

PKLF

## P K LEASING & FINANCE LIMITED

P.K LEASING & FINANCE LIMITED  
Regd. Off.: P-36, India Exchange place, Kolkata – 700001  
Tel. No.: 033-2225 3123  
E-mail: anilpklf@gmail.com, website: [www.pkleasing.in](http://www.pkleasing.in)  
CIN: L65910WB1992PLC055895

### **NOTICE OF 26<sup>TH</sup> ANNUAL GENERAL MEETING**

NOTICE is hereby given that **26<sup>th</sup> Annual General Meeting** of the share Holders of P. K. Leasing & Finance Ltd will be held at the registered office of the Company at P-36, India Exchange Place, 4<sup>th</sup> Floor, Kolkata-700 001 on Monday 24<sup>th</sup> September 2018 from 11 A.M to transact the following business:-

#### **ORDINARY BUSINESS**

##### **Item No. 1-Adoption of financial Statements for the financial year ended 31<sup>st</sup> March 2018:**

To receive, consider and adopt the Audited Financial Statements (Balance Sheet, Statement of Profit & Loss, Cash Flow Statements and other financial Reports) of the company for the financial year ended March 31, 2018 and the report of the Board of Directors ("the Board") and Auditors thereon.

##### **Item No. 2-Retirement by Rotation of Director:**

To appoint a Director in the place of Mr.Anil Kumar Agarwal (DIN-00315722) who retires by rotation and being eligible offers himself for re-appointment.

##### **ITEM NO. 3**

##### **Appointment of Auditors**

To consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution by (a) approving the appointment of M/s. JSGA & Associates, Chartered Accountants as Statutory Auditors of the Company from August 20, 2018 till the conclusion of this Annual General Meeting arising out of the casual vacancy caused by the resignation of M/s, Deepa Tekriwal & Associates, Chartered Accountants, (FRN No. 328437E); and (b) Appointing them as Statutory Auditors of the Company for a term of up to 5 years and fixing their remuneration:

**“RESOLVED THAT**, pursuant to Section 139(8) and other applicable provisions, if any, of the Companies Act, 2013 and Rules framed there under, as amended, appointment of M/s. JSGA & Associates, Chartered Accountants by the Board of Directors (Board) of the Company from August 20, 2018 till the conclusion of this Annual General Meeting (AGM), for filling the casual vacancy caused by the resignation of M/s, Deepa Tekriwal & Associates, Chartered Accountants, (FRN No. 328437E) be and is hereby approved.”

**“ RESOLVED FURTHER THAT**, pursuant to Section 139, 140 and other applicable provisions, if any, of the Companies Act, 2013 and Rules framed there under, as amended, M/s. JSGA & Associates, Chartered Accountants, be and are hereby appointed as Statutory Auditors of the Company for a term of up to 5 years and to hold office from the conclusion of this AGM till the conclusion of the 34th AGM, subject to ratification of such appointment by the Members of the Company at every AGM and on such remuneration plus applicable taxes and reimbursement of out of pocket expenses incurred during the course of audit, as may be decided by the Board/Audit Committee.”

