



# 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

31<sup>st</sup> May, 2023

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 to furnish PAN, KYC details and Nomination as per SEBI Circular**

Dear Sir / Madam,

Pursuant to Regulation 30 read with Para A under 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, requesting them to furnish their PAN, KYC and Nomination details with the Registrar and Transfer Agent ("RTA") of the Company viz. RCMC Share Registry Private Limited in compliance with the SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March, 2023 (Sample Copy attached).

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)  
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Website: www.hbleasing.com, CIN: L65910HR1982PLC034071

15<sup>th</sup> May, 2023

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/2023/37 dated 16<sup>th</sup> March, 2023 in supersession of earlier Circulars i.e. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 03<sup>rd</sup> November, 2021 and SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 14<sup>th</sup> December, 2021, has made it mandatory for the holders of physical securities to furnish PAN, Nomination, Contact details, Bank A/c details and Specimen signature for their corresponding folio numbers on or before 01<sup>st</sup> October, 2023.

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>	Wherein any one of the cited details/documents is not available on or after 01 <sup>st</sup> October, 2023, such folio shall be frozen by <b>Registrar and Transfer Agent "RTA"</b> as per the above mentioned 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 in respect of such frozen folios, only through electronic mode w.e.f. 01<sup>st</sup> April, 2024 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, Postal address, Email address or Mobile number, please provide the details in the prescribed <b>Form ISR-1</b> along with related documents as stated therein, self-attested by the shareholder(s)
	Address with PIN		
	E-mail address		
	Mobile Number		
	Bank Details		
Specimen Signature	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	<ul style="list-style-type: none"><li>Please provide duly completed prescribed forms as applicable:</li><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>Form SH-14 and Form 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 30 <sup>th</sup> June, 2023. Security holders who are yet to link the PAN with Aadhaar number are requested to get the same linked before 30 <sup>th</sup> June, 2023..	Post 30 <sup>th</sup> June, 2023 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 30 <sup>th</sup> June, 2023 or any other date as may be specified by the CBDT, shall be frozen.	

The above forms (Form ISR-1, 2 etc.) 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:**

**RCMC Share Registry Pvt. Ltd.**

B-25/1, First Floor  
Okhla Industrial Area, Phase – II  
New Delhi – 110020  
Ph: 011-26387320, 21  
Email: investor.services@rcmcdelhi.com

- Through 'In Person Verification' (IPV):** The authorized person of the RTA shall verify the original documents furnished by the shareholder in person and shall provide acknowledgement with IPV stamping with date and initials:
- 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.  
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 registered e-mail ID as available with the RTA.

Thanking You,  
Yours faithfully

For **HB Leasing and Finance Company Limited**

Sd/-  
**Sonali Sharma**  
Company Secretary