

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

December 03, 2020

To

Metropolitan Stock Exchange of India Limited (MSEI)
4th 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 Tuesday, December 29, 2020 to Monday, January 04, 2021 (both days inclusive) for the purpose of Extra Ordinary General Meeting of the Company to be held on Monday, January 04, 2021.

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 **December 28, 2020** as the cut-off date for determining the eligibility of shareholders to vote electronically.

Please note that e-voting period will commence from 01st January 2021 (9:00 a.m.) and will end on 03rd January 2021 (5:00 p.m.)

This is for your information and records.

Thanking You,
Yours Faithfully,

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


Pawan Kumar Mittal
Director
DIN: 00749265



Add: I-19, Sai Apartments, Sec-13,
Rohini, New Delhi-110085

Place: New Delhi