**Registered office:-**

**P-36 India Exchange Place**

**Kolkata-700 001**

**Dated: 20.08.2018**

**By order of the Board**

**Anil Kumar Agarwal**  
**(Managing Director)**

**NOTES:**

- 1. AN EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013 SETTING OUT MATERIAL FACTS AND REASONS FOR THE PROPOSED RESOLUTIONS IS ANNEXED HERETO**
- 2. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE AGM IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE IN THE MEETING, INSTEAD OF HIMSELF/ HERSELF**
- 3. AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY.**
4. A PERSON CAN ACT AS PROXY ON BEHALF OF MEMBERS UPTO AND NOT EXCEEDING FIFTY AND HOLDING IN THE AGGREGATE NOT MORE THAN TEN PERCENT OF THE TOTAL SHARE CAPITAL OF THE COMPANY. FURTHER, A MEMBER HOLDING MORE THAN TEN PERCENT OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS MAY APPOINT A SINGLE PERSON AS PROXY AND SUCH PERSON SHALL NOT ACT AS PROXY FOR ANY OTHER PERSON OR MEMBER. THE INSTRUMENT APPOINTING PROXY MUST BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE COMMENCEMENT OF ANNUAL GENERAL MEETING.
5. The instrument appointing the proxy, duly completed, must be deposited at the company's registered office not less than 48 hours before the commencement of the meeting. A proxy for the AGM is enclosed.
6. A person can act as proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percentage of the total share capital of the company carrying voting rights. A member holding more than ten percentage of the total share capital of the company carrying voting right may appoint a single person as proxy and such person shall not act as proxy for any other person or shareholders
7. Members/ Proxies should bring the Attendance Slip duly filled, enclosed herewith to attend the meeting.
8. Corporate Members intending to send their authorized representatives to attend the meeting are requested to send a certified copy of the Board Resolution to the Company, authorizing their representatives to attend and vote on their behalf at the Annual General Meeting.
9. A statement giving the relevant details of the Directors seeking re-appointment under Item Nos. 2 forms the part of this Notice. The Directors have furnished the requisite consents/declarations for their appointment.
10. The Register of Directors' and Key Managerial Personnel and their shareholding, maintained under section 170 of the Companies Act 2013, will be available for inspection by the members at the AGM.
11. The Register of the Contracts or Arrangement in which the directors are interested, maintained under section 189 of the Companies Act 2013, will be available for inspection by the members at the AGM.
12. The Register of Members and share Transfer Books of the Company shall remain close from Tuesday 18<sup>th</sup> September 2018 to Monday 24<sup>th</sup> September 2018 (both days inclusive) for the year ended 31 March, 2018 and the AGM.
13. Members whose shareholding is in the electronic mode are requested to direct change of necessary details to their respective Depository Participant(s).
14. Members holding shares in the physical form are requested to address all correspondences to the Registrar and Share Transfer Agent, Niche Technologies Pvt. Ltd., D-511, Bagree Market, 5<sup>th</sup> Floor, 71 B.R.B. Basu Road, Kolkata – 700-001.
15. The company is concerned about the environment and utilizes natural resources in a sustainable way. We therefore request you to register your E-Mail ID with your Depository Participant(s) to enable us to send Annual Report and other correspondences via e – mail and hard copies will only be sent to the members who are not available on the e- mail. Members can also refer their folio number / Client ID and send their contact Information along with the e- mail ID to the company at: [anilpklf@gmail.com](mailto:anilpklf@gmail.com)

