

# SITAL

## LEASING AND FINANCE LIMITED



2010-2011

# **ANNUAL REPORT**

# **SITAL LEASING FINANCE LIMITED**

**2010 - 2011**

**-: CORPORATE INFORMATION :-**

**BOARD OF DIRECTORS**

Surendra Kumar Jain  
Priti Jain  
Mukesh Kumar

Director  
Director  
Director

**AUDITORS**

Anil Kumar  
Chartered Accountants,  
New Delhi-110058

**REGISTERED OFFICE**

555, Double Storey  
New Rajinder Nagar  
New Delhi- 110060

**LISTED WITH STOCK EXCHANGE**

Delhi Stock Exchange Limited  
Dse House, 3/1 Asaf Ali Road,  
New Delhi-110002.

**BANKERS**

Axis bank



**NOTES :**

1. A member entitled to attend and vote is entitled to appoint a proxy or proxies to attend and vote instead of himself /herself and a proxy need not be a member. Proxies in order to be effective must be received by the company, not less than 48 hours, before the time for holding the meeting. The proxy form is enclosed.
2. The Register of Members and Share Transfer Books will remain closed from 18<sup>th</sup> May 2011 to 23<sup>rd</sup> May 2011 (both days inclusive).
3. Members are requested to notify the change of address, if any, to the Share Department of the Company latest by 9<sup>th</sup> May 2011.
4. As a measure of economy, copies of the Annual Report will not be distributed at the Annual General Meeting. Members are therefore requested to bring their copies of the Annual Report to the Meeting.
5. As per the Provisions of the amended Companies Act, 1956 facilities for making nomination is now available to the shareholder of the company in respect of shares held by them.
6. Members are requested to affix their signatures at the space provided for on the attendance sheet annexed to the proxy form and hand over the slip at the entrance to the place of the meeting.

**EXPLANATORY STATEMENT PURSUANT TO SECTION 173 (2) OF THE COMPANIES ACTS, 1956.**

**ITEM NO. 7**

7. "RESOLVED that **MR. MUKESH KUMAR** who has been co-opted as director of the Company on 01/11/2010 and in terms of section 260 of the Companies Act, 1956 to hold office as additional director until this Annual General Meeting, and has offered himself for re-appointment, be and is hereby appointed as Director of the Company".

BY ORDER OF THE BOARD OF DIRECTORS

  
DIRECTOR

PLACE: NEW DELHI

DATED: 13.04.2011

## AUDITORS'S REPORT

To the members of  
M/S SITAL LEASING & FINANCE LIMITED

1. I have audited the attached Balance Sheet of M/s SITAL LEASING & FINANCE LIMITED as at 31<sup>st</sup> March, 2011 the Profit & Loss account and Cash Flow Statement of the company for the year ended on that annexed there to. These Financial Statements are the responsibility of the company's management. My responsibility is to express an opinion on these financial statements based on my audit.
2. I conducted my audit in accordance with auditing standards generally accepted in India. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principle used and significant statement presentation. I believe that my audit provide a reasonable basis for my opinion.
3. As required by the companies (Auditor's repots) Order, 2003 issued by the Central Government of India in terms of sub section (4A) of section 227 of the Companies Act, 1956. I enclose in the Annexure a statement on the matters specified in paragraph 4 and 5 the said order.
4. Further to my comments in the annexure referred to in paragraph (3) above, I report that:-
  - (a) I have obtained all the information and explanations, which to the best of my knowledge and belief were necessary for the purpose of my audit.
  - (b) In my opinion, the company as required by law has kept proper books of accounts so far as it appears from my examinations of those books.
  - (c) The balance sheet and the profit and loss account dealt with by this repots are in agreement with the books of accounts.
  - (d) In my opinion, the balance sheet and the profit and loss accounts dealt with by this reports comply with the accounting standards referred to in sub section (3C) of section 211 of the companies Act, 1956.



- (e) On the basis of written representation received from the directors, as on 31<sup>st</sup> March, 2011 and taken on record by the Board of Directors, I reports that none of the directors is disqualified as on 31<sup>st</sup> March, 2011 from being appointed as a director in terms of clause (g) of sub-sections (1) of section 274 of the Companies Act, 1956.
- (f) In my opinion and to the best of my information and according to the explanation given to me, the said accounts read together with NOTES thereon, give the information required by Companies Act, 1956, in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India:-
- (i) In the case of Balance Sheet, of the state of affairs of the company as at 31<sup>st</sup> March, 2011 and.
- (ii) In the case of the Profit and Loss account, of the Profit of the company for the year ended on that date.



