

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)
4th Floor, Vibgyor Towers,
Bandra Kurla Complex, Bandra East,
Mumbai – 400098

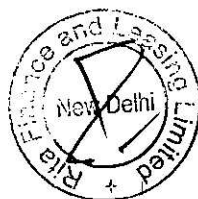
Dear Sir,

Sub: Intimation of Appointment of Company Secretary & Compliance Officer of the Company approved in the 02/2020-2021 Board Meeting held Today i.e. on Monday, July 20, 2020 at 04:00 P.M.

In terms of Regulation 30(2) read with clause 7 of Para A of Part A of Schedule III of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and SEBI Circular No. CIR/CFD/CMD/4/2015 dated September 09, 2015, we would like to inform you that the Company has appointed Mrs. Twinkle Agrawal (ACS:45894) as a Company Secretary and Key Managerial Personnel and further pursuant to Regulation 6(1) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Mrs. Twinkle Agrawal is also designated as Compliance Officer of the Company with effect from 20th July, 2020 by the Board of Directors at the Board Meeting held Today i.e. on Monday, July 20, 2020 at 04:00 P.M, which commenced at 04:00 P.M. and concluded at 05:30 P.M.

The Particulars of the appointment of Mrs. Twinkle Agrawal as a Company Secretary & Compliance Officer are as under:

S. No.	Particulars	Disclosures
1.	Name	Mrs. Twinkle Agrawal
2.	Designation	Company Secretary & Compliance officer (KMP)
3.	Reason for change viz. appointment, resignation, removal, death or otherwise	Appointment
4.	Effective date of appointment	20/07/2020
5.	Terms and conditions	As mention in Appointment letter
6.	Brief Profile	Mrs. Twinkle Agrawal is a member of The Institute of Company Secretaries of India (ICSI) and have a good knowledge and exposure of secretarial and Legal work.



7.	Disclosure of Relationships between directors (in case of appointment of a director)	N.A.
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You are requested to please take on record the above said information for appointment of Company secretary.

You are also requested to please make necessary corrections in the KMP details of the Company at the website of MSEI.

Thanking You,
Yours faithfully,

For Rita Finance and Leasing Limited
Formerly Rita Holdings Limited


Pawan Kumar Mittal
Director
DIN: 00749265



Place: New Delhi

July 20th, 2020

To
The Board of Directors
Rita Finance and Leasing Limited
(Formerly, Rita Holdings Limited)
324A, IIIrd Floor, Aggarwal Plaza, Sector-14,
Rohini, New Delhi 110085

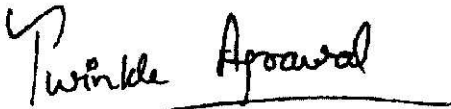
Dear Sir/Ma'am,

Subject: Consent to act as Company Secretary & Compliance officer of the company

I, Ms. Twinkle Agrawal, S/o. Sh. Harish Agrawal, R/o. Chakki Bazar, Hathras, Uttar Pradesh-204101, do hereby give my consent to act as a Company Secretary (KMP) and Compliance Officer of M/s. Rita Finance and Leasing Limited (Formerly, Rita Holdings Limited) w.e.f. July 20th, 2020.

Thanking You,


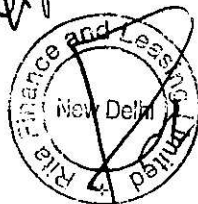
Yours Faithfully



Twinkle Agrawal
M. No.: A45894
R/o.: Chakki Bazar,
Hathras, Uttar Pradesh-204101
ECSIN: EA045894B000089685

Encl.:

1. Copy of Identity Proof
2. Copy of Resident Proof

FORM B

**Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015
[Regulation 7 (1) (b) read with Regulation 6(2)]**

Name of the company: RITA FINANCE AND LEASING LIMITED (FORMERLY, RITA HOLDINGS LIMITED)

Details of Securities held on appointment of Key Managerial Personnel (KMP) or Director or upon becoming a Promoter of a listed company and other such persons as mentioned in Regulation 6(2)

Name, PAN No., CIN/DIN & Address with contact nos.	Category of Person (Promoter/ KMP/ Directors/ immediate relatives/ others etc.)	Date of appointment of Director/ KMP OR Date of becoming Promoter	Securities held at the time of becoming Promoter/ appointment of Director/KMP		% of Share holding	Open Interest of the Future contracts held at the time of becoming Promoter/ appointment of Director/ KMP		Open Interest of the Opinion contracts held at the time of becoming Promoter/ appointment of Director/ KMP	
			Type of Security (For eg-Shares, Warrants, Convertible Debenture etc.)	No.		No. of units (Contracts* lot size)	Nominal Value in Rupee terms	No. of units (Contracts* lot size)	Nominal Value in Rupee terms
Twinkle Agrawal PAN: BMMPA3074R Address: Chakki Bazar, Hathras, Uttar Pradesh-204101 Contact No.: 8923745086	KMP (Company Secretary)	20/07/2020	NIL	NIL	NIL	NIL	NIL	NIL	NIL

Note: "Securities" shall have the meaning as defined under regulation 2(1)(i) of SEBI (Prohibition of Insider Trading) Regulations, 2015.

Twinkle Agrawal

Twinkle Agrawal
PAN: BMMPA3074R

Date: 20.07.2020
Place: Hathras

Authorized Signatory

