

# **SHUBHRA LEASING FINANCE AND INVESTMENT COMPANY LIMITED**

**ANNUAL REPORT F.Y. 2015-16**

**The Board of Directors & Company Information****Board of Director**

Kalpak Vora (Resigned w.e.f. 30<sup>th</sup> May, 2016)  
Nidhi Shah (Resigned w.e.f. 30<sup>th</sup> May, 2016)  
Satish Rajbhar (Resigned w.e.f. 30<sup>th</sup> May, 2016)  
Mallinath Madineni (Resigned w.e.f. 30<sup>th</sup> May, 2016)  
Ramesh Panjri (Appointed w.e.f. 26<sup>th</sup> February, 2016)  
Ram Panjri (Appointed w.e.f. 26<sup>th</sup> February, 2016)  
Ramesh Upadhyay (Appointed w.e.f. 30<sup>th</sup> May, 2016)  
Varsha Sanghai (Appointed w.e.f. 30<sup>th</sup> May, 2016)

**Auditors**

TDK & CO (shown their unwillingness for the financial year 2016-2017)

**Bankers**

Dhanlaxmi Bank, Ghatkopar, Mumbai  
HDFC Bank Ltd, Navi Mumbai

**Registered Office**

Plot - A4, APMC - MAFCO Yard, Sector 18, Vashi, Navi Mumbai – 400703

**Registrars & Transfer Agents**

Purva Shareregistry (India) Limited  
9, Shivshakti Industrial Estate, JR Boricha Marg,  
Opp. Kasturba Hospital, Lower parel-east, Mumbai-400011

**Depository**

Central Depository Services (India) Limited  
P.J. Tower, 28th floor, Dalal Street, Mumbai-400023  
Central Depository Services (India) Limited

**National Securities Depository Limited**

Trade World, A wing, 4th & 5th Floors, Kamala Mills Compound,  
Lower Parel, Mumbai - 400 013

**NOTICE**

Notice is hereby given that the 32<sup>nd</sup> Annual General Meeting of the Members of Shubhra Leasing Finance & Investment Company Limited will be held at Plot - A4, APMC - MAFCO Yard, Sector 18, Vashi, Navi Mumbai – 400703 on Tuesday on 27<sup>th</sup> September, 2016 at 11.30 a.m. to transact the following business:

**Ordinary Business:**

1. To receive, consider and adopt the Balance Sheet as at March 31, 2016 and statement of Profit and Loss for the year ended on that date, the Reports of Directors and Auditor's thereon.
2. To appoint auditors of the company to hold office from the conclusion of this Annual General Meeting until the conclusion of fifth consecutive Annual General Meeting and to fix their remuneration, and if thought fit, to pass, with or without modification(s) the following resolution as a Special Resolution:

"RESOLVED THAT, pursuant to Section 139 of the Companies Act, 2013 and the Companies (Audit and Auditors) Rules, 2014 and pursuant to the recommendation made by the Audit Committee of the Board, M/s. S. P. Gupta & Associates, Chartered Accountants, having Registration No. 103445W allotted by The Institute of Chartered Accountants of India (ICAI) be and are hereby appointed as the Auditors of the Company in place of the retiring Auditors M/s. TDK & Co., Chartered Accountants, having registration No. 109804W allotted by ICAI, who shall hold office from the conclusion of this 32<sup>nd</sup> Annual General Meeting for term of consecutive five years till conclusion of the 37<sup>th</sup> Annual General Meeting (subject to ratification of the appointment by the members at every Annual General Meeting held after this Annual General Meeting) and that the Board be and is hereby authorised to fix such remuneration as may be determined by the Audit Committee in consultation with the Auditors, in addition to reimbursement of all out-of-pocket expenses as may be incurred in connection with the audit of the accounts of the Company.

RESOLVED FURTHER THAT any of the Directors of the Company be and is hereby authorized to take all such steps as may be necessary, proper or expedient to give effect to this Resolution and to execute, sign and file necessary documents, e-form with Registrar of Companies/MCA Portal."

**Special Business**

3. To consider, and if thought fit to pass, with or without modification, the following resolution as an Ordinary Resolution for Regularization of Additional Director .