**ANIL KUMAR**  
**CHARTERED ACCOUNTANT**  
**M. NO. 86223**

Place: New Delhi  
Date: 13.04.2011

ANNEXURE TO THE AUDITORS' REPORTS

(Referred to in paragraph (3) of my report of even date on the statement of accounts of M/s SITAL LEASING & FINANCE LIMITED as at and for the year ended 31<sup>st</sup> March, 2011.)

- (i) In my opinion and according to the information and explanations given to me, there are adequate internal control procedures commensurate with the size of the company and the nature of its business with regard to purchase of inventory, fixed assets, and with regard to sale of goods. During the course of my audit, I have not observed any continuing failure to correct major weaknesses in internal controls. However, during the year under report, the company has neither made any purchase of goods & fixed assets nor made any sale of goods.
- (ii) The company has not accepted any deposits from the public. Therefore, the provisions regarding compliance with the provisions of sections 58A & 58AA of the Companies Act, 1956 and the rules framed there under together with the directives issued by the Reserve Bank of India are not applicable to the company during the year under report.
- (iii) In my opinion, the accumulated losses of the company are not more than fifty percent of its net worth. The company has not incurred cash losses during the financial year covered by my audit, however during the year immediately preceding such financial year, the company has incurred cash losses.
- (iv) In my opinion the company is not dealing in or trading in shares, securities, debentures and other investments. Accordingly, the provisions of clauses 4(xiv) of the companies (Auditor's Report) Order, 2003 are not applicable to the company.
- (v) According to the information and explanations given to me and on an overall examination of the balance sheet of the company, I report that the no funds raised on short-terms basis have been used for long-term investment. No long-term funds have been used to finance short-term assets except permanent working capital.





- (vi) According to the information and explanation given to me, the company has not made any preferential allotment of shares to parties and companies covered in the register maintained under section 301 of the Companies Act, 1956.
- (vii) According to the information and explanations given to me, no fraud on or by the company has been noticed or reported during the course of my audit.
- (viii) In my opinion and according to the information and explanation given to me, the other provisions contained in clauses (i) (a), (b), (c), (ii) (a), (b), (c), (iii) (a), (b), (c), (d), (v) (a), (b), (vii), (viii), (ix) (a), (b), (xi), (xii), (xiii), (xv), (xvi), (xix) and (xx) of paragraph 4 of the order are not applicable to the company during the year under report.



**ANIL KUMAR**  
**CHARTERED ACCOUNTANT**  
**M. NO. 86223**

Place: New Delhi  
Date: 13.04.2011

# DIRECTOR'S REPORT

To  
The Members,

Your Directors have pleasures in presenting the 28<sup>th</sup> Annual Report of the Company together with the audited accounts for the year ended 31<sup>st</sup> March, 2011.

## FINANCIAL RESULTS :

The Business of the Company during the year under review resulted in a Profit of Rs.1,26,416/- (Profit of Rs.1,33,478/- in previous year).

## GENERAL CORPORATE MATTERS :

The company is currently engaged in Development of Land, sale and purchase of Residential Plots and shares & securities. The year under report has been difficult for the Stock Market as the market behaved with great volatility and Market Index showed movement both upward and downward frequently. Moreover, payment problems affecting Stock Market also caused considerable damage to the investor's confidence in the market. It also affected the overall turnover in the Stock Market. The Stock Market Index as on 31<sup>st</sup> March 2011 were at low levels as a result of which there was low valuation of stock held by the company at the end of the year. The company also intends to make expansion in developing big residential colonies & commercial projects.

## DIVIDEND :

Due to marginal profit earned by the company during the year your directors are not in a position to recommend any dividend. But the directors are hopeful better result in ensuring future.

## DIRECTORS' RESPONSIBILITY STATEMENT :

As required under section 217(2AA) which was introduced by the Company (Amendment) Act, 2000 your Director confirms that: -

- a) In the preparation of the annual accounts, the applicable accounting standards have been followed.
- b) The Director had selected such accounting policies and applied them consistently and made judgments and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the company as on 31<sup>st</sup> March, 2011 and of the Profit of the Company of the year ended 31<sup>st</sup> March, 2011.

