

INDIA LEASE DEVELOPMENT LIMITED

Regd Office: MGF House, 4/17-B,
Asaf Ali Road, New Delhi – 110002

Phone: : 41519433, 41520070
Fax No. : 41503479
Website : www.indialease.com
E-mail : info@indialease.com
CIN : L74899DL1984PLC019218
GSTIN : 07AAACI0149R1ZB

NOTICE OF 35th ANNUAL GENERAL MEETING, BOOK CLOSURE AND REMOTE E-VOTING INFORMATION

NOTICE is hereby given that the 35th Annual General Meeting ("AGM") of the company will be held on **Thursday, the November 19, 2020** at 12.30 P.M. at the Registered Office i.e. MGF House, 4/17-B, Asaf Ali Road, New Delhi-110002 through Video Conferencing ("VC")/other Audio Visual Means ("OAVM"), in compliance with the applicable provisions of the Companies Act, 2013 and other applicable Laws, Rules made there under and General Circular Nos.14/2020, 17/2020 & 20/2020 dated April 8, 2020, April 13, 2020, and May 5, 2020 respectively issued by Ministry of Corporate Affairs and SEBI Circular dated May 12, 2020 (collective referred to as Circular) to transact the business as set out in the Notice of the AGM.

In compliance with the above Circulars, the company has sent the Notice of the AGM along with Annual Report for the Financial Year 2019-20 to all those Members in electronic mode whose e-mail IDs are registered with the Depository Participants / Registrar and Share Transfer Agent (RTA) of the company. The dispatch of Notice of AGM has been completed on 26th October, 2020.

In line with the MCA Circulars and SEBI Circular, shareholders are advised to register/update their Emails IDs with the Depository Participants, in order to receive electronic copies of the Annual Report/login credentials, since no physical copies of the annual Report will be dispatched to any shareholder this year.

The Notice of the AGM along with Annual Report for FY 2019-20 is available on the company's website www.indialease.com and websites of the Stock Exchanges i.e. BSE Limited at www.bseindia.com.

VOTING THROUGH ELECTRONIC MODE:

The company is providing the facility to its Members to exercise their right to vote on the business as set out forth in the Notice of the AGM by electronic means through both remote e-voting and e-voting at the AGM. All Members are informed that:-

- Members may attend the 35th AGM through VC/OAVM at Registered Office of the company at MGF House, 4/17-B, Asaf Ali Road, New Delhi – 110002 by using their remote e-voting credentials.
- The instructions for participating through VC/OAVM and the process of e-voting including the manner in which Members holding shares in physical form or who have not registered their email address can cast through e-voting, are provided as part of the Notice. Shares held as on the **Cut off Date i.e. November 11, 2020** may obtain the User ID and Password by sending a request at helpdesk.evoting@cDSL.com or **Alankit Assignments Limited** at their e-mail rta@alankit.com. However, if a Member is already registered with CDSL for Remote e-voting and e-voting then existing User ID and Password can be used for casting vote.

- Members whose names appear in the Register of Members or in the register of beneficial owners, maintained by the Depositories as on the "**cut off date**" i.e. **Wednesday, the November 11, 2020** shall only be entitled to avail the remote e-voting facility or vote as the case may be at the AGM.
- The remote e-voting will commence on **Monday, the November 16, 2020 at 9.00 a.m. and will end on Wednesday, the November 18, 2020 at 5.00 p.m.** Remote e-voting shall not be allowed beyond 5.00 p.m. on November 18, 2020 and once vote on a resolution has been cast by Member, the Member will not be allowed to change it subsequently.
- In case a person has become a Member of the Company after dispatch of Notice but on or before the **cut off date** for remote e-voting, or has registered the email address after dispatch of the Notice, such member may obtain user ID and password in the manner as provided under the procedure and instructions for e-voting given in the Notice.
- Member who have cast their vote by remote e-voting prior to the AGM may attend the AGM through VC/OAVM but are not entitled to cast their vote again. Members who have not cast their vote through remote e-voting and are present in the AGM through VC/OAVM shall be eligible to vote through e-voting at the AGM.
- Members who have not registered their email IDs are requested to register the same in respect of shares held in electronic form with the Depository through their Depository Participant(s) and in respect of shares held in physical form by writing to the company's RTA M/s Alankit Assignments Limited at their email : rt@alankit.com.

In case you have any queries or issues regarding remote e-voting and e-voting it may be addressed to CDSL at the designated e-mail ID or helpdesk.evoting@cDSL.com may contact Mr. Rohit Madan, Manager, Company Secretary & Compliance Officer or Ms. Hema Sharma, 4/17-B, Asaf Ali Road, New Delhi-110002 or email at rohitmadan@indialease.com & hema_ild@yahoo.co.in or ildcomplaints@indialease.com.

BOOK CLOSURE

Notice is also hereby given pursuant to Section 91 of the Companies Act, 2013 and Regulation 42 of the Listing Regulations, that the Register of Members and Share Transfer Books of the company will remain closed from **Thursday, the November 12, 2020 to Thursday, the November 19, 2020 (both days inclusive)**.

By Order of the Board
For India Lease Development Limited


Rohit Madan
Manager, Company Secretary & CFO
ACS - 13636

Place: New Delhi
Date : October 26, 2020