"RESOLVED THAT pursuant to Section 149, 152, 160 and 161 of the Companies Act, 2013 and any other applicable provision (including any modification or re-enactment thereof), if any, of the Companies Act, 2013, Mr. Ramesh Babulal Panjri (holding DIN-00300737) who was appointed as an Additional Director in the meeting of the Board of Directors held on 26<sup>th</sup> February, 2016 and whose term expires at the ensuring Annual General Meeting of the Company and for the appointment of whom the Company has received a notice in writing proposing his candidature for the office of the director be and is hereby appointed as director of the Company.

RESOLVED FURTHER THAT any of the Directors of the Company be and is hereby authorized to take all such steps as may be necessary, proper or expedient to give effect to this Resolution and to execute, sign and file necessary documents, e-form with Registrar of Companies/MCA Portal."

4. To consider, and if thought fit to pass, with or without modification, the following resolution as an Ordinary Resolution for Regularization of Additional Director .

"RESOLVED THAT pursuant to Section 149, 152, 160 and 161 of the Companies Act, 2013 and any other applicable provision (including any modification or re-enactment thereof), if any, of the Companies Act, 2013, Mr. Ram Babulal Panjri (holding DIN- 00262001) who was appointed as an Additional Director in the meeting of the Board of Directors held on 26<sup>th</sup> February, 2016 and whose term expires at the ensuring Annual General Meeting of the Company and for the appointment of whom the Company has received a notice in writing proposing his candidature for the office of the director be and is hereby appointed as director of the Company.

RESOLVED FURTHER THAT any of the Directors of the Company be and is hereby authorized to take all such steps as may be necessary, proper or expedient to give effect to this Resolution and to execute, sign and file necessary documents, e-form with Registrar of Companies/MCA Portal."

5. To consider, and if thought fit to pass, with or without modification, the following resolution as an Ordinary Resolution for Regularization of Additional Director in Independent Capacity:-

“RESOLVED THAT pursuant to the provisions of Sections 149, 150, 152, 160 and 161 and any other applicable provisions of the Companies Act, 2013 and the rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force) read with Schedule IV to the Companies Act, 2013, Mrs. Varsha Manish Thakkar (DIN: 07445502), Additional Director of the Company, who vacates office at the conclusion of the Annual General Meeting and in respect of whom the Company has received a notice in writing from a member proposing her candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company to hold office for five consecutive years upto the conclusion of the Annual General Meeting of the Company to be held in the calendar year 2021.

RESOLVED FURTHER THAT any of the Directors of the Company be and is hereby authorized to take all such steps as may be necessary, proper or expedient to give effect to this Resolution and to execute, sign and file necessary documents, e-form with Registrar of Companies/MCA Portal.”

6. To consider, and if thought fit to pass, with or without modification, the following resolution as an Ordinary Resolution for Regularization of Additional Director in Independent Capacity:-

“RESOLVED THAT pursuant to the provisions of Sections 149, 150, 152, 160 and 161 and any other applicable provisions of the Companies Act, 2013 and the rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force) read with Schedule IV to the Companies Act, 2013, Mr. Ramesh Ishwarlal Upadhyay (DIN: 07087829), Additional Director of the Company, who vacates office at the conclusion of the Annual General Meeting and in respect of whom the Company has received a notice in writing from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company to hold office for five consecutive years upto the conclusion of the Annual General Meeting of the Company to be held in the calendar year 2021.

RESOLVED FURTHER THAT any of the Directors of the Company be and is hereby authorized to take all such steps as may be necessary, proper or expedient to give effect to this Resolution and to execute, sign and file necessary documents, e-form with Registrar of Companies/MCA Portal.”