- c) The Director had taken proper and sufficient care for the maintenance of adequate accounting records in accordance with the provision of the Companies Act, 1956 for safeguarding the assets of the company and preventing and detecting fraud and other irregularities.
- d) The annual accounts are prepared on a going concern basis.

**NON-BANKING FINANCIAL COMPANIES AUDITORS REPORT (RESERVE BANK) DIRECTIONS, 1988**

Pursuant to the Non-Banking Financial companies auditors report (Reserves Bank) director, 1998 a report from the Statutory Auditors to the board of directors' has been received by your company. This report has certified that the company has complied with all the directions and prudential norms as prescribed under the RBI act, 1934.

**COMPLIANCE CERTIFICATE :**

The Company has obtained Compliance Certificate from a Practising Company Secretaries and the same is Annexed to this report. This certificate does not call for any adverse comments.

**AUDITORS :**

To re-appoint Auditors of the Company & to decide about their remuneration. The retiring auditor **Mr. Anil Kumar** Chartered accountants, being eligible, offers themselves for re-appointment.

**AUDITORS' REMARKS :**

The observations made by the auditors with reference to note on the accounts for the year under report are self explanatory and need no further comments from the Directors.

**PARTICULARS OF EMPLOYEES :**

There are no employees in receipt of remuneration in excess of amount specified in section 217(2A) read with Companies (Particular of Employees) Rules 1975 as amended.

**SUBSIDIARY COMPANIES :**

The Company does not have any subsidiary company.

**FIXED DEPOSITS :**

The Company has not accepted any deposits from the public, within the meaning of Section 58 – A of the Companies Act, 1956 and the Companies (Acceptance of Deposit) Rules, 1975 during the year under review.

**STATURTORY INFROMATION :**

The Company's (Disclosure of Particulars in the Report of Board of Directors) Rules 1988, requires the disclosures of particulars regarding conservation of energy in Form A and technology Absorption in Form B prescribed by the rules. The requirement of Forms A and B are not applicable, as the company is not manufacturing company. The company had no foreign Exchange out-go or inflow during the year.

**ACKNOWLEDGEMENT :**

Your Directors express their sincere appreciation for the co-operation, patronage, assistance and guidance by their Business Associates, Bankers and Clients.

The board members also place on record their appreciation of the service rendered by the dedicated employees of the company.

**BY ORDER OF THE BOARD OF DIRECTORS**

  
**DIRECTOR**

PLACE: NEW DELHI

DATED: 13.04.2011

# SITAL LEASING & FINANCE LIMITED

BALANCE SHEET AS AT 31ST MARCH, 2011

DESCRIPTION	SCH.	AS AT 31.03.2011	AS AT 31.03.2010
<b>SOURCES OF FUNDS</b>			
<b>SHAREHOLDER'S FUNDS</b>			
SHARE CAPITAL	1	2,450,000.00	2,450,000.00
RESERVE & SURPLUS	2	1,651,631.77	1,564,237.86
DEFERRED TAX LIABILITY		-	43.00
<b>TOTAL</b>		<b>4,101,631.77</b>	<b>4,014,280.86</b>
<b>APPLICATION OF FUNDS</b>			
<b>FIXED ASSETS</b>			
GROSS BLOCK	3	3,067.68	34,400.00
LESS: DEPRECIATION		517.09	31,332.32
NET BLOCK		<u>2,550.59</u>	<u>3,067.68</u>
<b>CURRENT ASSETS, LOANS &amp; ADVANCES</b>			
CASH & BANK BALANCES	4	124,137.18	199,325.18
LOANS & ADVANCES	5	5,603,951.00	3,994,765.00
		<u>5,728,088.18</u>	<u>4,194,090.18</u>
<b>LESS: CURRENT LIABILITIES &amp; PROVISIONS</b>			
CURRENT LIABILITIES	6	1,589,942.00	141,377.00
PROVISION		39,065.00	41,500.00
		<u>1,629,007.00</u>	<u>182,877.00</u>
<b>NET CURRENT ASSETS</b>		4,099,081.18	4,011,213.18
<b>TOTAL</b>		<b>4,101,631.77</b>	<b>4,014,280.86</b>

SIGNIFICANT ACCOUNTING POLICIES  
AND NOTES ON ACCOUNT

8

IN TERMS OF MY REPORT OF EVEN DATE ANNEXED



**ANIL KUMAR**  
CHARTERED ACCOUNTANT  
M. NO. 86223

For SITAL LEASING & FINANCE LTD.

