

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

N O T I C E

Notice is hereby given that the Extra-Ordinary General Meeting of the members of Leena Consultancy Limited will be held on Friday, the 13th day of December, 2019 at 11.00 a.m. at 301, Corporate Arena, Off Aarey Piramal Cross Road, Goregaon - West, Mumbai - 400 062, to transact the following business:

SPECIAL BUSINESS:

Item No.1 - RE-CLASSIFICATION OF PERSONS/ENTITIES BY REMOVAL OF THEIR NAMES FROM THE "PROMOTER AND PROMOTERS GROUP" CATEGORY.

To consider and if thought fit, to pass with or without modification(s) the following resolution as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to recommendation of the Board and Regulation 31A and all other applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 including any amendment(s) or modification(s) made thereto from time to time and any other laws and regulations as may be applicable from time to time, and subject to the necessary approvals of the Stock Exchanges and other appropriate statutory authorities as may be necessary, the consent of the members of the Company be and is hereby accorded for reclassification of the of following entity(s)/ person(s) **by the removal of their names from Promoter/Promoter group category**, since the entity(s)/person(s) are neither involved in the management of the Company nor exercise control over the affairs of the Company directly or indirectly, have ceased to hold shares in the Company and also none of the following entity(s)/person(s) have entered into any shareholder's or other agreement with the Company nor do they have any veto rights or special information rights or special rights as to voting power or control of the Company:

Sr. No.	Name of Promoter/Promoter Group
1	Ameeta Grihnirman Private Limited
2	Prerana Builders Private Limited
3	Bellvne Constructions Private Limited
4	Shiraz Realtors Private Limited
5	Lavina Contractors And Developers Private Limited
6	Villa Capri Developers Private Limited

Contd.....2

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

: 2 :

7	Bloomingtondale Trading Company Private Limited
8	Manali Investment And Finance Private Limited
9	Gstaad Trading Company Private Limited
10	Rajan B Raheja
11	Akshay Rajan Raheja
12	Viren Rajan Raheja

RESOLVED FURTHER THAT pursuant to Regulation 31A (3) sub clause (b) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Sixth Amendment) Regulations, 2018, it is hereby confirmed that, the aforesaid entity(s)/person(s) seeking declassification:

- i. Do not hold any shares/ do not hold more than ten percent of the total voting rights in the Company;
- ii. Do not exercise control over the affairs of the Company directly or indirectly;
- iii. Do not have any special rights with respect to the Company through formal or informal arrangements including through any shareholder agreements;
- iv. Have not been represented on the Board of Directors (including not having a nominee director) of the Company;
- v. Have never acted as Key Managerial Persons in the Company;
- vi. Are not 'wilful defaulters' as per the Reserve Bank of India Guidelines;
- vii. Are not fugitive economic offenders.

And that the above referred person(s)/entity(s) shall abide by the conditions listed in Regulation 31A(4) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR") post such re-classification being approved by the Members of the Company and BSE Limited.

RESOLVED FURTHER THAT for the purpose of giving effect to the above resolution for reclassification of above referred entity(s)/person(s) by removal of their names from Promoter/ Promoter Group category, any of the Directors of the Company and/or Mrs. Bhairavi Kadakia, Company Secretary & Compliance Officer of the Company be and are hereby severally authorized to do all such acts, deeds, matters and things as may be necessary or expedient and to settle any questions, difficulties or doubts that may arise in this regard and to submit all the requisite applications, representations, filings etc. with the Stock Exchanges and other regulatory authorities as may be required in this regard without requiring the Board to secure any further consent or approval of the members of the Company."

Contd.....3

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

: 3 :

Item No.2 - RE-CLASSIFICATION OF MR. KIRTIKUMAR R. SHAH FROM THE "PUBLIC" CATEGORY TO "PROMOTER AND PROMOTERS GROUP" CATEGORY.

To consider and if thought fit, to pass with or without modification(s) the following resolution as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to recommendation of the Board and Regulation 31A and all other applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 including any amendment(s) or modification(s) made thereto from time to time and any other laws and regulations as may be applicable from time to time, and subject to the necessary approvals of the Stock Exchanges and other appropriate statutory authorities as may be necessary, the consent of the members of the Company be and is hereby accorded for Re-classification of status of Mr. Kirtikumar R. Shah from "Public" category to "Promoter/Promoter group" category, pursuant to Acquisition of entire shareholding of the existing Promoter and Promoter group i.e. 1,79,400 Equity shares of Rs. 10/- each representing 74.75% of total equity share capital of the Company, as per Share Purchase Agreement dated 6th June, 2019 and after Open Offer made to the public shareholders of the Company under Regulation 3(1) and 4 of SEBI (SAST) Regulations, 2011 as amended and his appointment on the Board of the Company as Executive Director w.e.f. 02.08.2019.

