



# HB LEASING AND FINANCE CO. LTD.

Regd. Office : Plot No. 31, Echelon Institutional Area, Sector - 32, Gurugram -122001 (Haryana)  
Ph.:0124-4675500, Fax:0124-4370985, E-mail:corporate@hbleasing.com  
Website : www.hbleasing.com, CIN : L65910HR1982PLC034071

26<sup>th</sup> September, 2024

Listing Centre

The Listing Department  
BSE Limited,  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Fort  
Mumbai – 400001

Company Code: 508956

Sub: - Intimation under Reg 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 - Intimation to Shareholders holding shares in Physical Mode

Dear Sir / Madam,

In terms of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and SEBI Master Circular bearing reference No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 07<sup>th</sup> May, 2024, we hereby enclose the specimen copy of Intimation letter dispatched to the shareholders holding shares in physical mode on Thursday, 26<sup>th</sup> September, 2024, requesting them to furnish their PAN, KYC details and Nomination for updation to the Registrar and Transfer Agent ("RTA") of the Company viz. RCMC Share Registry Private Limited.

You are requested to take the above information on record and oblige.

Thanking you,

Yours truly,  
For **HB Leasing and Finance Company Limited**

**SONALI SHARMA**  
(Company Secretary & Compliance Officer)

Encl: As above



# HB LEASING AND FINANCE CO. LTD.

Regd. Office: Plot No. 31, Echelon Institutional Area, Sector-32, Gurugram - 122001 (Haryana)  
Ph. : 124-4675500, Fax : 124-4370985, E-mail: corporate@hbleasing.com  
Website: www.hbleasing.com, CIN: L65910HR1982PLC034071

13<sup>th</sup> September, 2024

Dear Shareholder,

**SUB: MANDATORY FURNISHING OF PAN, KYC DETAILS AND NOMINATION BY HOLDERS OF PHYSICAL SECURITIES**

**Securities and Exchange Board of India ("SEBI")** vide its Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 07th May, 2024 has made it mandatory for the holders of physical securities to furnish PAN, Nomination, Contact details, Bank A/c details and Specimen Signatures for their corresponding folio numbers.

Hence, we request you to furnish the documents/ details as per following:

Particulars	KYC Forms
PAN*	Form ISR-1
Address with PIN	
E-mail address	
Mobile Number	
Bank Details	
Specimen Signature	Form ISR-2
Nomination	Form SH-13 / SH-14 / ISR-3

(\* PAN furnished should be linked to Aadhaar. In case the same is not linked, the folio will be treated in the same manner as a folio for which PAN has not been furnished.

In the event of failure to update the same, please note that:

- Such folios shall not be eligible to lodge grievance or avail any service request from the Registrar & Share Transfer Agent ("RTA") unless and until the KYC details are updated.
- with effect from 01st April, 2024, any payment including dividend, interest or redemption payment can be made in electronic mode. In respect of such folios, which are not KYC compliant, such payments shall be held back by the Company and they shall be made through electronic mode only after the KYC details are updated.

The aforesaid KYC forms are available on website of RTA i.e. [www.rcmcdelhi.com](http://www.rcmcdelhi.com) and website of Company i.e. [www.hbleasing.com](http://www.hbleasing.com)

You are requested to provide the aforesaid documents in any of the following modes to our RTA, RCMC Share Registry Pvt. Ltd., B-25/1, First Floor, Okhla Industrial Area, Phase – II, New Delhi – 110020, Ph: 011-26387320, 26387321, **Email: [investor.services@rcmcdelhi.com](mailto:investor.services@rcmcdelhi.com)**

- Through web-portal:** Documents / Service Requests can be submitted on the web-portal of our RTA, RCMC Share Registry Private Limited - [www.rcmcdelhi.com](http://www.rcmcdelhi.com).
- Through Post:** by furnishing hard copies of self-attested documents.
- Through electronic mode with e-sign:** Documents / Service Requests can be sent through electronic mode with e-sign i.e. Digital Signature provided they are sent through e-mail id of the holder registered with RTA.

The RTA shall acknowledge the receipt of the documents received under (ii) & (iii) by intimating the shareholder through post or by sending e-mail on the e-mail ID as registered with the RTA.

**Given that the shares held by you are in physical form, hence in your interest, we also urge you to get your shares dematerialized at the earliest.**

Thanking You,  
Yours faithfully

For **HB Leasing & Finance Company Limited**

Sd/-  
**Sonali Sharma**  
Company Secretary