



# P. K. Leasing & Finance Ltd.

P-36, India Exchange Place, 4th Floor  
Kolkata-700 001 • Phone : +91 33 2225 3123  
E-mail : anilpklf@yahoo.co.in • anilpklf@gmail.com  
Web. : www.pkleasing.in  
CIN : L65910WB1992PLC055895

Date: 27-08-2019

<b>The Listing Department</b> Metropolitan Stock Exchange of India Ltd 4 <sup>th</sup> Floor, Vibavor Towers Plot No. C-62, opp. Trident Hotel Bandra Kurla Complex, Bandra East Mumbai-400098	<b>The Secretary</b> The Calcutta Stock Exchange Ltd 7, Lyons Range Kolkata-700 001
<b>Symbol: PKLEASING</b>	<b>Scrip Code No. 10026186</b>

**Ref: Regulation 42(2), 42(3), 42(4) & 42(5) of SEBI (LODR) Regulations 2015**

**Sub: Notice for Book Closure of Register of Members and Share Transfer Books, e-voting cut-off date and Announcing of AGM date for financial year ended March 31, 2019 (2018-2019)**

Dear Sir,

With Reference to the above mentioned subject and in terms of Regulation 42 of SEBI (LODR) Regulations 2015, we wish to inform you that:-

- (1) Annual General Meeting of the Company Schedule to be held on Tuesday 24<sup>th</sup> September, 2019 at 11 AM
- (2) Fixation date of Book Closure i.e. Wednesday 18<sup>th</sup> September 2019 to Tuesday 24<sup>th</sup> September 2019 (Both Days inclusive).
- (3) Fixation of Cut-off date i.e. Tuesday 17<sup>th</sup> September, 2019 for the purpose of members eligible for e-voting.
- (4) Fixation of e-voting period i.e. Saturday 21<sup>st</sup> September 2019 to Monday 23<sup>rd</sup> September 2019 for the purpose of vote on Business to be transacted at Annual General Meeting.

Thanking you,

Yours faithfully  
For P. K. LEASING & FINANCE LTD

ANIL KUMAR AGARWAL  
(MANAGING DIRECTOR)  
DIN: 00315722

**Encl: AGM Notice/Attendance Slip/Proxy Form**

**Notice** is hereby given that **27<sup>th</sup> Annual General Meeting** of members of P.K. Leasing & Finance Limited will be held on **Tuesday, 24<sup>th</sup> September 2019** at **11:00 a.m.** at the registered office of the Company at **P-36, India Exchange Place, 4<sup>th</sup> Floor, Kolkata-700 001** to transact the following businesses:

**ORDINARY BUSINESS:**

**Item No. 1-Adoption of financial Statements for the financial year ended 31<sup>st</sup> March 2019:**

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, 2019 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 Mrs.Ruchi Agarwal (DIN-06942318) who retires by rotation and being eligible offers herself for re-appointment.

**SPECIAL BUSINESS:**

**Item No. 3 Re-appointment of Mr. Partha Das (DIN: 03556329) as an Independent Non-Executive Director.**

**"RESOLVED THAT**, pursuant to the provisions of Section 149 and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 and Companies (Appointment and Qualifications of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force) and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, Mr. Partha Das (DIN: 03556329), who was appointed as an Independent Director of the Company for a term of five years up to conclusion of AGM in the year 2019, by the members at the 24<sup>th</sup> Annual General Meeting, in terms of Section 149 of the Companies Act, 2013, be and is hereby re-appointed as an Independent Director of the Company for a second term of five consecutive years up to the conclusion of 32<sup>nd</sup> Annual General Meeting in the calendar year 2024 and whose office shall not be liable to retire by rotation."

**Item No. 4 Re-appointment of Mr. Amiya Mukherjee (DIN: 00326546) as an Independent Non-Executive Director.**

**"RESOLVED THAT**, pursuant to the provisions of Section 149 and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 and Companies (Appointment and Qualifications of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force) and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, Mr.Amiya Mukherjee (DIN: 00326546), who was appointed as an Independent Director of the Company for a term of five years up to conclusion of AGM in the year 2019, by the members at the 24<sup>th</sup> Annual General Meeting, in terms of Section 149 of the Companies Act, 2013, be and is hereby re-appointed as an Independent Director of the Company for a second term of five consecutive years up to the conclusion of 32<sup>nd</sup> Annual General Meeting in the calendar year 2024 and whose office shall not be liable to retire by rotation."

