

# 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

July 20, 2020

To  
Metropolitan Stock Exchange of India Limited (MSEI)  
(Formerly known as MCX Stock Exchange Limited)  
4<sup>th</sup> Floor, Vibgyor Towers, Bandra Kurla Complex,  
Bandra East, Mumbai – 400098

Sub : Intimation of Book Closure and Record date

ISIN: INE018S01016  
SYM: RFL

Dear Sir,

Pursuant to Clause 42 (2) of the SEBI (Listing Obligations and Disclosure requirements) Regulations, 2015, we wish to inform you that Share Transfer Books and Registers of Members of the Company will remain closed during the period from Thursday, August 13, 2020 to Wednesday, August 19, 2020 (both days inclusive) for the purpose of Annual General Meeting of the Company to be held on Wednesday, August 19, 2020.

Further the Company is pleased to offer Remote E-Voting facility to its Members to enable them to cast their votes electronically and has fixed August 12, 2020 as the cut-off date for determining the eligibility of shareholders to vote electronically.

Please note that e-voting period will commence from 16th August 2020 (9:00 a.m.) and will end on 18th August 2020 (5:00 p.m. )

This is for your information and records.

Thanking You,  
Yours Faithfully,

For Rita Finance and Leasing Limited  
Formerly Rita Holdings Limited

  
Pawan Kumar Mittal  
Director  
DIN: 00749265