16. Members may also note that the notice of the 26<sup>th</sup> Annual General Meeting and the Annual Report for 2018 will also be available on the Company's website [www.pkleasing.in](http://www.pkleasing.in) for their download. Members are also entitled to receive the physical copies of aforesaid documents upon making a request for the same, free of cost. For any communication, the shareholders may also send request to the e-mail ID: [anilpklf@gmail.com](mailto:anilpklf@gmail.com)
17. The Securities and Exchange Board of India (SEBI) vide its circular dated 20th April, 2018 has mandated registration of Permanent Account Number (PAN) and Bank Account Details for all securities holders. Members holding shares in physical form are therefore, requested to submit their PAN and Bank Account Details to the Registrar and Share Transfer Agent, Niche Technologies Pvt. Ltd., D-511, Bagree Market, 5<sup>th</sup> Floor, 71 B.R.B. Basu Road, Kolkata – 700-001. by sending a duly signed letter along with 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.
18. Additional information, pursuant to Regulation 36 of SEBI (LODR) Regulations, 2015, in respect of the directors seeking appointment/re-appointment at the AGM of aforesaid notice, is furnished as Annexure to the Notice. The directors have furnished consent/declaration for their appointment/re-appointment as required under the Companies Act, 2013 and the Rules there under.
19. Members are requested to bring their copies of the Reports and Accounts to the meeting. Members seeking any information or clarification on the Accounts are requested to send, in writing, queries to the company, at least one week before the date of the meeting, Replies will be provided, in respect of such written queries, only at the meeting.
20. In case of joint holders attending the meeting, only such joint holder who is higher in the order of names will be entitled to vote.
21. At present the Company's equity shares are listed on the stock exchanges at Kolkata (The Calcutta Stock Exchange Association Ltd) and Mumbai (Metropolitan Stock Exchange of India Ltd), Listing fees for the financial year 2017-2018 have been paid to all the aforesaid Stock Exchanges. Members are informed that the scripts of the Company have been activated both in CDSL & NSDL and may be dematerialized under the ISIN-INE061D01018. The custodian fees for the financial year 2017-2018 have been paid to all the aforesaid Depositories.
22. All documents referred to in accompanying Notice are open for inspection at the registered office of the company on all working days between 11.00 AM to 1.00 PM up to the date of Annual General Meeting.
23. The Ministry of Corporate Affairs (MCA) has taken a "Green Initiative in the Corporate Governance" by allowing paperless compliances by the companies and has issued circulars stating that service of notice/documents including Annual Report can be sent by e-mail to its members. To support this green initiative of the Government in full measure, members are requested to register their e-mail addresses in respect of electronic holding with the Depository through their concerned Depository Participants. Members who hold shares in physical form are requested to send their e-mail address to our companies email ID : [anilpklf@gmail.com](mailto:anilpklf@gmail.com)
24. Institutional Members / Bodies Corporate (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution / Authority letter etc. together with attested specimen signature of the duly authorized signatory (ies) who are authorized to vote through e-mail at [mseema8@gmail.com](mailto:mseema8@gmail.com) ( Scrutinizer E-mail ID) with a copy marked to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) without which the vote shall not be treated as valid.
25. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of Monday, 17<sup>th</sup> September, 2018. A person who is not a member as on Cut Off date should treat this notice for information purpose only.
26. The notice of Annual General Meeting will be sent to the members, whose names appear in the register of members / beneficial owner's position list provided by depositories as at closing hours of business, on Monday, 17<sup>th</sup> August, 2018.

27. The shareholders shall have one vote per equity share held by them as on the cut-off date of Monday, 17<sup>th</sup> September, 2018. The facility of e-voting would be provided once for every folio / client id, irrespective of the number of joint holders.
28. Since the Company is required to provide members the facility to cast their vote by electronic means, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of Monday, 17<sup>th</sup> September, 2018, and not casting their vote electronically, may only cast their vote at the Annual General Meeting.
29. Notice of the AGM along with attendance slip, proxy form along with the process, instructions and the manner of conducting e-voting is being sent electronically to all the members whose e-mail IDs are registered with the Company / Depository Participant(s). For members who request for a hard copy and for those who have not registered their email address, physical copies of the same are being sent through the permitted mode.
30. Investors, who became members of the Company subsequent to the dispatch of the Notice / Email and hold the shares as on the cut-off date i.e. Monday, 17<sup>th</sup> September, 2018 are requested to send the written / email communication to the Company at anilpkf@gmail.com by mentioning their Folio No. / DP ID and Client ID to obtain the Login-ID and Password for e-voting.
31. Ms. Seema Manglunia Practicing Company Secretary (Membership No 10520) has been appointed as the Scrutinizer to scrutinize the remote e-voting process and voting at the AGM in a fair and transparent manner. The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the company and shall make, not later than 48 hours of the conclusion of the AGM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman of the Company or a person authorized by him in writing, which shall countersign the same and declare the result of the voting forthwith.
32. The Results declared along with the Scrutinizer's Report shall be placed on the Company's website www.pkleasing.in and on the website of CDSL viz www.cdslindia.com. The same will be communicated to the stock exchanges viz. Metropolitan Stock Exchange of India Limited and The Calcutta Stock Exchange Association Limited, where the shares of the company are listed.
33. Since e-voting facility (including Ballot Forms) is provided to the Members pursuant to the provisions of Section 108 of the Companies Act, 2013, read with Companies (Management and Administration) Rules, 2014, voting by show of hands are not allowed.
34. The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to held, allow voting with the assistance of scrutinizer, by use of "Ballot Paper" for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.

