

## **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](http://www.indialease.com)  
E-mail : [info@indialease.com](mailto:info@indialease.com)  
CIN : L74899DL1984PLC019218  
GSTIN : 07AAACI0149R1ZB

### **NOTICE OF 36<sup>th</sup> ANNUAL GENERAL MEETING, BOOK CLOSURE AND REMOTE E-VOTING INFORMATION**

**NOTICE is hereby given that the 36<sup>th</sup> Annual General Meeting (“AGM”) of the members of India Lease Development Limited scheduled to be held on Wednesday, the September 29, 2021 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 thereunder and General Circular Numbers 14/2020, 17/2020, 20/2020 and 02/2021 dated April 8, 2020, April 13, 2020, May 5, 2020 and January 13, 2021 respectively issued by Ministry of Corporate Affairs (MCA) and Securities and Exchange Board of India (SEBI) Circulars dated May 12, 2020 and January 15, 2021, if any without the physical presence of the members at Regd Office of the company, to transact the business as mentioned in the Notice of the AGM dated August 26, 2021. Members will be able to attend the AGM through Video Conferencing/Other Audio Visual Means. Facility for appointment of proxy will not be available for the AGM.**

In compliance with the above Circulars, the company has sent the Notice of 36<sup>th</sup> AGM along with Annual Report for the Financial Year 2020-2021 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 despatch of Notice and Annual Report of AGM has been completed on 6<sup>th</sup> September, 2021.

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 copy of the Annual Report will be despatched to any shareholder. .

The Notice of the AGM along with Annual Report for FY 2020-2021 is available on the company's website [www.indialease.com](http://www.indialease.com) and websites of the Stock Exchange i.e. BSE Limited at [www.bseindia.com](http://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 36<sup>th</sup> 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.

**Tuesday, the September 21, 2021** may obtain the User ID and Password by sending a request at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or **Alankit Assignments Limited** at their e-mail [rta@alankit.com](mailto: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. **Tuesday, the September 21, 2021** 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 **Sunday, the September 26, 2021 at 9.00 a.m. and will end on Tuesday, the September 28, 2021 at 5.00 p.m.** Remote e-voting shall not be allowed beyond 5.00 p.m. on September 28, 2021 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 despatch of Notice but on or before the **cut off date** for remote e-voting, or has registered the email address after despatch 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 : [rta@alankit.com](mailto:rta@alankit.com)

Queries / grievances , if any, with regard to e-voting, may be addressed through email at [ildcomplaints@indialease.com](mailto:ildcomplaints@indialease.com), [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or at [rta@alankit.com](mailto:rta@alankit.com) or call 1800225533

## **BOOK CLOSURE**

**Notice is also hereby given pursuant to Section 91 of the Companies Act, 2013 and Regulation 42 of SEBI (LODR) Regulations, 2015, that the Register of Members and Share Transfer Books of the company will remain closed from Wednesday, the September 22, 2021 to Wednesday, the September 29, 2021 (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 : September 6, 2021