

**DEVKI LEASING AND FINANCE LIMITED**

REG off: "VELOCITY", 18-A Scheme No 94 C, Ring Road, Indore (M.P.) 452010

CIN: L65921MP1993PLC007522 Email ID- [difindore@gmail.com](mailto:difindore@gmail.com)

Phone no. - 0731-4735555

**NOTICE OF THE TWENTY SIXTH ANNUAL GENERAL MEETING,  
REMOTE E-VOTING INFORMATION AND BOOK CLOSURE**

Notice is hereby given to the Members of DEVKI LEASING AND FINANCE LIMITED that the Twenty Sixth Annual General Meeting (AGM) of the Company will be held on Tuesday, the 25th day of September, 2018 at 1:30 PM at the registered office of the company at "VELOCITY", 18-A Scheme No 94 C, Ring Road, Indore (M.P.) 452010 to transact Ordinary and Special Business as set out in the notice of the AGM together with the Explanatory Statement relating to the businesses specified therein.

Electronic copies of the Notice of the 26th AGM, Annual Report for the year 2017-18, Attendance Slip, Proxy Form and Route Map have been sent electronically to all the shareholders whose email IDs are registered with the Company & Share Transfer Agent M/s Ankit Consultancy Private Limited. The Physical copies of the Notice, Annual Report, Attendance Slip, Proxy Form and Route Map have been sent to all other shareholders at their registered address in permitted mode. The Company has completed the dispatch of Annual Report as well as sending of Annual Report by emails to Members on 31st August 2018.

The Annual Report with aforesaid documents is also available on the Company's website [www.devkileasing.com](http://www.devkileasing.com). Members, who do not receive the Annual Report, may download it from the Company's website or may request for a copy of the same by writing at the Company's email id- [difindore@gmail.com](mailto:difindore@gmail.com) or at Registered Office address of the Company.

Further Pursuant to the provisions of Section 91 of the Companies Act, 2013, and applicable rules made thereunder and Regulation 42 of SEBI LODR, the Register of Members and the Share Transfer Books of the Company will remain closed from Wednesday, September 19, 2018 to Tuesday, September 25, 2018 (both days inclusive).

Pursuant to the provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 (1) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Members are provided with the facility to cast their vote electronically, through the e-voting services provided by Central Depository Services (India) Limited (CDSL), on all the resolutions set forth in the Notice of the AGM. The detailed instructions for remote e-voting facility are contained in Notice of the AGM which has already been sent to the Members.

The details pursuant to the provisions of the Companies Act, 2013 and the Rules are given hereunder:

1. The Cutoff date for determining the eligibility of the members for voting through remote e-voting and voting at the AGM is Tuesday, 18th September 2018.
2. The remote e-voting period commences on Saturday, 22nd September 2018 at 9.00 am, and ends on Monday, 24th September 2018 at 5.00 pm. Remote e-voting shall not be allowed beyond the said time and date.
3. A person whose name is recorded in the Register of Members or in the Register of Beneficial owners maintained by the Depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting in the AGM.
4. Members may participate in the Annual General Meeting even after exercising their right to vote through remote e-voting but shall not be allowed to vote again in the meeting.
5. The facility for voting through poll paper shall be made available at the AGM and members who have not cast their vote by remote e-voting shall be able to exercise their right at the AGM. In the case members cast their votes through both the modes, voting done by e-voting shall prevail and vote cast through poll paper shall be treated as invalid.
6. Persons who have acquired shares of the Company and become a member of the Company after dispatch of the Notice of the AGM and holds shares as on the cut-off date i.e. 18th September 2018, may obtain the login-ID and password by sending request at [ankit\\_4321@yahoo.com](mailto:ankit_4321@yahoo.com). However if the person is already registered with CDSL for remote e-voting then the existing user Id and password can be used for casting vote.
7. In case of any queries or grievances relating to remote e-voting, members/ beneficial owners may refer the "Frequently Asked Questions" and "E-voting manual" available at CDSL website, [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
8. The Notice of the 26th AGM is also available on the website of the CDSL [www.evotingindia.com](http://www.evotingindia.com).
9. The entry at the meeting venue will be regulated by attendance slip, which has been sent along with Annual Report to the members. Members are requested to submit duly filled in Attendance slip at the registration counter to attend the AGM.
10. The shareholder may contact Company Secretary of the Company for any grievance connected with electronic voting:

Ms. Shilpa Gulani,  
"Velocity" 18-A, Scheme 94C,  
Ring Road, Indore (MP) - 452010  
Email: [difindore@gmail.com](mailto:difindore@gmail.com)  
Telephone: 0731-4735510

**SEBI notifications**

The Securities and Exchange Board of India (SEBI) vide notification dated 20th April, 2018 has mandated registration of PAN and Bank Account Details for all security holders. Members holding shares in physical form are therefore, requested to submit their PAN and Bank Account details to Ankit Consultancy Private Limited (Registrar and Share transfer agent) at 60 Electronic Complex, Pardeshipura, Indore (M.P.) 452010, Tel No-0731-2551745, Fax-0731-4065796,, Email-[ankit\\_4321@yahoo.com](mailto:ankit_4321@yahoo.com) along with a self-attested copy of PAN Card and original cancelled cheque. The original cancelled cheque should bear the name of the Member. In the alternative Members are requested to submit a copy of bank passbook/ statement attested by the bank. Members holding shares in Demat form are requested to submit the aforesaid information to their respective Depository Participant.

SEBI vide notification dated 8th June 2018, has amended Regulation 40 of SEBI (LODR) Regulations 2015, mandating transfer of securities only in dematerialized form. Accordingly, the Company will not accept requests for transfer of Securities unless the Securities are held in dematerialized form with effect from 5th December 2018.

For DEVKI LEASING AND FINANCE LIMITED

Place: Indore  
Date: 31.08.2018Shilpa Gulani  
Company Secretary

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