### **VOTING THROUGH ELECTRONIC MEANS**

I. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI (LODR) Regulations, 2015, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") will be provided by Central Depository Services (India) Limited (CDSL).

II. The facility for voting through ballot paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper. The members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.

### **III. The process and manner for remote e-voting are as under:**

(i) The remote e-voting period commences on Friday, 21<sup>st</sup> September, 2018 (9:00 AM IST) and ends on Sunday, 23<sup>rd</sup> September, 2018 (5:00 PM IST). During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of Monday 17<sup>th</sup> September, 2018, may cast their

vote by remote e-voting. The remote e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.

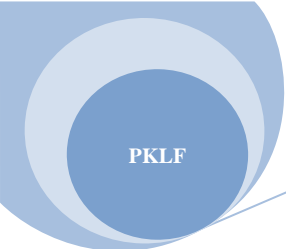
- (ii) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com) during the voting period
- (iii) Click on “Shareholders” tab.
- (iv) Now Enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Members holding shares in Physical Form should enter Folio Number registered with the Company, excluding the special characters.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) If you are holding shares in Demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.
- (vii) If you are a first time user follow the steps given below:

|                           | <b>For Members holding shares in Demat Form and Physical Form</b>  |
|---------------------------|--|
| PAN                       | Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"> <li>• Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN Field.</li> <li>• In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN Field.</li> </ul> |
| DOB                       | Enter the Date of Birth as recorded in your demat account with the depository or in the company records for your folio in dd/mm/yyyy format  |
| Bank Account Number (DBD) | Enter the Bank Account Number as recorded in your demat account with the depository or in the company records for your folio. <ul style="list-style-type: none"> <li>• Please Enter the DOB or Bank Account Number in order to Login.</li> <li>• If both the details are not recorded with the depository or company then please enter the member-id / folio number in the Bank Account Number details field as mentioned in above instruction (iv).</li> </ul>  |

- (viii) After entering these details appropriately, click on “**SUBMIT**” tab.
- (ix) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach ‘Password Creation’ menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN for the relevant Company Name i.e.” **P.K. LEASING & FINANCE LTD.**” on which you choose to vote.
- (xii) On the voting page, you will see “**RESOLUTION DESCRIPTION**” and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.

- (xiii) Click on the “**RESOLUTIONS FILE LINK**” if you wish to view the entire Resolution details.
- (xiv) After selecting the resolution you have decided to vote on, click on “**SUBMIT**”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.
- (xv) Once you “**CONFIRM**” your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take out print of the voting done by you by clicking on “**Click here to print**” option on the Voting page.
- (xvii) If Demat account holder has forgotten the same password then enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) **Note for Institutional Shareholders & Custodians:**
- Institutional shareholders (i.e. other than Individuals, HUF, and NRI etc.) and Custodians are required to log on to <https://www.evotingindia.com> and register themselves as Corporate.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details they have to create a compliance user which should be created using the admin login and password. The Compliance user would be able to link the account(s) for which they wish to vote on.
  - The list of accounts should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- (xix) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact them at 1800 200 5533.
- (xx) Shareholders can also cast their vote using CDSL’s mobile app m-voting available for android based mobiles. The m-voting app can be downloaded from Google Play Store. iPhone and Windows phone users can download the app from the App Store and the Windows Phone store. Please follow the instructions as prompted by the mobile app while voting on your mobile.





