

# RITA FINANCE AND LEASING LIMITED

CIN:L67120DL1981PLC011741

Registered Office: 325, Third Floor, Agarwal Plaza, Sector-14 Rohini, New Delhi- 110085

E-mail:[ritaholdingsltd@gmail.com](mailto:ritaholdingsltd@gmail.com); Website:[www.ritafinance.in](http://www.ritafinance.in); Tel.: +91-9810260127

February 10,2025

To,

<b>Department of Corporate Relations BSE Limited P. J. Towers, Dalal Street, Fort Mumbai-400 001</b>	<b>Metropolitan Stock Exchange of India Limited 205(A), 2nd floor, Piramal Agastya Corporate Park, Kamani Junction, LBS Road, Kurla (West), Mumbai - 400070</b>
<b>Security Code: 543256</b>	<b>Symbol: RFL</b>

Dear Sir/Madam,

**Sub:Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015-  
Intimation of appointment and resignation of Company Secretary.**

Dear Sir/ Madam,

Pursuant to Regulation 30 of the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015, we would like to inform you that:

1. **Ms. Rashi Singhal ( M.No-A24578)**, has tendered her resignation from the post of Company Secretary and Compliance Officer of the company vide her resignation letter dated 10<sup>th</sup> February, 2025 due to personal reasons.

The Company received and accepted her resignation w.e.f. 10<sup>th</sup> February, 2025 and has relieved her from the official responsibilities of the Company Secretary and Compliance Officer .

Considering it as material information additional disclosure required under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 along with SEBI Circular No. CIR/CFD/CMD/4/2015 dated 09<sup>th</sup> September, 2015 regarding resignation of Company Secretary and Compliance Officer, is attached as **Annexure- A**.

2. Based on the recommendation of Nomination and Remuneration Committee, the board of directors in their meeting held today i.e February 10,2025 considered and approved the appointment of **Ms. Anita Chougule (M No. A47929)** as the Company Secretary and Compliance Officer of the Company **w.e.f., 10<sup>th</sup> February, 2025**.

Additional disclosure as required under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 along with SEBI Circular No. CIR/CFD/CMD/4/2015 dated 09<sup>th</sup>September, 2015 regarding appointment of Company Secretary and Compliance Officer is attached as **Annexure- B**.

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Further to inform you that in meeting held on today, the February 10, 2025 commenced at 05.00 P.M. and concluded at 05:30P.M.

You are requested to take note of the same and make necessary updations in your records.

**Thanking You,**

**For RITA FINANCE AND LEASING LIMITED**

**PAWAN KUMAR MITTAL**

**(Director)**

**DIN: 00749265**

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## Annexure-A

Details under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 along with SEBI Circular No. CIR/CFD/CMD/4/2015 dated 09th September, 2015 regarding resignation of Company Secretary and Compliance Officer

S. No.	Particulars	Details
1.	Reason of Change viz-Appointment, resignation, removal, death or otherwise	Ms. Rashi Singhal( M.No: A24578) has tender her resignation as company secretary and compliance officer due to Personal reason.
2.	Date of Appointment/ Cessation & term of appointment	10 <sup>th</sup> February, 2025 (copy of resignation attached)
3.	Brief Profile ( In case of appointment)	Not Applicable
4.	Disclosure of relationships between Directors( In case of appointment of director)	Not Applicable

## Annexure- B

Details under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 along with SEBI Circular No. CIR/CFD/CMD/4/2015 dated 09thSeptember, 2015regarding appointment of Company Secretary and Compliance Officer of the Company.

S. No.	Particulars	Details
1.	Reason of Change viz-Appointment, resignation, removal, death or otherwise	Ms.Anita Chougule ( M.No:A47929) as company secretary and compliance officer ( Key Managerial Personnel)
2.	Date of Appointment/ Cessation & term of appointment	10 <sup>th</sup> February,2025
3.	Brief Profile ( In case of appointment)	Mrs. Anita Chougule is a Member of the Institute of Company Secretaries of India. She has completed her Bachelors of Arts from Shivaji University. She has also completed Bachelors of Law from Shivaji University. She is having 5 years of experience and efficient with an ability to ensure that a Company complies and operates in accordance with statutory and legal provisions including SEBI Act, the Companies Act.
4.	Disclosure of relationships between Directors( In case of appointment of director)	Not related to any Director or Key Managerial Personnel of the Company.

February 10, 2025

To,  
The Board of Directors,  
Rita Finance and Leasing Limited,  
325, IIIrd Floor, Aggarwal Plaza,  
Sector-14 Rohini,  
Delhi-110085

**Sub:** Resignation as Company Secretary and Compliance Officer of the Company

Dear Sir,

Due to personal reasons, I hereby tender my resignation from the office of the Company Secretary and Compliance Officer of the Company with immediate effect.

I thank to the Board of Directors of the Company for giving me the opportunity and assistant to discharge my duty during my tenure as a Company Secretary of the company.

Kindly acknowledge the receipt of this resignation letter and arrange to submit the necessary forms with the office of Registrar of Companies.

Thanking you,

Yours faithfully,

*Rashi Singhal*

ACS-24578

**Rashi Singhal**  
**Company Secretary**