

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 - 27860681
CIN : L67120DL1981PLC011741

January 22,2020

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

Sub: Submission of Reconciliation of Share Capital Audit Report under Regulation 76 of SEBI (Depository & Participants) Regulations, 2018 for quarter ended December 31, 2019

ISIN: INE018S01016
SYM:RFL

This is with reference to the submission of Reconciliation of Share Capital Audit Report as required under **Regulation 76 of SEBI (Depository & Participants) Regulations, 2018** in respect of compliance for the quarter ended **December 31, 2019**.

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)



Kiran Mittal
(Director)
DIN: 00749457



AKHILESH & ASSOCIATES

(Company Secretaries and RTMA)

RECONCILIATION OF SHARE CAPITAL AUDIT REPORT
(Pursuant to Regulation 76 of the SEDI (Depositories and Participants) Regulation
r/w SEDI Circular dated 31.12.2002

1.	Report For the Quarter ended	:	31st December, 2019
2.	ISIN	:	INE018S01016
3.	Face Value	:	Rs. 10/- {Rupees Ten}
4.	Name of the Company	:	RITA FINANCE AND LEASING LIMITED (Formerly known as Rita Holdings Limited)
5.	Registered Office Address	:	324A, III rd Floor, Aggarwal Plaza, Sector- 14, Rohini, New Delhi- 110085
6.	Correspondence Address	:	324A, III rd Floor, Aggarwal Plaza, Sector- 14, Rohini, New Delhi- 110085
7.	Telephone & Fax No.	:	+91 9810260127, 011-27860681
8.	Email Address	:	ritaholdingsltd@gmail.com
9.	Names of the Stock Exchanges where the company's securities are listed	:	Metropolitan Stock Exchange of India Limited (MSEI)

		:	No. of Shares	Percentage of Total Issued Capital
10.	Issued capital	:	35,00,000	100.00
11.	Listed Capital (Exchange wise) (As per company records) BSE Limited Metropolitan Stock Exchange of India Limited (MSEI)	:	35,00,000	100.00
12.	Held in Dematerialized Form in CDSL	:	27,23,751	77.82
13.	Held in Dematerialized Form in NSDL	:	5,62,500	16.07
14.	Physical	:	2,13,749	6.11
15.	Total No. of shares (12+13+14)	:	35,00,000	100.00
16.	Reasons for difference if any, between (10&11), (10&15) and (11&15)	:	N. A	

Office: - Maharaja Agrasen Plaza, RZ-B-12/15, 2nd Floor, Back Side Kh No 82/4/1, Mahavir Enclave,
Near DashrathPuri Metro Station Gate No 2, Palam, New Delhi-110045,
Email: csakhileshkumarjha@gmail.com, *Telephone No:* -011-40204448, *Mobile No.* 9718403891, 7701863822
Associated with: HSELIHKA SERVICES PRIVATE LIMITED (Corporate Legal Service Unit)
Email: legalhselihka@gmail.com, corporatelegalservicefirm@gmail.com, *Website:* - www.uneekcs.com
Corporate Consultant // RBI, FEMA, Compliances// Corporate Laws Services// Registration Services etc



17.	Details of changes in share capital during the quarter under consideration as per Table below:						
	Particulars*	No. of shares	Applied for listing	Listed on Stock Exchanges (Specify Names)	Whether intimated to CDSL	Whether intimated to NSDL	In-principle approval pending from SE
	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	*Rights, Bonus, ESOPs, Amalgamation, Conversion, Buyback, Capital Reduction Forfeiture, Any other (to specify)						
18.	Register of Members is updated. If not, updated upto which date	:	Yes 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:						
	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, Address & Tel. No. of Compliance Officer	:	Mr. Anurag Gupta Company Secretary & Compliance Officer Address: WE-97, Peepal Chowk Mohan Garden, Uttam Nagar, Delhi 110059 Ph.: 011-27860681 Email Id:- ritaholdingsltd@gmail.com
23.	Name, Address & Tel No. of the Reconciliation of Share Capital Auditor	:	Mr. Akhilesh Kumar Jha Akhilesh & Associates Company Secretaries Address: 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
24.	Appointment of common agency for Share Registry Work	:	Skyline Financial Services Private Limited D-153 A, 1 st Floor, Okhla Industrial Area, Phase-I, New Delhi-110020 Ph.: 011-64732681

AJha



25.	Any other detail that Practicing Company Secretary may Like to provide (e.g. BIFR Company, Delisting from SE)	:	N. A.
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**For Akhilesh & Associates
Company Secretaries**



**Akhilesh Kumar Jha
Proprietor**

FCS: 9031, CP No.:18250

Udin No: F009031B000083765

Date: 22/01/2020

Place: New Delhi

AKHILESH & ASSOCIATES

(Company Secretaries and RTMA)

**CERTIFICATE ON RECONCILIATION OF SHARE CAPITAL AUDIT REPORT AS PER
REGULATION 76 OF SEBI (DEPOSITORY & PARTICIPANTS) REGULATIONS, 2018 FOR THE
QUARTER ENDED 31ST DECEMBER, 2019**

As information provided by the management of the company i.e. **RITA FINANCE AND LEASING LIMITED** (CIN: L67120DL1981PLC011741), having its registered office at 324A, IIIrd Floor, Aggarwal Plaza, Sector - 14, Rohini, New Delhi- 110085, for the purpose of issuing Certificate under Regulation 76 of SEBI (Depository and Participants) Regulation, 2018 regarding reconciliation of the total issued capital, listed capital and capital held by depositories in dematerialized form, details of any change in share capital during the quarter ended on **31st December, 2019** as per the procedure laid down under SEBI (Depository & Participants) Regulations, 2018 and based on our such examination as well as the information and explanations given to us by the company, the Company is listed under **Metropolitan Stock Exchange of India Limited**, we hereby report and certify that during the quarter ended on **31st December, 2019**:

- a) There is no trading held in during the quarter.
- b) The Register of Members of the Company is updated.
- c) There were no physical share transfers during the quarter.

**For AKHILESH & ASSOCIATES
Company Secretaries**



**Akhilesh Kumar Jha
(Proprietor)**

FCS: 9031

CP No.:18250

Udin No: F009031B000083765

Date: 22/01/2020

Place New Delhi



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

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Associated with: HSELIHKA SERVICES PRIVATE LIMITED (Corporate Legal Service Unit)

Email-legalhselihka@gmail.com, corporatellegalservicefirm@gmail.com, Website: - www.uneekcs.com

Corporate Consultant // RBI, FEMA, Compliances// Corporate Laws Services// Registration Services etc