## ROUTE MAP



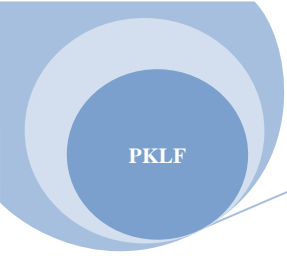
**Additional Information of Directors seeking re-appointment/appointment at the 26<sup>th</sup> Annual General Meeting pursuant to Regulation 36(3) of SEBI (LODR) Regulation, 2015 and Secretarial standard-2**

(Annexure to Item No 2 of the Notice)

**Brief Profile of the Directors seeking re-appointment in the 26<sup>th</sup> Annual General Meeting on 20<sup>th</sup> August, 2018**

|  |   |
|--|---|
| <b>Name of Director</b>  | Sri Anil Kumar Agarwal  |
| <b>Director Identification Number</b>  | DIN-00315722  |
| <b>Date of Birth</b>   | 27 <sup>th</sup> July 1974  |
| <b>Date of First Appointment</b>   | 24 <sup>th</sup> May 2000   |
| <b>Educational Qualification</b>   | BCOM  |
| <b>Expertise/Experience in specific functional areas</b>                       | Business and Corporate Advisory, Taxation and NBFC financial activities |
| <b>Chairmanship/Membership of Committees in this Company</b>                   | Member in Stakeholders Relationship Committee                           |
| <b>Present Status of directorship in this Company</b>                          | Managing Director   |
| <b>Directorship in other Public Limited Companies</b>                          | None  |
| <b>Chairmanship/Membership of Committees in other Public Limited Companies</b> | None  |
| <b>Shareholding as on 31<sup>st</sup> March 2018</b>                           | 11600 Shares (0.373%)   |
| <b>Seeking appointment/re-appointment</b>                                      | Retire by rotation and Seeking re-appointment                           |
| <b>Rotational Status</b>   | Retire by Rotation  |





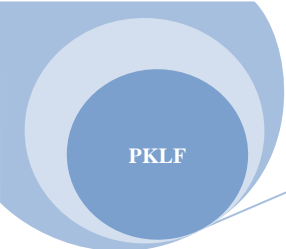
EXPLANATORY STATEMENT UNDER SECTION 102 OF THE COMPANIES ACT, 2013

**Resolution No. 3**

Your Company's Auditors, M/s, Deepa Tekriwal & Associates, Chartered Accountants, (FRN No. 328437E) were appointed at the last AGM to hold office until the conclusion of the 30<sup>th</sup> AGM. However, vide their letter dated August 20, 2018 they have expressed their inability to continue as Statutory Auditors of your Company up to the conclusion of the forthcoming AGM. The Board thus appointed M/s. JSGA & Associates, Chartered Accountants as Statutory Auditors of your Company in the casual vacancy caused by the said resignation effective August 20, 2018 till the conclusion of the forthcoming AGM.

Pursuant to the provisions of Section 139 of the Act and Rules framed thereunder, as amended, it is mandatory to rotate the Statutory Auditors on completion of maximum term as provided therein. The Board on August 20, 2018, has recommended appointment of M/s. JSGA & Associates, Chartered Accountants as Statutory Auditors of the Company and to hold office for a period of up to 5 consecutive years from the conclusion of the 26th AGM till the conclusion of the 31<sup>st</sup> AGM,. Your Company has obtained consent of M/s. JSGA & Associates, Chartered Accountants and a certificate in accordance with Section 139, 141 and other applicable provisions of the Act to the effect that their appointment, if made, shall be in accordance with the conditions prescribed and that they are eligible to hold office as Statutory Auditors of the Company.

None of the Directors, Key Managerial Personnel of your Company and their relatives are in any way concerned or interested, financially or otherwise in the said appointment.