RESOLVED FURTHER THAT pursuant to Regulation 31A (3) sub clause (b) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Sixth Amendment) Regulations, 2018, it is hereby confirmed that, Mr. Kirtikumar R. Shah seeking reclassification:

- i. Holds more than ten percent of the total voting rights in the Company;
- ii. Exercises control over the affairs of the Company directly or indirectly;
- iii. is represented on the Board of Directors of the Company;
- iv. Is not a 'wilful defaulter' as per the Reserve Bank of India Guidelines;
- v. Is not a fugitive economic offender as per the Fugitive Economic Offenders Act, 2018.

And Mr. Kirtikumar R. Shah shall abide by the conditions listed in Regulation 31A(4) and 31A(5) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR") post such re-classification being approved by the Members of the Company and BSE Limited.

Contd.....4

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

: 4 :

RESOLVED FURTHER THAT for the purpose of giving effect to the above resolution for Re-classification of Mr. Kirtikumar R.Shah belonging to "public" category to "Promoter/ Promoter Group" category, any of the Directors of the Company and/or Mrs. Bhairavi Kadakia, Company Secretary & Compliance Officer of the Company be and are hereby severally authorized to do all such acts, deeds, matters and things as may be necessary or expedient and to settle any questions, difficulties or doubts that may arise in this regard and to submit all the requisite applications, representations, filings etc. with the Stock Exchanges and other regulatory authorities as may be required in this regard without requiring the Board to secure any further consent or approval of the members of the Company."

By Order of the Board

Sd/-

**KIRTIKUMAR R. SHAH
EXECUTIVE DIRECTOR**

12th November, 2019

Regd. Office:
123, Floor-1, Phiroze Jeejeebhoy Towers,
Bombay Stock Exchange, Dalal Street, Fort,
Mumbai - 400 001

NOTES:

- 1) A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ALSO ENTITLED TO APPOINT A PROXY TO ATTEND, AND ON A POLL, TO VOTE INSTEAD OF HIMSELF/HERSELF AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY.
- 2) Proxies, if any, in order to be effective, must be received at the Company's Registered Office not later than 48 (Forty Eight) hours before the time fixed for holding the meeting. Proxies submitted on behalf of the companies, etc., must be supported by appropriate resolution/authority, as applicable. During the period beginning 24 hours before the time fixed for the commencement of the meeting and ending with the conclusion of the meeting, a member would be entitled to inspect the proxies lodged at any time during the business hours of the Company, provided not less than three days of notice in writing is given to the Company.

Contd.....5

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

: 5 :

- 3) A person can act as a proxy on behalf of members not more than fifty members 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 proxy and such person shall not act as a proxy for any other person or shareholder.
- 4) Corporate Members are requested to send a duly certified true copy of the Board Resolution authorizing their representative to attend and vote at the Meeting.
- 5) Members/Proxies are requested to bring their copy of EGM Notice and attendance slip to the meeting.
- 6) An Explanatory Statement pursuant to Section 102(1) of the Companies Act, 2013 relating to the Special Business for Item No. 1 & 2 as proposed above to be transacted at the EGM is annexed hereto and forms part of the Notice.
- 7) Relevant documents referred to in the accompanying Notice and the Statement, are open for inspection by the members at the Registered Office of the Company on all working days, except Saturdays and Sundays, during business hours up to the date of the Meeting.
- 8) The Record Date for the purpose of ascertaining the members who will be entitled to vote on the resolution shall be Friday, 6th December, 2019.
- 9) Members who hold shares in dematerialized form are requested to write their Client ID and DP ID and those who hold in physical form are requested to write their folio number in the attendance slip.
- 10) In case of Joint Holders attending the meeting, the Member whose name appears as the First holder in the order of names as per the Register of Members of the Company will be entitled to vote.
- 11) Nomination facility for shares is available for Members.
- 12) The Company is providing facility for voting by electronic means and the business may be transacted through e-voting.
In compliance with the provisions of Section 108 and other applicable provisions of the Act, if any, the Companies (Management and Administration) Rules, 2014 as amended and Regulation 44 of SEBI (LODR) Regulations, 2015, the Members are provided with the facility to cast their vote electronically on all resolutions set forth in this Notice from a place other than the venue of the meeting ("remote e-voting").

