00749265)<br><b>Address:</b> I-19, Sai Apartments Plot No. 47, Sector-13 Rohini, Delhi 110085<br><b>Ph.:</b> 011-65448440, 91-8376095513<br><b>Email Id:-</b> ritaholdingsltd@gmail.com  |  |                                  |                                  |  |
| 23. | Name, Address, Tel & Fax No. Reg. no. of the Auditor  | :                      | <b>Akhilesh Kumar Jha,</b><br><b>Akhilesh &amp; Associates,</b><br><b>Company Secretaries and Law Firm</b><br><b>Address:</b> Maharaja Agrasen Plaza, RZ-B-12/15, 2nd Floor, Back Side Kh No 82/4/1, Mahavir Enclave, Near Dashrath Puri Metro Station, Palam, New Delhi-110045<br><b>Ph:</b> 011-40204448, 9718403891, 7701863822<br><b>E mail:</b> csakhileshkumarjha@gmail.com |  |                                  |                                  |  |

Office:- Maharaja Agrasen Plaza, RZ-B-12/15, 2<sup>nd</sup> Floor, Back Side Kh No 82/4/1, Mahavir Enclave, Near Dashrath Puri Metro Station Gate No-2, Palam, New Delhi-110045,  
 Email-csakhileshkumarjha@gmail.com, Telephone No: -011-40204448, Mobile No. 9718403891, 7701863822



[Signature]

# AKHILESH & ASSOCIATES

(Company Secretaries and Law Firm)

|     |   |   |  |
|-----|---|---|--|
| 24. | Appointment of common agency for Share Registry Work  | : | <b>Skyline Financial Services Private Limited</b><br>D-153 A, 1 <sup>st</sup> Floor, Okhla Industrial Area, Phase-I, New Delhi-110020<br>Ph.: 011-64732681 |
| 25. | Any other detail that Practicing Company Secretary may Like to provide (e.g. BIFR Company, Delisting from SE) | : | N.A.   |

**For Akhilesh & Associates  
Company Secretaries**



*AJha*

**Akhilesh Kumar Jha  
(Proprietor)  
FCS: 9031, CP No.:18250**

**Date:- 24/04/2018  
Place:- New Delhi**

\* Ms. Anju Sharma has resigned from the post of Managing Director and compliance Officer of the Company on February 9, 2018 and Mr. Pawan kumar Mittal, Additional Director, has designated as Compliance officer of the company.

Office:- Maharaja Agrasen Plaza, RZ-B-12/15, 2<sup>nd</sup> Floor, Back Side Kh No 82/4/1, Mahavir Enclave, Near Dashrath Puri Metro Station Gate No-2, Palam, New Delhi-110045,

Email-csakhileshkumarjha@gmail.com, Telephone No: -011-40204448, Mobile No. 9718403891, 7701863822