

# 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

March 30,2024

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. Chanchal Sharma( M.No-A69375)**, has tendered her resignation from the post of Company Secretary and Compliance Officer of the company vide her resignation letter dated 30<sup>th</sup> March, 2024. due to unavoidable circumstances.

The Company received and accepted her resignation w.e.f.31<sup>st</sup> March, 2024 and has relieved her from the official responsibilities of the Company Secretary and Compliance Officer effective from the close of business hours of 31st March, 2024.

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 March 30,2024 considered and approved the appointment of **Ms. Rashi Singhal (M No. A24578)** as the Company Secretary and Compliance Officer of the Company **w.e.f., 01st April, 2024**.

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 30<sup>th</sup> March, 2024 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. Chanchal Sharma( M.No: A69375) has tender her resignation as company secretary and compliance officer due to unavoidable circumstances.
2.	Date of Appointment/ Cessation & term of appointment	31 <sup>st</sup> March 2024 ( close of business hours)
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 09th September, 2015 regarding 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.Rashi Singhal ( M.No:A24578) as company secretary and compliance officer ( Key Managerial Personnel)
2.	Date of Appointment/ Cessation & term of appointment	w.e.f 01 <sup>st</sup> April, 2024
3.	Brief Profile ( In case of appointment)	Ms. Rashi Singhal is a qualified member of the Institute of Company Secretaries of India. She has done her M.com. from CCS University, Meerut and having sound knowledge of Listed, Secretarial Compliances.
4.	Disclosure of relationships between Directors( In case of appointment of director)	Not related to any Director or Key Managerial Personnel of the Company.

Date : 30.03.2024

To,  
The Board of Directors  
Rita Finance And Leasing Limited.  
D-328, Basement Floor, Defence Colony,  
South Delhi, New Delhi, Delhi, India, 110024

**Subject : Resignation as a Whole time Company Secretary of the Company.**

Dear Sir,

Due to unavoidable circumstances, I hereby tender my resignation from the post of Company Secretary of your company w.e.f **31.03.2024**.

I shall be highly obliged if the Board of Directors of the company considers my resignation at the earliest.

I hereby give my felicitation to all the members of the Board for the unstinted faith and cooperation that I have received during my tenure as a Company Secretary.

You are requested to please arrange for filing of e-Form DIR-12 with the Registrar of Companies to that effect and give intimation to all the concerned departments and give a copy of the same to me for my reference and record.

Thanking You,

Yours Sincerely,

*Chanchal Sharma*

**Chanchal Sharma**  
**Company Secretary**  
**M. No : ACS 69375**