Contd.....6

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

:6:

- 13) The facility for voting through Ballot Paper will be made available at the EGM and Members attending the Meeting who have not already cast their vote by remote e-voting shall be eligible to vote at the Meeting.
- 14) Members who have cast their vote by remote e-voting prior to the Meeting may also attend the Meeting but shall not be entitled to cast their vote again.
- 15) The Company has appointed Mr. Sushil Talathi from M/s. Sushil Talathi & Associates, Practicing Company Secretaries, Mumbai, as the Scrutinizer to scrutinize the entire e-voting process, in a fair and transparent manner.
- 16) For the immediate reference, route map for reaching the venue of the EGM is attached.

Voting through electronic means

- I. Pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the Extra-ordinary General Meeting (EGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the EGM) ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).
- II. The facility for voting through ballot paper shall be made available at the EGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.
- III. The members who have cast their vote by remote e-voting prior to the EGM may also attend the EGM but shall not be entitled to cast their vote again.
- IV. The remote e-voting period commences on Tuesday, 10th December, 2019 at 10:00 a.m. and ends on Thursday, 12th December, 2019 at 5:00 p.m. During this period, members' of the Company, holding

Contd.....7

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

:7:

shares either in physical form or in dematerialized form, as on the cut-off date of 6th December, 2019, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.

- V. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at the downloads section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990.
- VI. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.
- VII. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- VIII. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of 6th December, 2019.
- IX. Any person, who acquires shares of the Company and becomes a member of the Company after dispatch of the notice and is holding shares as of the cut-off date i.e. 6th December, 2019, may obtain the login ID and password by sending a request at evoting@nsdl.co.in or service@satellitecorporate.com

However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using "Forgot User Details/Password" option available on www.evoting.nsdl.com or contact NSDL at the following toll free no.: 1800-222-990.

- X. A member may participate in the EGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the EGM.
- XI. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the EGM through ballot paper.

Contd.....8

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

:8:

- XII. Mr. Sushil Talathi of M/S. Sushil Talathi & Associates, Practicing Company Secretaries (Membership No. 8506 Certificate of Practice No. 9781) has been appointed as the Scrutinizer for providing facility to the members of the Company to scrutinize the voting and remote e-voting process in a fair and transparent manner.
- XIII. The Chairman shall, at the EGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of "remote e-voting" or "Ballot Paper" for all those members who are present at the EGM but have not cast their votes by availing the remote e-voting facility.
- XIV. The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and 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 shall make, not later than three days of the conclusion of the EGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.

STATEMENT PURSUANT TO PROVISIONS OF SECTION 102 THE COMPANIES ACT, 2013.

Item No.1

The Company has received request letters from the following entity(s)/person(s) falling under the category of Promoter/Promoter Group of the Company to reclassify their status by removal of their names from 'Promoter/Promoter Group' category, pursuant to Share Purchase Agreement ("SPA") entered into with Mr. Kirtikumar Ramanlal Shah ("Acquirer"), dated 6th June 2019 pursuant to which they have sold their entire stake of 1,79,400 equity share of Face value of Rs. 10/- each aggregating to 74.75% of total paid-up capital of the Company and currently hold Nil equity shares in the Company:

Sr. No.	Name of Promoter/Promoter Group
1	Ameeta Grihnirman Private Limited
2	Prerana Builders Private Limited
3	Bellvne Constructions Private Limited
4	Shiraz Realtors Private Limited
5	Lavina Contractors And Developers Private Limited

Contd.....9

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

: 9 :

6	Villa Capri Developers Private Limited
7	Bloomington Trading Company Private Limited
8	Manali Investment And Finance Private Limited
9	Gstaad Trading Company Private Limited
10	Rajan B Raheja
11	Akshay Rajan Raheja
12	Viren Rajan Raheja

Regulation 31A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, provides a mechanism regarding reclassification of any person as promoter / public. Pursuant to clause (b) sub-regulation 3 of Regulation 31A of SEBI (Listing Obligations and Disclosure Requirements) (Sixth Amendment) Regulations, 2018, the abovementioned entity/person(s) seeking reclassification have confirmed that:

- i) they are not holding any shares/ not holding more than ten percent of the total voting rights in the Company;
- ii) they do not exercise control over the affairs of the Company, directly or indirectly;
- iii) they have no special rights with respect to the Company through formal or informal arrangements including through any shareholder agreements;
- iv) they are not represented on the board of directors (including not having a nominee director) of the Company;
- v) they do not act as Key Managerial Persons in the Company;
- vi) they are not 'wilful defaulters' as per the Reserve Bank of India Guidelines;
- vii) they are not fugitive economic offenders.

