



# 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

23<sup>rd</sup> March, 2022

Listing Centre

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

Company Code: 508956

Sub: - Intimation to Shareholders holding shares in Physical Mode

Dear Sir / Madam,

Pursuant to Regulation 30 and Part A of Schedule III of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we hereby enclose the copy of Intimation letter sent to the shareholders holding shares in physical mode to furnish their PAN, KYC and Nomination details in respective forms ISR-1, ISR-2, ISR-3, SH-13 and SH-14 with the Registrars and Transfer Agent of the Company viz. RCMC Share Registry Private Limited in compliance with the SEBI Circular No. SEBI/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 03rd November, 2021 and subsequent clarification vide Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMS/P/CIR/2021/687 dated 14th December, 2021.

The aforesaid forms are available on the Company's website [www.hbleasing.com](http://www.hbleasing.com) and RTA's website [www.rcmcdelhi.com](http://www.rcmcdelhi.com).

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

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 Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 03<sup>rd</sup> November, 2021 read with SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 14<sup>th</sup> December, 2021 mandates all the holders of physical securities to furnish their KYC details (PAN, Address with PIN, Email address, Bank Details, Signatures) and Nomination.

In view of the same, we request you to submit the aforesaid details/documents in the following manner:

Sl. No.	Particulars	Consequences of non-submission as per SEBI Circular														
1.	<b>Mandatory Documents and/or details required to be submitted:</b> <table border="1"><tr><td>PAN</td><td>For registration/updation in the PAN, Bank details,</td></tr><tr><td>Address with PIN</td><td>Postal address, Email address or Mobile number,</td></tr><tr><td>E-mail address</td><td>please provide the details in the prescribed <b>Form</b></td></tr><tr><td>Mobile Number</td><td><b>ISR-1</b> along with related documents as stated</td></tr><tr><td>Bank Details</td><td>therein, self-attested by the shareholder(s)</td></tr><tr><td>Signatures</td><td>In case there is a change, please provide banker's attestation of the signature of the shareholder(s) in <b>Form ISR-2</b> and Original cancelled cheque with name printed.</td></tr><tr><td>Nomination</td><td>Please provide duly completed prescribed forms as applicable:<ul style="list-style-type: none"><li>• for registration in <b>Form SH-13</b></li><li>• for opting out in <b>Form ISR-3</b></li><li>• for change in existing nomination in <b>Form SH-14</b></li><li>• for cancellation of existing nomination in <b>Forms SH-14 and ISR-3</b></li></ul></td></tr></table>	PAN	For registration/updation in the PAN, Bank details,	Address with PIN	Postal address, Email address or Mobile number,	E-mail address	please provide the details in the prescribed <b>Form</b>	Mobile Number	<b>ISR-1</b> along with related documents as stated	Bank Details	therein, self-attested by the shareholder(s)	Signatures	In case there is a change, please provide banker's attestation of the signature of the shareholder(s) in <b>Form ISR-2</b> and Original cancelled cheque with name printed.	Nomination	Please provide duly completed prescribed forms as applicable: <ul style="list-style-type: none"><li>• for registration in <b>Form SH-13</b></li><li>• for opting out in <b>Form ISR-3</b></li><li>• for change in existing nomination in <b>Form SH-14</b></li><li>• for cancellation of existing nomination in <b>Forms SH-14 and ISR-3</b></li></ul>	Wherein any one of the cited details/documents are not available on or after 01 <sup>st</sup> April, 2023, such folio shall be frozen by RTA as per SEBI circular.  Kindly note the shareholder of the frozen folios shall be: <ul style="list-style-type: none"><li>• eligible to lodge any grievance or avail service request from the RTA of the Company only after furnishing the complete documents / details as provided.</li><li>• eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with the stated requirements.</li><li>• referred by the RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on 31<sup>st</sup> December, 2025.</li></ul>
PAN	For registration/updation in the PAN, Bank details,															
Address with PIN	Postal address, Email address or Mobile number,															
E-mail address	please provide the details in the prescribed <b>Form</b>															
Mobile Number	<b>ISR-1</b> along with related documents as stated															
Bank Details	therein, self-attested by the shareholder(s)															
Signatures	In case there is a change, please provide banker's attestation of the signature of the shareholder(s) in <b>Form ISR-2</b> and Original cancelled cheque with name printed.															
Nomination	Please provide duly completed prescribed forms as applicable: <ul style="list-style-type: none"><li>• for registration in <b>Form SH-13</b></li><li>• for opting out in <b>Form ISR-3</b></li><li>• for change in existing nomination in <b>Form SH-14</b></li><li>• for cancellation of existing nomination in <b>Forms SH-14 and ISR-3</b></li></ul>															
2.	<b>Compulsory linking of PAN and Aadhaar by all holders of physical securities-</b>  As per the Central Board of Direct Taxes (CBDT) it is mandatory to link PAN with Aadhaar number for resident investors by 31 <sup>st</sup> March, 2022. Shareholders who are yet to link the PAN with Aadhaar number are requested to get the same linked before 31 <sup>st</sup> March, 2022.	Post 31 <sup>st</sup> March, 2022 or any other date as may be specified by the CBDT, RTAs shall accept only valid PANs i.e. PAN which are linked to the Aadhaar number.  The folios which do not have valid PANs as on 31 <sup>st</sup> March, 2022 or any other date as may be specified by the CBDT, shall be frozen														

The above forms can be downloaded from Company website: [www.hbleasing.com](http://www.hbleasing.com) or RTA website [www.rcmcdelhi.com](http://www.rcmcdelhi.com)

### **The aforesaid documents can be provided to our RTA in any of the following modes:**

i. **Through 'In Person Verification' (IPV):** The original documents can be submitted by the shareholder in person at RTA's office at below mentioned address which shall be verified by the authorized person of the RTA and retain copy(ies) with IPV stamping with date and initials:

**RCMC Share Registry Pvt. Ltd.**

B-25/1, First Floor  
Okhla Industrial Area, Phase – II  
New Delhi – 110020  
Ph: 011-26387320, 21

ii. **In hard copy:** by furnishing original of the relevant document duly self-attested with date at RTA's office address mentioned above.

iii. **With e-sign:** Documents / Service Requests can be sent through electronic mode with e-signature i.e. Digital Signature at RTA's email-jd: [investor.hb@rcmcdelhi.com](mailto:investor.hb@rcmcdelhi.com)

Thanking You,  
Yours faithfully

For HB Leasing and Finance Company Limited

Sd/-  
Sonali Sharma  
Company Secretary