7. To consider, and if thought fit to pass, with or without modification, the following resolution as an Ordinary Resolution for appointment of Managing Director:-

“RESOLVED THAT pursuant to the provisions of Sections 196, 197, 203 read with Schedule V and all other applicable provisions, if any, of the Companies Act, 2013 and the rules made thereunder (including any statutory modification(s) or re-enactment(s) thereof) and all other statutory provisions, approvals including Central Government, if required and as may be applicable, the consent of the shareholders of the Company be and is hereby accorded for the appointment of Mr. Ramesh Babulal Panjri as Managing Director of the Company for a period of 5 (five) years w.e.f 01st October, 2016 and subject to other terms & conditions and stipulations, including remuneration as set out in Explanatory Statement annexed to the Notice convening this Meeting, with liberty to the Board of Directors to alter and vary the terms and conditions and /or remuneration, subject to the same not exceeding the limits specified under Schedule V to the Companies Act, 2013 or any statutory modification(s) or re-enactment(s) thereof.

RESOLVED FURTHER THAT any of the Directors of the Company be and is hereby authorized to take all such steps as may be necessary, proper or expedient to give effect to this Resolution and to execute, sign and file necessary documents, e-form with Registrar of Companies/MCA Portal.”

**For and on behalf of the Board**

**Place: Navi Mumbai**  
**Date: 29<sup>th</sup> August, 2016**

**Ramesh Panjri**  
**Director**  
**DIN No. 00300737**

**NOTES**

1. The relevant Explanatory Statement pursuant to section 102 (1) of the Companies Act, 2013, in respect of Special Business at the meeting, is annexed hereto and forms part of this notice.
2. A statement giving the relevant details of the Directors seeking appointment/ re-appointment under Item Nos. 3, 4, 5 and 6 of the accompanying Notice, as required by SEBI (Listing Obligations and Disclosure requirements) Regulations, 2015 entered into with the Stock Exchanges is annexed herewith.
3. A member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of himself and the proxy need not be a member. Proxies in order to be effective must be received by the company not later than forty eight (48) hours before the meeting. Proxies submitted on behalf of limited companies, societies, etc., must be supported by appropriate resolutions/authority, as applicable.
4. The Register of Members and the Share Transfer Book of the Company will remain closed from Thursday, 22/09/2016 to Tuesday, 27/09/2016 (both days inclusive).
5. A person can act as a proxy on behalf of Members not exceeding fifty in number and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A Member holding more than ten percent of the total share capital of the Company carrying voting rights may appoint a single person as a proxy and such person shall not act as proxy for any other person or shareholder.
6. Members are requested to bring their attendance slips duly completed and signed mentioning therein details of their DP ID and Client ID/ Folio No.
7. 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 at the Meeting.
8. Relevant documents referred to in the accompanying Notice and in the Explanatory Statements are open for inspection by the Members at the Company's Registered Office on all working days of the Company, during business hours up to the date of the Meeting.
9. Corporate Members intending to send their authorized representatives to attend the Meeting pursuant to Section 113 of the Companies Act, 2013 are requested to send to the Company, a certified copy of the relevant Board Resolution together with their respective specimen signatures authorizing their representative(s) to attend and vote on their behalf at the Meeting.
10. Members seeking any information with regard to the Accounts are requested to write to the Company at an early date, so as to enable the Management to keep the information ready at the meeting.
11. The Ministry of Corporate Affairs 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 holdings with the Depository through their concerned Depository Participants. Members who hold shares in physical form are requested to send their email address to the following:

**Email id - ROC.SHUBHRA@GMAIL.COM**

The Notice of the AGM along with the Annual Report 2015-16 is being sent by electronic mode to those Members whose e-mail addresses are registered with the Company/Depositories, unless any Member has requested for a physical copy of the same. For Members who have not registered their e-mail addresses, physical copies are being sent by the permitted mode.

