

# INOX LEASING AND FINANCE LIMITED

Regd. Office: INOXGFL Group, 612-618, Narain Manzil, 6<sup>th</sup> Floor, 23, Barakhamba Road,  
New Delhi 110001.

CIN: U65910DL1995PLC397847. Web site: [www.ilfl.co.in](http://www.ilfl.co.in). E mail id: [inoxgroup@gfl.co.in](mailto:inoxgroup@gfl.co.in)

## NOTICE

NOTICE is hereby given that the Twenty Eighth Annual General Meeting of the Members of **INOX LEASING AND FINANCE LIMITED** will be held on Saturday, the 30<sup>th</sup> day of September, 2023 at 11.00 a.m. at 612-618, Narain Manzil, 6<sup>th</sup> Floor, 23, Barakhamba Road, New Delhi 110001 to transact the following business:

### ORDINARY BUSINESS:

**1. Adoption of Financial Statements**

To receive, consider and adopt.

- a. the Audited Standalone Financial Statements of the Company for the financial year ended 31<sup>st</sup> March, 2023, the reports of the Board of Directors and Auditors thereon; and
- b. the Audited Consolidated Financial Statements of the Company for the financial year ended 31<sup>st</sup> March, 2023 and the report of the Auditors thereon.

**2. Re-appointment of Shri Vivek Kumar Jain as a Director of the Company**

To appoint a Director in place of Shri Vivek Kumar Jain (DIN: 00029968) who retires by rotation and being eligible offers himself for reappointment.

By Order of the Board of Directors

Sd/-  
D.K. Jain  
Chairman  
DIN: 00029782

Place : New Delhi.

Date : 28<sup>th</sup> August, 2023.

### NOTES:

- 1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND A PROXY NEED NOT BE A MEMBER OF THE COMPANY.**

Proxies, in order to be effective, must be received at the Registered Office of the Company not less than 48 hours before the commencement of the meeting.

2. A person can act as a proxy on behalf of members not exceeding Fifty (50) and holding in the aggregate not more than 10% of the total share capital of the Company. However, a member holding more than Ten (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 proxy for any other person or member.
3. The Register of Members and Share Transfer Books of the Company will remain closed from 23<sup>rd</sup> September, 2023 to 30<sup>th</sup> September, 2023 (both days inclusive).
4. Information as required pursuant to Secretarial Standard on General Meetings (SS-2), in respect of Directors seeking re-appointment at the Annual General Meeting is annexed to this Notice as Annexure - 1.
5. Under the Companies Act, 2013 dividends that are unclaimed/unpaid for a period of seven years are required to be transferred to the Investor Education and Protection Fund (IEPF).  
In compliance with the provisions of Section 124 and Section 125 of the Companies Act, 2013, the Company has transferred the unpaid or unclaimed dividends declared up to financial years 2015-16 to the Investor Education and Protection Fund (IEPF) established by the Central Government. The Company has uploaded the details of unpaid and unclaimed dividends lying with the Company as on 30th September, 2022 (date of the previous Annual General Meeting) on the website of the Company and the same can be accessed through the link: <http://www.ilfl.co.in> Investor Relations/Unclaimed Dividend .  
Members who have not encashed their dividend warrants for the financial year ended 31<sup>st</sup> March, 2017 or any subsequent financial year(s) are requested to make their claims to the Company for issue of duplicate dividend warrants.
6. In compliance with the provisions of Section 101 of the Companies Act, 2013 read with Rule 18 of the Companies (Management and Administration) Rules, 2014 as amended, Annual Report for Financial Year 2022-23 of the Company has been sent via Electronic Mode (e-mail) to the Members whose e-mail addresses were made available to us by the Depository Participants and the members. We request the Members to register / update their e-mail address with their Depository Participants in case they have not already registered / updated the same. Members who are holding shares in physical form are requested to get their e-mail address registered with the Company.
7. Members may note that as per the Notification issued by the Ministry of Corporate Affairs, w.e.f. 2nd October, 2018 physical transfer of shares have been disallowed. Members are requested to kindly get their equity shares converted into demat/electronic form to get inherent benefits of dematerialisation.  
Company's shares are available for dematerialisation both with NSDL and CDSL. The ISIN No. for demat of shares is INE608E01014.
8. Nomination facility as per the provisions of Section 72 of the Act is available to individuals holding shares in the Company. Members can nominate a person in respect of all the shares held by him singly or jointly. Members holding shares in physical form and who have not yet registered their nomination are requested to register the same by submitting Form No. SH-13. If a member desires to opt out or cancel the earlier nomination and record a fresh nomination, he/ she may submit the same in Form ISR-3 or SH-14 as the case may be. Members holding shares in electronic form may approach their respective DPs for completing the nomination formalities.