  
DIRECTOR

  
DIRECTOR

PLACE: NEW DELHI  
DATED: 13.04.2011

# SITAL LEASING & FINANCE LIMITED

## PROFIT & LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2011

DESCRIPTION	SCHEDULE	YEAR ENDED 31.03.2011	YEAR ENDED 31.03.2010
<b>INCOME</b>			
INTEREST (Gross)		587,000.00	330,016.00
(TAX DEDUCTED SOURCES RS. 58,700/-)			
(PREVIOUS YEAR RS. 42,542)			
		587,000.00	330,016.00
<b>EXPENDITURE</b>			
<b>EXPENSES</b>			
DEPRICIATION	7	460,067.00	195,992.00
		517.09	546.32
		460,584.09	196,538.32
<b>PROFIT / (LOSS) FOR THE YEAR</b>		126,415.91	133,477.68
LESS:- PROVISION FOR TAXATION		39,065.00	41,500.00
ADD :- PROVISION FOR TAXATION		-	308.00
PROFIT / (LOSS) AFTER TAXATION		87,350.91	92,285.68
ADD:- DECREASE IN NET DEFERRED TAX LIABILITY		43.00	58.00
		87,393.91	92,343.68
LESS: ADJUSTMENT IN INCOME TAX FOR EARLIER YEAR			
BALANCE B/F FROM LAST YEARS		1,389,204.86	1,296,861.18
<b>BALANCE AVAILABLE FOR APPROPRIATION</b>		<b>1,476,598.77</b>	<b>1,389,204.86</b>
<b>APPROPRATION</b>			
TRANSFER TO GENERAL RESERVE		47,989.46	45,149.16
BALANCE CARRIED FORWARD TO BALANCE SHEET		1,428,609.31	1,344,055.70
		<b>1,476,598.77</b>	<b>1,389,204.86</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**ND NOTES TO ACCOUNTS**

8

IN TERMS OF MY REPORT OF EVEN DATE ANNEXED



**ANIL KUMAR**  
**CHARTERED ACCOUNTANT**  
**CHARTERED ACCOUNTANT**

For SITAL LEASING & FINANCE LTD.

DIRECTOR

DIRECTOR

PLACE: NEW DELHI  
 DATED: 13.04.2011

# SITAL LEASING & FINANCE LIMITED

## SCHEDULES TO THE BALANCE SHEET AS AT 31ST MARCH, 2011

DESCRIPTION	AS AT 31.03.2011	AS AT 31.03.2010
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### SCHEDULE - 1

#### AUTHORISED CAPITAL

250000 Equity Shares of Rs. 10/- each	2,500,000.00	2,500,000.00
	2,500,000.00	2,500,000.00

#### ISSUED, SUBSCRIBED & PAID UP CAPITAL

245000 Equity Shares of Rs. 10/- each fully Paid up	2,450,000.00	2,450,000.00
	2,450,000.00	2,450,000.00

### SCHEDULE - 2

#### RESERVE & SURPLUS

DESCRIPTION	AS AT 01.04.2010	ADDITION	DEDUCTION	AS AT 31.03.2011	AS AT 31.03.2010
General Reserve	175,033.00	47,989.46	-	223,022.46	262,330.16
Profit & Loss A/c	1,301,907.70	126,701.61	-	1,428,609.31	1,301,907.70
<b>Current Year</b>	1,476,940.70	174,691.07	-	1,651,631.77	1,564,237.86
<b>Previous Year</b>	1,471,894.18	92,343.68	-	1,564,237.86	

### SCHEDULE - 3

#### FIXED ASSETS

Particular	GROSS BLOCK				DEPRICIATION				NET BLOCK		
	Rate of Dep.	Cost as per last Balance Sheet	Add during the year	Sales/ Adjustment during the year	Total As on 31.03.2010	Up to 31.3.2010	For the year	On Sales/ Adjustment during the year	Total As on 31.3.2011	As on 31.03.2011	As on 31.03.2010
	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)
Air Condition	13.9	22400.00	0.00	0.00	22400.00	20189.81	397.82	-	20587.63	1812.37	2210.19
Furniture & Fixtures	18.1	12000.00	0.00	0.00	12000.00	11142.51	119.27	-	11261.78	738.22	857.49
<b>Total Rs.</b>		<b>34400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34400.00</b>	<b>31332.32</b>	<b>517.09</b>	<b>0.00</b>	<b>31849.41</b>	<b>2550.59</b>	<b>3067.68</b>
Previous year		34400.00	0.00	0.00	34400.00	30786.00	546.32	0.00	31332.32	3067.68	3614.00