12. (a) In accordance with the provision of section 108 of the Companies Act, 2013 read with Companies (Management & Administration) Rules, 2014, the shareholders may exercise their option to participate through electronic voting system and the company is providing the facility for voting by electronic means (e-voting) to all its members. The company has engaged the services of Central Depository Securities Limited (CDSL) to provide e-voting facilities and enabling the members to cast their vote in a secured manner. It may be noted that this e-voting facility is optional. This facility will be available at the link [www.evoting.cdsi.com](http://www.evoting.cdsi.com) during the following voting period:

**Commencement of e-voting : From 10.00 a.m. on 24/09/2016 (Saturday)**

**End of e-voting : Up to 5.00 p.m. on 26/09/2016 (Monday)**

**E-voting shall not be allowed beyond 5.00 pm, on 26/09/2016 (Monday).** During the E-voting period, the shareholders of the company, holding shares either in physical form or dematerialized form, as on the closing of business hours of the cutoff date, may cast their vote electronically. **The cut-off date for eligibility for e-voting is 21/09/2016**

- (b) The Company has engaged the services of Central Depository Securities Limited (CDSL) as the Authorized Agency to provide e-voting facilities.
- (c) The Company has appointed **Ms. Isha Gupta, Practicing Company Secretary**, as 'scrutinizer' for conducting and scrutinizing the e-voting process in a fair and transparent manner.
- (d) The login ID and password for e-voting are being sent to the members, who have not registered their e-mail IDs with the company, along with physical copy of the notice. Those members who have registered their e-mail IDs with the company / their respective Depository Participants are being forwarded the login ID and password for e-voting by e-mail.
- (e) "Voting by electronic means" or "electronic voting system" means a 'secured system' based process of display of electronic ballots, recording of votes of the members and the number of votes polled in favour or against, such that the entire voting exercise by way of electronic means gets registered and counted in an electronic registry in the centralized server with adequate 'cyber security'. It also helps the shareholders to cast their vote from anywhere and at any time during E-voting period.

THE INSTRUCTIONS FOR SHAREHOLDERS VOTING ELECTRONICALLY ARE GIVEN IN ANNEXURE- A

13. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to the Depository Participants with whom they maintain their demat accounts. Members holding shares in physical form should submit their PAN to the Company.
14. Members holding shares in single name and in physical form are advised to make a nomination in respect of their shareholding in the Company and those Members who hold shares singly in dematerialized form are advised to make a nomination through their Depository Participants.

#### **Explanatory Statement Pursuant To Section 102 (1) of the Companies Act, 2013**

The following Explanatory Statements, as required under Section 102 of the Companies Act, 2013, set out all material facts relating to the business under Item Nos. 3 to 7 of the accompanying Notice.

#### **ITEM NO. 3 AND 4**

The Board, at its Meeting held on 26<sup>th</sup> February, 2016 appointed Mr. Ramesh Babulal Panjri and Mr. Ram Babulal Panjri as the additional directors of the company with effect from 26<sup>th</sup> February, 2016, pursuant to section 161 of the Companies Act, 2013. Hence they will hold office up to the date of the ensuing Annual General Meeting.

Under section 160 of Companies Act 2013, a notice in writing has been received from Members of the Company proposing them for directorships of the Company along with a deposit of ₹ 1 Lac/- each as required under the aforesaid section.

The Company has received from Mr. Ramesh Babulal Panjri and Mr. Ram Babulal Panjri (i) consent in writing to act as Directors in form DIR-2 pursuant to Rule 8 of the Companies (Appointment and Qualifications of Directors) Rules, 2014 (ii) intimation in Form DIR8 in terms of Companies (Appointment and Qualifications of Directors) Rules, 2014, to the effect that they are not disqualified under subsection (2) of section 164 of the Companies Act, 2013.

The Board considers that their association would be of immense benefit to the Company and it is desirable to avail their services as Directors.

Accordingly, the Board recommends the resolution Nos. 3 and 4, in relation to appointment of Mr. Ramesh Babulal Panjri and Mr. Ram Babulal Panjri as Directors, respectively, for the approval by the shareholders of the Company.



All documents concerning these items are available for inspection at the Registered Office of the Company from 11 A.M. to 1 P.M. on all working days till the date of the forthcoming Annual General Meeting of shareholders.

Except Mr. Ramesh Babulal Panjri and Mr. Ram Babulal Panjri, none of the Directors of the Company, Key Managerial Personnel or their relatives are concerned or interested in any way in the Ordinary Resolutions proposed to be passed.