**P K LEASING & FINANCE LIMITED**

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E-mail: anilpklf@gmail.com, website: www.pkleasing.in  
CIN: L65910WB1992PLC055895

**BALLOT FORM**

(For voting for the resolutions to be passed at the 26<sup>th</sup> Annual General Meeting of the company to be held on Monday, the 24<sup>th</sup> September 2018 at 11.00 AM at P-36 India Exchange Place, 4th Floor, Kolkata-700001)

|  |  |
|--|--|
| <b>Name of the Member(s)</b>           |  |
| <b>Registered Address</b>              |  |
| <b>E-mail ID</b>                       |  |
| <b>Folio No. / *DP-ID &amp; Client</b> |  |

I/We hereby exercise my/our vote in respect of the Resolution to be passes through ballot for the business stated in the Notice of the Company dated 20<sup>th</sup> August, 2018 by conveying my/our assent or dissent to the said Resolution by placing the tick mark at the appropriate box below:

| <b>Resolution Sr.No.</b> | <b>Resolution(s)</b>   | <b>I/we assent to the resolution (FOR)</b> | <b>I/we dissent to the resolution (AGAINST)</b> |
|--------------------------|--|--|---|
| 1.                       | Ordinary Resolution to consider and adopt Balance Sheet, Statement of Profit & Loss, Cash Flow Statements together with Directors and Auditors report for the year ended March 31, 2018  |  |   |
| 2.                       | Ordinary Resolution seeking approval for re-appointment of Director Mr.Anil Kumar Agarwal (DIN-00315722) who retires by rotation and being eligible offers himself for reappointment.  |  |   |
| 3.                       | Ordinary Resolution for (a) Approving the appointment of M/s. JSGA & Associates, Chartered Accountants, as Statutory Auditors of the Company from August 20, 2018 till the conclusion of this Annual General Meeting arising out of the casual vacancy caused by the resignation of M/s, Deepa Tekriwal & Associates, Chartered Accountants and<br>(b) Appointing them as Statutory Auditors of the Company for a term of up to 5 years and fixing their remuneration. |  |   |

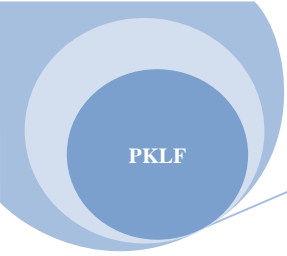
**Signed this ..... day of ..... 2018.**

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**Signature of Shareholder**

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**Signature of Proxy holder(s):**

**Notes:**

**This Ballot Form shall be used by the Shareholders/Proxy holder who does not have access to the e-voting system**



**P K LEASING & FINANCE LIMITED**

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CIN: L65910WB1992PLC055895

**PLEASE FILL ATTENDENCE SLIP AND HAND IT OVER AT THE ENTRANCE OF THE MEETING HALL  
JOINT SHAREHOLDERS MAY OBTAIN ADDITIONAL SLIP AT THE ENTRANCE OF THE MEETING**

**ATTENDANCE SLIP**

(26<sup>th</sup> Annual General Meeting Monday, the 24<sup>th</sup> September 2018 at 11.00 AM at P-36 India Exchange Place, 4th Floor, Kolkata-700001)

|  |  |
|--|--|
| <b>Name of the Shareholder</b>                               |  |
| <b>Address</b>   |  |
| <b>Registered Folio/ DP ID &amp; Client ID</b>               |  |
| <b>No of Shares held</b>                                     |  |
| <b>Name of the Proxy / Authorized Representative, if any</b> |  |

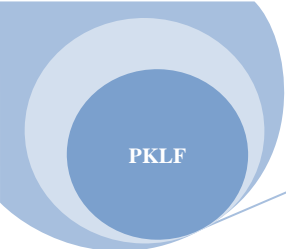
I certify that I am a registered Shareholder / Proxy for the registered Shareholder of the Company. I hereby record my presence at the 26<sup>th</sup> Annual General Meeting of the Company held on Monday, the 24<sup>th</sup> September 2018 at 11.00 AM at the Registered Office of the Company at P-36 India Exchange Place, 4th Floor, Kolkata-700001

