

EKAM LEASING AND FINANCE CO. LIMITED

“On account of the threat posed by COVID-19 global pandemic and in terms of Circulars released by Ministry of Corporate Affairs (MCA) and Securities and Exchange Board of India (SEBI), All communications, documents and instructions with respect to ensuing 27th Annual General Meeting of the Company including the Notice of 27th Annual General Meeting with Integrated Annual Report and e-Voting instructions will be send by the company to all the shareholders only in electronic form at their registered email addresses. Therefore, those shareholders who have not yet registered their email addresses are requested to register the same by following below process”:

EMAIL ID'S REGISTRATION

“INSTRUCTIONS AND PROCESS”

YOUR'S COMPANY requests to their Members who have not yet registered their e-mail addresses to follow the process mentioned below for registering their e-mail addresses to receive the Notice of the AGM and Integrated Annual Report electronically and to receive Login credentials to join the AGM of the company through VC/OAVM:

I. For Members who hold shares in Electronic Form and email address not registered: Members who hold shares in Electronic Form and have not updated their email address are requested to update their e-mail address by writing to the Company's RTA i.e. **M/s Alankit Assignments Limited at rta@alankit.com**. Members are requested to provide Demat account details (CDSL-16 digit beneficiary ID or NSDL-16 digit DPID + CLID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) / can also contact to their Depository Participant(s).

II. For Members who hold shares in Physical Form: Members who hold shares in Physical Form and have not updated their email address are requested to update their e-mail address by writing to the Company's RTA i.e. **M/s Alankit Assignments Limited at rta@alankit.com**. Members are requested to provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) .

For Permanent registration of their e-mail address, Members holding shares in demat form are requested to update the same with their Depository Participant (“DPs”) and to Registrar in case the Members are holding shares in physical Form.