#### **ITEM NO. 5 AND 6**

The Board, at its Meeting held on 30th May, 2016 appointed Mrs. Varsha Manish Sanghai and Mr. Ramesh Ishwarlal Upadhyay as the additional directors of the company with effect from 30th May, 2016, pursuant to section 161 of the Companies Act, 2013. Hence they will hold office up to the date of the ensuing Annual General Meeting.

Under section 160 of Companies Act 2013, a notice in writing has been received from Members of the Company proposing them for directorships of the Company along with a deposit of ₹ 1 Lac/- each as required under the aforesaid section.

In view of the compliance with the provisions of Section 149, 152 and other applicable provisions of the Companies Act, 2013, it is proposed to appoint Mrs. Varsha Manish Sanghai and Mr. Ramesh Ishwarlal Upadhyay as the Independent Directors for a term of 5 years from the conclusion of the ensuing Annual General Meeting.

The Company has received from Mrs. Varsha Manish Sanghai and Mr. Ramesh Ishwarlal Upadhyay (i) consent in writing to act as Directors in form DIR-2 pursuant to Rule 8 of the Companies (Appointment and Qualifications of Directors) Rules, 2014 (ii) intimation in Form DIR8 in terms of Companies (Appointment and Qualifications of Directors) Rules, 2014, to the effect that they are not disqualified under subsection (2) of section 164 of the Companies Act, 2013.

The Company has also received declaration from Mrs. Varsha Manish Sanghai and Mr. Ramesh Ishwarlal Upadhyay that they meet with the criteria of independence as prescribed both under subsection (6) of Section 149 of the Companies Act, 2013 and under Regulation 16 (b) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

In the opinion of the Board Mrs. Varsha Manish Sanghai and Mr. Ramesh Ishwarlal Upadhyay fulfils the conditions specified in the Companies Act, 2013 and rules made thereunder for their appointment as the Independent Directors of the Company and is Independent of the management.

Accordingly, the Board recommends the Resolutions in relation to appointment of Mrs. Varsha Manish Sanghai and Mr. Ramesh Ishwarlal Upadhyay as the Independent Directors, for the approval by the Shareholders of the Company.

Except Mrs. Varsha Manish Sanghai for Item No. 5 and Mr. Ramesh Ishwarlal Upadhyay for Item No. 6, none of the Directors of the Company, Key Managerial Personnel or their relatives are concerned or interested in any way in the Ordinary Resolutions proposed to be passed.

#### **ITEM NO. 7**

The Board of Directors of the Company in its meeting held on 29th August, 2016 appointed Mr. Ramesh Babulal Panjri as Managing Director of the Company without remuneration for a period of 5 years from 01st October, 2016 to 30th September, 2021 as recommended by the Nomination and Remuneration Committee subject to the approval of the Members of the Company and approval of Central Government, if required.

Broad particulars of the terms of appointment of and remuneration payable to Mr. Ramesh Babulal Panjri is as under:

- (a) Remuneration: Nil
- (b) The Managing Director shall have the right to manage the day-to-day business and affairs of the Company subject to the superintendence, guidance, control and direction of the Board of Directors of the Company
- (c) The Managing Director shall act in accordance with the Articles of Association of the Company and shall abide by the provisions contained in Section 166 of the Act with regard to duties of directors.
- (d) The Managing Director shall adhere to the Company's Code of Business Conduct & Ethics for Directors and Management Personnel.

- (e) The office of the Managing Director may be terminated by the Company or the concerned Director by giving the other 3 (three) months' prior notice in writing.
- (f) Mr. Ramesh Babulal Panjri satisfies all the conditions set out in Part-I of Schedule V to the Act as also conditions set out under sub-section (3) of Section 196 of the Act for being eligible for his re-appointment. He is not disqualified from being appointed as Directors in terms of Section 164 of the Act.

The above may be treated as a written memorandum setting out the terms of appointment of Mr. Ramesh Babulal Panjri under Section 190 of the Act. Brief resume of Mr. Ramesh Babulal Panjri is given below:

Mr. Ramesh Babulal Panjri is a businessman having vast experience of 35 years in business which will be beneficial for the Company in immense growth.

Accordingly, the Board recommends the Resolutions in relation to appointment of Mr. Ramesh Babulal Panjri as Managing Director, for the approval by the Shareholders of the Company.