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**Signature of Shareholder/ Proxy/ Authorized Representative**

**Note:**

1. The Member/Proxy must bring this Attendance Slip to the Meeting, duly completed and signed, and hand over the same at the venue entrance.
2. Electronic copy of the Annual Report for 2018 and Notice of the Annual General Meeting along with Attendance Slip and Proxy Form is being sent to all the members whose email address is registered with the Company/Depository Participant unless any member has requested for a hard copy of the same. Shareholders receiving electronic copy and attending the Annual General Meeting can print copy of this Attendance Slip.
3. Physical copy of the Annual Report for 2018 and Notice of the Annual General Meeting along with Attendance Slip and Proxy Form is sent in the permitted mode(s) to all members whose email id are not registered with the Company or have requested for a hard copy

(Shareholder attending the meeting in person or by proxy is requested to complete the attendance slip and handover at the entrance of the Meeting Hall)



**P K LEASING & FINANCE LIMITED**

P.K LEASING & FINANCE LIMITED  
 Regd. Off.: P-36, India Exchange place, Kolkata – 700001  
 Tel. No.: 033-2225 3123  
 E-mail: anilpklf@gmail.com, website: www.pkleasing.in  
 CIN: L65910WB1992PLC055895

**PROXY FORM MGT-11**

[Pursuant to section 105(6) of the Companies Act, 2013 and rule 19(3) of Companies (Management and Administration) Rules, 2014]

**26<sup>TH</sup> Annual General Meeting, Monday, the 24<sup>TH</sup> September, 2018 at 11.00 A.M.**

|  |  |
|--|--|
| <b>Name of the Member(s)</b>           |  |
| <b>Registered Address</b>              |  |
| <b>E-mail ID</b>                       |  |
| <b>Folio No. / *DP-ID &amp; Client</b> |  |

*\*Applicable for Investors holding shares in electronic form.*

I / We, being the member (s) of ..... shares of the above named company, hereby appoint:

|    |                   |                   |
|----|-------------------|-------------------|
| 1. | <b>Name:</b>      | <b>Address:</b>   |
|    | <b>E-mail Id:</b> | <b>Signature:</b> |

Or falling him

|    |                   |                   |
|----|-------------------|-------------------|
| 2. | <b>Name:</b>      | <b>Address:</b>   |
|    | <b>E-mail Id:</b> | <b>Signature:</b> |

Or falling him

|    |                   |                   |
|----|-------------------|-------------------|
| 3. | <b>Name:</b>      | <b>Address:</b>   |
|    | <b>E-mail Id:</b> | <b>Signature:</b> |

as my / our Proxy to attend and vote (on a poll) for me / us and on my / our behalf at the 26<sup>TH</sup> Annual General Meeting of the Company to be held on Monday, the 24<sup>th</sup> September 2018 at 11.00 AM at the Registered Office of the Company at P-36 India Exchange Place, 4th Floor, Kolkata-700001 and at any adjournment(s) thereof in respect of such resolutions as is/are indicated below: -

\*\* I/We wish my/our above Proxy to vote in the manner as indicated in the box below: -

| <b>Resolution Sr.No.</b> | <b>Resolution(s)</b>  | <b>I/we assent to the resolution (FOR)</b> | <b>I/we dissent to the resolution (AGAINST)</b> |
|--------------------------|---|--|---|
| 1.                       | Ordinary Resolution to consider and adopt Balance Sheet, Statement of Profit & Loss, Cash Flow Statements together with Directors and Auditors report for the year ended March 31, 2018   |  |   |
| 2.                       | Ordinary Resolution seeking approval for re-appointment of Director Mr.Anil Kumar Agarwal (DIN-00315722) who retires by rotation and being eligible offers himself for reappointment.   |  |   |
| 3.                       | Ordinary Resolution for (a) Approving the appointment of M/s. JSGA & Associates, Chartered Accountants, as Statutory Auditors of the Company from August 20, 2018 till the conclusion of this Annual General Meeting arising out of the casual vacancy caused by the resignation of M/s, Deepa Tekriwal & Associates, Chartered Accountants and (b) Appointing them as Statutory Auditors of the Company for a term of up to 5 years and fixing their remuneration. |  |   |

