

# RITA FINANCE AND LEASING LIMITED

CIN:L67120DL1981PLC011741

**Registered Office:** D-328, Basement Floor, Defence Colony, New Delhi- 110024  
**E-mail:**[ritaholdingsltd@gmail.com](mailto:ritaholdingsltd@gmail.com); **Website:**[www.ritafinance.in](http://www.ritafinance.in); Tel.: 011-46772202

September 08, 2023

To,

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

SYM:RFLI  
ISIN: INE018S01016

Sub: Intimation pursuant to the Regulation 30(2)/(4) read with clause 7 of Para A of Part A of Schedule III of SEBI (LODR) Regulations, 2015 for Resignation of the Company Secretary and Compliance officer/Change in KMP of the Company.

Ref: SEBI Circular No. CIR/CFD/CMD/4/2015 dated September 09, 2015

Dear Sir/Madam,

We would like to inform you that Mr. Shubham Joshi (M. No. A69994) has ceased to be Company Secretary and Compliance officer of the Company w.e.f. 07/09/2023 due to personal reasons.

The company has accepted his resignation and relieved her from the responsibilities w.e.f closing of working hours September 07, 2023. Her successor shall be appointed shortly and the same shall be intimated to the Stock Exchanges.

The particulars of the resignation of Mr. Shubham Joshi (M. No. A69994) as the Company Secretary and Compliance officer are as under:

S. No.	Particulars	Disclosures
1.	Reason for change viz. appointment, resignation, removal, death or otherwise	Resignation due to personal reasons.
2.	Date of cessation	Closing of working hours 07/09/2023.
3.	Brief profile (in case of appointment)	N.A.
4.	Disclosure of Relationships between directors (in case of appointment of a director)	N.A.
5.	Resignation letter	Attached

You are requested to please take on record the above said information for resignation of the Company Secretary.

Thanking You,  
Yours Faithfully,

For Rita Finance and Leasing Limited

Pawan Kumar Mittal  
Director  
DIN: 00749265

Place: New Delhi

Encl: copy of resignation letter

To,

Date: 07/09/2023

**The Board of Directors**  
**Rita Finance and Leasing Limited**  
D-328 Basement Floor Defence Colony  
New Delhi- 110024

**Subject: Resignation from the office of Company Secretary of the company**

Dear Sir/Madam,

I hereby tender my resignation from office of the Company Secretary of Rita Finance and Leasing Limited with immediate effect and request that a notice of my resignation be given to the registrar of companies.

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

I request you to please provide me an acknowledgement for receipt of the resignation and a copy of the e-Form DIR-12 filed with the Registrar of Companies to that effect for my reference and record.

Thank you

**FOR RITA FINANCE AND LEASING LIMITED**

  
**Shubham Joshi**  
**(Company Secretary and Compliance Officer)**  
**Address: D-328, Basement Floor, Defence**  
**Colony, South Delhi, New Delhi-110024**