Except Mr. Ramesh Babulal Panjri and Mr. Ram Babulal Panjri, none of the Directors of the Company, Key Managerial Personnel or their relatives are concerned or interested in any way in the Ordinary Resolutions proposed to be passed.

### ANNEXURE TO ITEMS 3, 4, 5 AND 6 OF THE NOTICE

Details of Directors seeking appointment/ re-appointment at the forthcoming Annual General Meeting (in pursuance of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)

1)

Name of the Director	<b>Ramesh Babulal Panjri</b>
Director Identification Number (DIN)	<b>00300737</b>
Date of Birth	<b>03/09/1962</b>
Nationality	<b>Indian</b>
Date of Appointment on Board	<b>26/02/2016</b>
Qualification	<b>B.Com</b>
Shareholding in Shubha Leasing Finance & Investment Company Limited	<b>NIL</b>
List of Directorships held in other Companies (excluding foreign, private and Section 8 Companies)	Hiravati Industries Limited
Memberships / Chairmanships of Audit and Stakeholders' Relationship Committees across Public Companies	<b>NIL</b>

2)

Name of the Director	<b>Ram Babulal Panjri</b>
Director Identification Number (DIN)	<b>00262001</b>
Date of Birth	<b>16/11/1971</b>
Nationality	<b>Indian</b>
Date of Appointment on Board	<b>26/02/2016</b>
Qualification	<b>B. Com</b>
Shareholding in Shubha Leasing Finance & Investment Company Limited	<b>NIL</b>
List of Directorships held in other Companies (excluding foreign, private and Section 8 Companies)	<b>NIL</b>
Memberships / Chairmanships of Audit and Stakeholders' Relationship Committees across Public Companies	<b>NIL</b>



3)

Name of the Director	<b>Varsha Manish Sanghai</b>
Director Identification Number (DIN)	<b>07445502</b>
Date of Birth	<b>11/06/1980</b>
Nationality	<b>Indian</b>
Date of Appointment on Board	<b>30/05/2016</b>
Qualification	<b>Chartered Accountants</b>
Shareholding in Shubha Leasing Finance & Investment Company Limited	<b>NIL</b>
List of Directorships held in other Companies (excluding foreign, private and Section 8 Companies)	<b>NIL</b>
Memberships / Chairmanships of Audit and Stakeholders' Relationship Committees across Public Companies	<b>NIL</b>

4)

Name of the Director	<b>Ramesh Ishwarlal Upadhyay</b>
Director Identification Number (DIN)	<b>07087829</b>
Date of Birth	<b>04/05/1966</b>
Nationality	<b>Indian</b>
Date of Appointment on Board	<b>30/05/2016</b>
Qualification	<b>B.Com</b>
Shareholding in Shubha Leasing Finance & Investment Company Limited	<b>28,000</b>
List of Directorships held in other Companies (excluding foreign, private and Section 8 Companies)	<b>NIL</b>
Memberships / Chairmanships of Audit and Stakeholders' Relationship Committees across Public Companies	<b>NIL</b>

**ANNEXURE-A**

**The instructions for shareholders voting electronically are as under:**

- i. The voting period begins on **24<sup>th</sup> September, 2016, 10.00 a.m. and ends on 26<sup>th</sup> September, 2016, 5.00 pm.** During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the **cut-off date 21<sup>st</sup> September, 2016** may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- ii. Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- iii. The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- iv. Click on Shareholders.
- v. 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.
- vi. Next enter the Image Verification as displayed and Click on Login.
- vii. 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.
- viii. If you are a first time user follow the steps given below:

	<b>For Members holding shares in Demat Form and Physical Form</b>
<b>PAN</b>	<p>Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <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>
<b>Dividend Bank Details</b>  <b>OR Date of Birth (DOB)</b>	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login.</p> <ul style="list-style-type: none"> <li>If both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (v).</li> </ul>

9. After entering these details appropriately, click on "SUBMIT" tab.
10. 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.
11. For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
12. Click on the EVSN of **Shubhra Leasing Finance & Investment Company Limited**.