

INDIA LEASE DEVELOPMENT LIMITED

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

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CIN : L74899DL1984PLC019218
GSTIN : 07AAAC10149R1ZB

NOTICE OF 38TH ANNUAL GENERAL MEETING, REMOTE E-VOTING AND BOOK CLOSURE

NOTICE is hereby given that the 38th Annual General Meeting ("AGM") of the Members of India Lease Development Limited is scheduled to be held on **Wednesday, the September 27, 2023 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") without the physical presence of Members at a common venue to transact the business, as set out in the Notice of 38th Annual General Meeting.

In accordance with the various circulars issued by the Ministry of Corporate Affairs (MCA) latest being 28th December, 2022 and circulars issued by the Securities and Exchange Board of India (SEBI) dated 5th January, 2023, the Company has completed dispatch of Notice of the 38th AGM and Annual Report of the Company, inter alia, containing the financial statements and other statutory reports for the year ended 31st March, 2023 on 4th September, 2023 through electronic mode only to those members whose email addresses are registered with the Company/RTA/DP.

The aforesaid documents are available on the website of the Company i.e. www.indialease.com under the "Annual Reports" section (<https://www.indialease.com/AnnualReports22-23New.html>) and the website of the Stock Exchange, where the shares of the Company is listed i.e. BSE Limited at www.bseindia.com and also on the website of the Central Depository Services (India) Limited ("CDSL") at www.evotingindia.com.

Members can attend and participate in the AGM through VC/OAVM facility only. The instructions for joining the AGM are provided in the Notice of AGM. Members participating through the VC/OAVM shall be reckoned for the purpose of quorum under Section 103 of the Act. The facility for appointment of Proxies by the Members will not be available since the AGM is being held by VC/OAVM.

VOTING THROUGH ELECTRONIC MODE:

The Company is providing the facility of remote e-voting to its members in respect of the business to be transacted at the AGM and for this purpose, the company has appointed CDSL to facilitate voting through electronic means. Accordingly, the facility of casting votes by a member using remote e-voting system before the AGM and e-voting during the AGM will be provided by CDSL. The remote e-voting facility would be available during the following period:

1. The remote e-voting will commence on **Sunday, September 24, 2023 at 09.00 a.m. and will end on Tuesday, September 26, 2023 at 05.00 p.m.** Remote e-voting shall not be allowed beyond 05.00 p.m. on September 26, 2023 and once vote on a resolution has been cast by Member, the Member will not be allowed to change it subsequently.
2. Members 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.
3. 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, September 20, 2023** shall only be entitled to avail of the remote e-voting facility or vote as the case may be at the AGM. The voting rights of Members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date i.e. **Wednesday, September 20, 2023**.

Members who are holding shares in physical form are requested to get their email addresses registered with the Registrar and Share Transfer Agent (RTA) by sending an email at rta@alankit.com.

BOOK CLOSURE

Further pursuant to Section 91 of the Companies Act, 2013 & Regulation 42 of SEBI (LODR) Regulations, 2015, that the Register of Members and Share Transfer Books of the company will remain closed **from Thursday, September 21, 2023 to Wednesday, September 27, 2023 (both days inclusive)** for the purpose of AGM.

The procedure for e-Voting is available in the notes of Notice of the 38th AGM as well as in the email sent to the Members. Queries/grievances, if any, with regard to e-voting, may be addressed through email at helpdesk.evoting@cdslindia.com or call 1800225533

By Order of the Board
For India Lease Development Limited

Rohit Wadan
Manager, Company Secretary, Compliance Officer & CFO
ACS - 13636

Place: New Delhi
Date : September 4, 2023