**By order of the Board  
for P.K.LEASING & FINANCE LTD**

**Anil Kumar Agarwal  
Managing Director  
DIN: 00315722**

**Place: Kolkata  
Date: 27.08.2019**

**Add: P-36, India Exchange Place,  
4<sup>th</sup> Floor, Kolkata-700001**

## **NOTES:**

- (1) A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote on a poll and such proxy need not be a member of the company. A person can act as proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the company. In order to be effective the proxies should be received by the company at its registered office not less than 48 hours before the meeting.** Proxies submitted on behalf of corporate including companies, societies etc., must be supported by an appropriate resolution of the Board of Directors or other governing body.
- (2) Members are requested to bring their attendance slip along with their copy of Annual Report to the meeting; Proxies should fill in the attendance slip for attending the meeting.
- (3) Members are requested to quote their Folio Number/Client ID, in all correspondence and intimate any change in their address to the Share Transfer Agent/Depository Participant promptly.
- (4) Pursuant to the provisions of Section 101 of the Companies Act, 2013 read with Rules 18 of the Companies (Management and Administration) Rules, 2014, the Company is sending the Annual Report electronically on email addresses registered with the Depositories/the Company's Share Transfer Agent. For others the company will continue to send the printed Annual Reports as usual. Shareholders wishing to receive the Annual Report in electronic mode are requested to provide their email address to the Company's Share Transfer Agent.
- (5) All documents referred to in the accompanying Notice are open for inspection at the Registered Office of the Company between 11.00 AM to 1.00 PM on any working day till the date of the meeting.
- (6) An explanatory statement pursuant to section 102 of the Companies Act, 2013 relating to Special Businesses 3,4,5 & 6 is annexed hereto and forms part of this notice.
- (7) The Register of Members and the Share Transfer Books of the Company will remain closed from Wednesday, 18<sup>th</sup> September, 2019 to Tuesday, 24<sup>th</sup> September, 2019 (both days inclusive) for the purpose of Annual General Meeting.
- (8) In compliance with provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended and Regulation 44 of SEBI (LODR) Regulations, 2015, the Company is pleased to provide its members facility to exercise their right to votes on resolutions proposed to be considered at the 27<sup>th</sup> Annual General Meeting (AGM) through e-voting Services provided by CDSL.

## PROCESS FOR E-VOTING:

The remote e-voting period commences on Saturday, 21<sup>st</sup> September, 2019 (9:00 AM IST) and ends on Monday, 23<sup>rd</sup> September, 2019 (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 Tuesday 17<sup>th</sup> September, 2019, 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 ID 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 22 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.

## Explanatory Statement

(Pursuant to section 102 of Companies Act, 2013)

### ITEM NO.3

The Members of the Company, at the 22<sup>nd</sup> Annual General Meeting held in the year 2014 had approved the appointment of **Mr. Partha Das** as an Independent Director of the Company, whose term is due to expire in the forthcoming AGM. **Mr. Partha Das** holds 58,300 Equity Shares of the Company. As per Section 149(10) of the Companies Act, 2013 (CA 2013), an Independent Director shall hold office for a term of upto five consecutive years on the Board of a Company, but shall be eligible for re-appointment on passing a special resolution by the Company for another term of upto five consecutive years on the Board of a Company. In line with the aforesaid provisions of the CA 2013 and in view of long, rich experience, continued valuable guidance to the management and strong Board performance of **Mr. Partha Das**, it is proposed to re-appoint him for the second term as an independent Director on the Board for a period of five years upto 31st March, 2024. In the opinion of the Board, **Mr. Partha Das** fulfills the conditions specified in the Act and except for the above mentioned shareholding; he is independent of the management. Copy of the draft letter for appointment of **Mr. Partha Das** as an Independent Director setting out the terms and conditions would be available for inspection without any fee by the members at the Registered Office of the Company during normal business hours on any working day, passing of the Resolution at Item No. 3 of the Notice as a Special Resolution. Except **Mr. Partha Das**, being an appointee, none of the Directors or Key Managerial Personnel (KMP) of the Company or their relatives are concerned or interested, financial or otherwise, in the resolution.

### ITEM NO.4

The Members of the Company, at the 22<sup>nd</sup> Annual General Meeting held in the year 2014 had approved the appointment of **Mr.Amiya Mukherjee** as an Independent Director of the Company, whose term is due to expire in the forthcoming AGM. As per Section 149(10) of the Companies Act, 2013 (CA 2013), an Independent Director shall hold office for a term of upto five consecutive years on the Board of a Company, but shall be eligible for re-appointment on passing a special resolution by the Company for another term of upto five consecutive years on the Board of a Company. In line with the aforesaid provisions of the CA 2013 and in view of long, rich experience, continued valuable guidance to the management and strong Board performance of **Mr.Amiya Mukherjee**, it is proposed to re-appoint him for the second term as an independent Director on the Board for a period of five years upto 31st March, 2024. In the opinion of the Board, **Mr.Amiya Mukherjee** fulfills the conditions specified in the Act he is independent of the management. Copy of the draft letter for appointment of **Mr.Amiya Mukherjee** as an Independent Director setting out the terms and conditions would be available for inspection without any fee by the members at the Registered Office of the Company during normal business hours on any working day, passing of the Resolution at Item No. 3 of the Notice as a Special Resolution. Except **Mr.Amiya Mukherjee**, being an appointee, none of the Directors or Key Managerial Personnel (KMP) of the Company or their relatives are concerned or interested, financial or otherwise, in the resolution.