**Signed this ..... day of ..... 2018.**

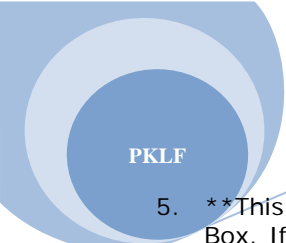
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**Signature of Shareholder**

-----  
**Signature of Proxy holder(s):**



**Notes:**

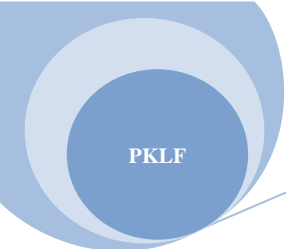
1. This form should be signed across the stamp as per specimen signature registered with the Company.
2. This form of Proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the meeting.
3. A proxy need not be a member of the Company.
4. A person can act as proxy on behalf of members not exceeding fifty and holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. A member holding more than 10% of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.



PKLF

## P K LEASING & FINANCE LIMITED

5. \*\*This is only optional. Please put an 'x' in the appropriate column against the resolutions indicated in the Box. If you leave the 'For' or 'Against' column blank against any or all the resolutions, your Proxy will be entitled to vote in the manner as he/she thinks appropriate.
6. Appointing a proxy does not prevent a member from attending the meeting in person if he so wishes.
7. In the case of joint holders, the signature of any one holder will be sufficient, but names of all the joint holders should be stated.



# P K LEASING & FINANCE LIMITED

P.K LEASING & FINANCE LIMITED  
Regd. Off.: P-36, India Exchange place, Kolkata – 700001  
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CIN: L65910WB1992PLC055895

## (ANNEXURE TO THE NOTICE FOR THE 26<sup>th</sup> ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD ON MONDAY, 24th September 2018)

Name & Registered Address of Sole/First named Member :

Joint Holders Name (If any) :

Folio No. / DP ID & Client ID :

No. of Equity Shares Held :

Dear Shareholder,

### Subject: Process and manner for availing E-voting facility\*

Pursuant to Provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, the Company is pleased to provide E-voting facility to the members to cast their votes electronically on all resolutions proposed to be considered at the Annual General Meeting (AGM) to be held on Monday the 24<sup>th</sup> Day of September 2018 at 11.00 A.M at P-36 India Exchange Place Kolkata-700001 and at any adjournment thereof.

The Company has engaged the services of Central Depository Services (India) Limited (CDSL) to provide the e-voting facility. The e-voting facility is available at the link <https://www.evotingindia.com>.

The Electronic Voting Particulars are set out below:

| <b>EVSN</b><br>(Electronic Voting Sequence Number) | <b>User ID</b> | <b>PAN / Sequence No.</b> |
|--|----------------|---------------------------|
| <b>180814030</b>                                   |                |                           |

The E-voting facility will be available during the following voting period:

| <b>Remote e-Voting Start On</b>                             | <b>Remote e-Voting End On</b>                               |
|---|---|
| Friday, 21 <sup>st</sup> September, 2018 at 9:00 A.M. (IST) | Sunday, 23 <sup>rd</sup> September, 2018 at 5:00 P.M. (IST) |

Please read the instructions mentioned in the Notes of the AGM notice before exercising your vote.

By Order of the Board  
For P K Leasing & Finance Limited

(Managing Director)  
(DIN: 00315722)

Place: Kolkata  
Date: 20.08.2018

Encl: AGM Notice/Attendance Slip/Proxy Form/ Annual Report