**SCHEDULE - 4****CASH & BANK BALANCE**

Cash in hand	6,177.00	929.00
With Schedule Banks in Currents A/c	117,960.18	198,396.18
	<u>124,137.18</u>	<u>199,325.18</u>

**SCHEDULE - 5****LOANS & ADVANCES****Loans (Unsecured Considered Good)**

Arihant Buildcon Pvt. Ltd.	-	1,435,014.00
Instyle exports Pvt. Ltd.	4,000,000.00	-
Iran khan	1,000,000.00	1,000,000.00
Iskcon Apparel Pvt. Ltd.	527,000.00	1,500,000.00

**Advances**

(Recoverable incash or in kind for the value to be received)

Tax Deducted at Source	58,700.00	42,542.00
Income Tax Refund for the A.Y. 2007-08	2,123.00	2,123.00
Income Tax Refund for the A.Y. 2009-10	15,086.00	15,086.00
Income Tax Refund for the A.Y. 2010-11	1,042.00	-
	<u>5,603,951.00</u>	<u>3,994,765.00</u>

**SCHEDULE - 6****CURRENT LIABILITIES & PROVISION****Current Liabilities**

Audit Fees Payable	8,427.00	8,427.00
Consultancy Fees Payable	-	28,500.00
Expenses Payable	6,515.00	-
Legal & Professional Charge Payable	56,000.00	27,250.00
Salary Expense Payable	282,000.00	77,200.00

**Provision**

For Income Tax	39,065.00	41,500.00
	<u>392,007.00</u>	<u>182,877.00</u>

**(A)**



**Sundry Creditors**

Transnational Growth Fund Pvt. Ltd.	1,200,000.00	-
Priti Jain	18,000.00	-
Surendra Jain	19,000.00	-
	<b>( B )</b>	
	<u>1,237,000.00</u>	<u>-</u>
<b>Total Current Liabilites &amp; Provisions</b>	<b>( A + B )</b>	
	<u>1,629,007.00</u>	<u>182,877.00</u>

**SCHEDULE - 7****EXPENSES**

Advertisement	6,854.00	4,521.00
Audit Fee	8,427.00	8,427.00
Consultancy fees	-	28,500.00
Filing Fee	4,000.00	-
Listing Fee	5,515.00	-
Miscellaneous Expenditure	19,574.00	-
Office repair & Maintenance	20,500.00	10,000.00
Postage & Telegram	2,541.00	852.00
Printing & Stationary	5,412.00	3,821.00
Professional Charges	57,000.00	27,250.00
Salary & Bonus	282,000.00	100,200.00
Staff Welfare Expenses	7,541.00	3,841.00
Telephone Expenses	3,845.00	1,726.00
Travelling & Conveyance	36,858.00	6,854.00
	<u>460,067.00</u>	<u>195,992.00</u>



# SITAL LEASING & FINANCE LIMITED

## SCHEDULE – 8

### A. Statement of Significant Accounting Policies

#### 1. Basis of Accounting

The Company prepares its financial statements according to the generally accepted Accounting Principles and also in accordance with requirements of the Companies Act, 1956.

#### 2. Income & Expenditure

Income and Expenditure are accounted for on accrual basis.

#### 3. Depreciation

Depreciation is provided as per rates of depreciation specified in Schedule XIV of the Companies Act, 1956 on WDV method.

4. Dividend is accounted for as and when received.

5. Unless specifically stated to be otherwise, these policies are consistently followed.

### B. NOTES ON ACCOUNTS

1. Figures for the previous year have been regrouped or recasted wherever considered necessary.

2. Sundry creditors, Loans & Advances are subject to confirmation from the respective parties.

3. No provision for decline in the value of long term investments has been made. It is considered that this decline is of a temporary nature and does not warrant any such provision.

4. In our opinion Current Assets, Loans & Advances are realizable at the value equal to the value at which the same are stated.

5. Consequent to the mandatory Accounting Standard AS – 22 issued by the ICAI on Accounting for Taxes on Income the company has recorded net deferred tax liabilities of Rs.43/- till 31<sup>st</sup> March, 2010. The decrease in the deferred tax liabilities adjustment for the year amounting Rs.43/- has been credited in the Profit & Loss Account.