By order of the Board  
for P.K.LEASING & FINANCE LTD

Anil Kumar Agarwal  
Managing Director  
DIN: 00315722

Place: Kolkata  
Date: 27.08.2019

Add: P-36, India Exchange Place,  
4<sup>th</sup> Floor, Kolkata-700001



**Route Map:**



**(Annexure to Item No 2 of the Notice)**

**Brief Profile of the Directors seeking re-appointment in the 25<sup>th</sup> Annual General Meeting on 24<sup>th</sup> September, 2019**

Name of Director	Mrs.Ruchi Agarwal
Date of Birth	10 <sup>th</sup> Dec 1976
Date of Appointment	6 <sup>th</sup> August 2014
Expertise in specific functional area	Business and Corporate Advisory, Indian Taxation, Financial Consultancy etc.
Qualification	B.com
No of Equity shares held in the company	39000
List of committees of the Board of Directors (across all companies)in which Chairmanship/Membership is held	Member in Nomination and Remuneration Committee and Risk Management Committee

**Brief resume of Smt. Ruchi Agarwal**

Smt Ruchi Agarwal (DIN: 06942318) is a Non-Executive director of the company pursuant to the provisions of section 149 (1) of the companies Act, 2013 and any other applicable provisions of the Companies Act, 2013 and the rules made there under including any statutory modifications or re enactments thereof for the time being in force read with Chapter XI to the companies Act, 2013.

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

**BALLOT FORM**

(For voting for the resolutions to be passed at the 27<sup>th</sup> Annual General Meeting of the company to be held on Tuesday, the 24<sup>th</sup> September 2019 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 27<sup>th</sup> August, 2019 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, 2019		
2.	Ordinary Resolution seeking approval for re-appointment of Director Mrs.Ruchi Agarwal (DIN-06942318) who retires by rotation and being eligible offers herself for reappointment.		
3.	Special resolution for re-appointment of Mr. Partha Das (DIN: 03556329) as Independent Director		
4.	Special resolution for re-appointment of Mr. Amiya Mukherjee (DIN: 00326546) as Independent Director		

Signed this ..... day of ..... 2019.

-----  
Signature of Shareholder

-----  
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  
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

**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**

(27<sup>th</sup> Annual General Meeting Tuesday, the 24<sup>th</sup> September 2019 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 27<sup>th</sup> Annual General Meeting of the Company held on Tuesday, 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

-----  
**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 2019 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 2019 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  
 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]

**27<sup>TH</sup> Annual General Meeting, Tuesday, the 24<sup>th</sup> September, 2019 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 27<sup>TH</sup> Annual General Meeting of the Company to be held on Tuesday, the 27<sup>th</sup> September 2019 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: -

Resolution Sr.No.	Resolution(s)	I/we assent to the resolution (FOR)	I/we dissent to the resolution (AGAINST)
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, 2019		
2.	Ordinary Resolution seeking approval for re-appointment of Director Mrs.Ruchi Agarwal (DIN-06942318) who retires by rotation and being eligible offers herself for reappointment.		
3.	Special resolution for re-appointment of Mr. Partha Das (DIN: 03556329) as Independent Director		
4.	Special resolution for re-appointment of Mr. Amiya Mukherjee (DIN: 00326546) as Independent Director		

Signed this ..... day of ..... 2019.

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

**Notes:**

1. This form should be signed across the stamp as per specimen signature registered with the
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.

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

-----  
**Signature of Proxy**

**Affix Re.1  
Revenue  
Stamp**

-----  
 Company.

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

**(ANNEXURE TO THE NOTICE FOR THE 27<sup>th</sup> ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD ON TUESDAY, 24th September 2019)**

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 Tuesday the 24<sup>th</sup> Day of September 2019 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> (Electronic Voting Sequence Number)	<b>User ID</b>	<b>PAN / Sequence No.</b>
<b>190822040</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>
Saturday, 21 <sup>st</sup> September, 2019 at 9:00 A.M. (IST)	Monday, 23 <sup>rd</sup> September, 2019 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: 27.08.2019

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