9. As per the Income-tax Act, 1961 (ACT), as amended by the Finance Act, 2020, dividends paid or distributed by the Company after 1<sup>st</sup> April, 2020 shall be taxable in the hands of the Shareholders. Your Company shall therefore be required to deduct tax at source (TDS) at the time of making payment of the above said Dividend. Members are therefore requested to immediately submit details of their PAN No. to the company to avoid deduction of tax at higher rates due to non-submission of PAN details.
10. Members / Proxies are requested to bring their filled in Attendance Slip and their copy of Annual Report to the Meeting.
11. Corporate Members intending to send their Authorised Representative(s) to attend the Annual General Meeting are requested to send duly certified copy of the Board Resolution authorizing such representative(s) to attend and vote at the Annual General Meeting.
12. The relevant documents referred to in the accompanying Notice of Meeting are open for inspection by the Members of the Company at the Registered Office's on all working days (except Saturdays, Sundays and Public Holidays) between 11.00 a.m. to 01.00 p.m. up to the date of this Meeting.
13. A Route Map showing directions to the venue of the meeting and nearby prominent landmark is annexed herewith.
14. In compliance with provisions of Section 108 of the Companies Act, 2013 read with rule 20 of the Companies (Management and Administration) Rules 2014, the Company is pleased to provide e-voting facility to all members through the e-voting platform of CDSL. In this regard, your demat account/folio number has been enrolled by the Company for your participation in e-voting on the resolutions placed by the Company on the e-voting system. Instructions and manner of e-voting process can be downloaded from the link <https://www.evotingindia.com>. **E-voting is optional.** The e-voting rights of the shareholders/beneficial owners shall be reckoned on the equity shares held by them as on 21<sup>st</sup> September, 2023.

**The process and instructions for e-voting are as under:**

**In case of Members receiving e-mail:**

- (i) The voting period begins on 27<sup>th</sup> September, 2023 at 9.00 a.m. and ends on 29<sup>th</sup> September, 2023 at 5.00 p.m. 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, 2023), may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) The Shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com)
- (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 their six digit Folio Number registered with the Company, prefixed by ILFL e.g. ILFL000001.
- (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*	<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 (your six digit folio 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>
Dividend Bank Details OR Date of Birth (DOB)	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy) 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 (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 **Inox Leasing and Finance Limited** 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 Non – Individual Shareholders and Custodians**
- Non-Individual Shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.

- 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 a compliance user 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.
  - 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 to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
- I. 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 21<sup>st</sup> September, 2023.
  - II. A copy of this Notice has been placed on the website of the Company and the website of CDSL.
  - III. M/s Amarendra Rai & Associates, Practicing Company Secretary (Certificate of Practice No. 9373) has been appointed as the Scrutinizer for conducting the e-voting process in a fair and transparent manner.
  - IV. The Chairman, shall, at the Meeting, at the end of discussions on the resolutions on which voting is to be held, allow voting with the assistance of Scrutinizer, by use of "Ballot Paper" for all those members who are present at the Meeting but have not cast their votes by availing the remote e-voting facility.
  - V. The Scrutinizer shall, immediately after the conclusion of voting at the general meeting, first count the votes cast at the meeting , 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 make not later than three days of conclusion of the meeting, a consolidated scrutinizer's report of the total votes cast in favour or against, if any to the Chairman or a person authorised by him in writing who shall countersign the same. The Chairman or a person authorised by him in writing shall declare the result of the voting forthwith.
  - VI. The Results declared along with the Scrutinizer's Report shall be placed on the Company's website [www.ilfl.co.in](http://www.ilfl.co.in) and on the website of CDSL.

By Order of the Board of Directors

Sd/-  
D. K. Jain  
Chairman  
DIN: 00029782.

Place : New Delhi  
Date : 28<sup>th</sup> August, 2023

## Annexure - 1

Information as required pursuant to Secretarial Standard on General Meetings (SS-2), in respect of Directors seeking re-appointment at the Annual General Meeting.

<b>Name of Director</b>	<b>Mr. Vivek Kumar Jain</b>
Brief Profile	Mr. Vivek Kumar Jain has rich business experience and excellent business acumen in the establishing and managing several businesses.
Date of Birth and Age	30 <sup>th</sup> August, 1955. 67 years.
Date of first appointment on the Board	17 <sup>th</sup> February, 1995.
Directors Identification Number	00029968.
Qualification	Graduate in Commerce, Delhi and MBA from IIM, Ahmedabad.
Terms and conditions of appointment or re-appointment	Director liable to retire by rotation.
Experience / Expertise in Specific Functional Area	Mr. Vivek Kumar Jain has over 36 years of experience in setting up and managing several Businesses.
Directorship held in other Companies	<ol style="list-style-type: none"> <li>1. Gujarat Fluorochemicals Limited</li> <li>2. Inox Wind Energy Limited</li> <li>3. Devansh Gases Private limited</li> <li>4. Rajni Farms Private Limited</li> <li>5. GFCL EV Products</li> <li>6. GFCL Solar and Green Hydrogen Products Limited</li> </ol>
Membership / Chairmanship of Committees of other Companies	<p><b>Gujarat Fluorochemicals Limited</b></p> <ul style="list-style-type: none"> <li>• Stakeholders' Relationship Committee, Member</li> <li>• Committee of Directors for Operations, Member</li> <li>• Corporate Social Responsibility Committee, Member</li> <li>• Audit Committee, Member</li> <li>• Risk Management Committee, Chairman</li> </ul> <p><b>Inox Wind Energy Limited</b></p> <ul style="list-style-type: none"> <li>• Stakeholders' Relationship Committee, Chairman</li> <li>• Committee of Directors for Operations, Member</li> </ul>
The Number of Meetings of the Board Attended during the FY 2022-23	12.
Details of remuneration sought to be paid	NIL
Remuneration last drawn including sitting fees (₹ In Lakhs)	NIL
Relationship with other Directors, Manager and other Key Managerial Personnel of the Company	Relative of Mr. Devendra Kumar Jain and Mr. Devansh Jain, Directors of the Company.
Shareholding in the Company including Shareholding as Beneficial Owner.	60,56,035 shares.