# SITAL LEASING & FINANCE LIMITED

BALANCE SHEET ABSTRACT AND COMPANY'S GENERAL BUSINESS PROFILE  
(AS PER SCHEDULE VI, PART (IV) OF THE COMPANIES ACT, 1956)

## I. REGISTRATION DETAILS

Registration No.	016718
State Code	55
Balance Sheet Date	31 <sup>st</sup> MARCH, 2011

## II. CAPITAL RAISED DURING THE YEAR

(Amount in thousand)

Public Issue	NIL
Right Issue	NIL
Private Placement	NIL
Bonus Issue	NIL

## III. POSITION OF MOBILISATION AND DEPLOYMENT OF FUNDS

(Amount in thousand)

Total Liabilities	4,102
Total Assets	4,102

## SOURCES OF FUNDS

(Amount in thousand)

Paid- up Capital	2,450
Reserves & Surplus	1,652
Secured Loans	NIL
Unsecured Loans	NIL
Share Application Money	NIL

## APPLICATION OF FUNDS

(Amount in thousand)

Net Fixed Assets	3
Investment	NIL
Net Current Assets	4,099
Misc. Expenditure	NIL
Accumulated Losses	NIL



IV. PERFORMANCE OF THE COMPANY

(Amount in thousand)

Turnover Including Other Income	587
Total Expenditure	461
Profit before tax	126
Profit after tax	87
Earnings Per Share (Rs.)	0.36
Dividend Rate (%)	N.A.

V. GENERIC NAMES OF PRINCIPAL PRODUCTS/SERVICES OF THE COMPANY

Item Code No. (ITC CODE)	N.A.
Product Description	N.A.

IN TERMS OF OUR REPORT OF EVEN DATE ANNEXED



**ANIL KUMAR**  
CHARTERED ACCOUNTANT  
M. NO. 86223

PLACE : NEW DELHI  
DATED : 13.04.2011

For AND ON BEHALF OF THE BOARD

**DIRECTOR**

**DIRECTOR**

**SITAL LEASING AND FINANCE LIMITED****Regd. Office** - 555, Double Storey, New Rajinder Nagar, New Delhi- 110060**PROXY FORM**

I/We \_\_\_\_\_ of \_\_\_\_\_ being member/members of the above Named Company hereby appoint \_\_\_\_\_ of \_\_\_\_\_ or failing him/her \_\_\_\_\_ of \_\_\_\_\_ as my/our Proxy to vote for me/us behalf at the 28<sup>th</sup> Annual General Meeting of the Company to be held on Friday the 30<sup>th</sup> September, 2011 at 11.00 a.m. at 555, Double Storey, New Rajinder Nagar, New Delhi- 110060, and at any adjourned meeting thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

Signature \_\_\_\_\_

Regd. Folio No. \_\_\_\_\_

DP. Id. No.\* \_\_\_\_\_

Client Id No.\* \_\_\_\_\_

No. of Shares \_\_\_\_\_

Address \_\_\_\_\_

Affix Revenue Stamp
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Note: The form should be signed across the stamp as per specimen signature registered with the Company. The proxy form must reach the Registered Office of the Company not less than 48 hours before the time fixed for holding the aforesaid meeting.

-----Tear Here-----&lt;-----

**SITAL LEASING AND FINANCE LIMITED****Regd. Office** - 555, Double Storey, New Rajinder Nagar, New Delhi- 110060**ATTENDANCE SLIP**

Regd. Folio No. \_\_\_\_\_

DP. Id. No.\* \_\_\_\_\_

Client Id No.\* \_\_\_\_\_

Mr./Ms. \_\_\_\_\_

Father's/Husband's Name \_\_\_\_\_

I certify that I am a registered Shareholders/Proxy for the registered Shareholder of the Company.

I hereby record my presence at the 28<sup>th</sup> Annual General Meeting of the Company at 555, Double Storey, New Rajinder Nagar, New Delhi 110060, on Friday the 30<sup>th</sup> September, 2011.\_\_\_\_\_  
Members'/Proxy's Name in BLOCK Letters\_\_\_\_\_  
Members'/Proxy's Signature

- Note:** 1) Please fill in this attendance slip and hand it over at the entrance of the Meeting Hall.  
2) Member's Signature should be in accordance with the specimen signature registered with the Company.  
3) Please bring your copy of the Annual Report for reference at the Meeting.

\* Applicable for investors holding shares in electronic form.