The abovementioned entity/person(s) have further confirmed that subsequent to reclassification, they would continue to comply with the requirements as mentioned in Regulation 31A(4) of the SEBI (Listing Obligations and Disclosure Requirements), 2015, if required.

Based on the letter received from the above mentioned Promoter entity(s)/Person(s) and in view of the provisions of Regulation 31A of SEBI (LODR) (Sixth Amendment) Regulations, 2018 and on satisfaction of the conditions (i) to (vii) specified in clause (b) of sub-regulation (3) and compliance of sub-regulation (4) of Regulation 31A of SEBI (LODR) (Sixth Amendment) Regulations, 2018, the members of the Board of Directors at their meeting held on 12th August, 2019 considered and took note of the said request letters for

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

: 10 :

reclassification of above mentioned Promoter entity(s)/Person(s) by removal of their names from 'Promoter/Promoter group' category subject to approval of the Members of the Company at the Extra-Ordinary general meeting and also subject to the approval of the Stock Exchanges.

The Board, recommends the Ordinary Resolution of Item no. 1 of the accompanying notice for the approval of the members of the Company.

None of the Directors or key Managerial Personnels of the Company or their relatives are, in any way, concerned or interested, financially or otherwise, in the Ordinary resolution as per item no.1 of the notice.

Item No.2

The Company has received a request letter from Mr. Kirtikumar R. Shah to reclassify his status from 'Public' category to 'Promoter/Promoter Group' category, pursuant to Share Purchase Agreement ("SPA") entered with the existing Promoter(s)/Promoters Group of the Company dated 6th June 2019 and after Open Offer made to the public shareholders of the Company under Regulation 3(1) and 4 of SEBI (SAST) Regulations, 2011 as amended from time to time. Pursuant to the said agreement he has acquired the entire stake of 1,79,400 equity share of Face value of Rs. 10/- each aggregating to 74.75% of total paid-up capital of the Company held by the promoter/promoter group entities and further to his appointment as Executive Director on the Board of Directors of the Company w.e.f. 2nd August, 2019:

Regulation 31A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, provides a mechanism regarding reclassification of any person as promoter / public. Pursuant to Regulation 31A (3) sub clause (b) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Sixth Amendment) Regulations, 2018, Mr. Kirtikumar R. Shah seeking re-classification has confirmed that:

- i. He holds more than ten percent of the total voting rights in the Company;
- ii. Exercises control over the affairs of the Company directly or indirectly;
- iii. is represented on the Board of Directors of the Company;
- iv. Is not a 'wilful defaulter' as per the Reserve Bank of India Guidelines;

Contd.....11

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

: 11 :

- v. Is not a fugitive economic offender as per the Fugitive Economic Offenders Act, 2018.

He has further confirmed that subsequent to reclassification, he shall continue to comply with the requirements as mentioned in Regulation 31A(4) of the SEBI (Listing Obligations and Disclosure Requirements), 2015.

Based on the letter received from Mr. Kirtikumar R. Shah and in view of the provisions of Regulation 31A of SEBI (LODR) (Sixth Amendment) Regulations, 2018 and on satisfaction of the conditions (i) to (vii) specified in clause (b) of sub-regulation (3) and compliance of sub-regulation (4) of Regulation 31A of SEBI (LODR) (Sixth Amendment) Regulations, 2018, the members of the Board of Directors at their meeting held on 12th August, 2019 considered and took note of the said request letter for reclassification of Mr. Kirtikumar R. Shah from 'Public' category to 'Promoter/Promoter group' category subject to approval of the Members of the Company at the Extra-Ordinary general meeting and also subject to the approval of the Stock Exchange.

The Board, recommends the Ordinary Resolution of Item no. 2 of the accompanying notice for the approval of the members of the Company.

Except, Mr. Kirtikumar R. Shah and his spouse Mrs. Aarti Kirtikumar Shah, none of the Directors or key Managerial Personnels of the Company or their relatives are, in any way, concerned or interested, financially or otherwise, in the Ordinary resolution as per item no.2 of the notice.

By Order of the Board

Sd/-

**KIRTIKUMAR R. SHAH
EXECUTIVE DIRECTOR**

12th November, 2019

CIN : L74140MH1983PLC031034

Regd. Office:

123, Floor-1, Phiroze Jeejeebhoy Towers,
Bombay Stock Exchange, Dalal Street, Fort,
Mumbai - 400 001.

How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:

Step 1: Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>

Step 2: Cast your vote electronically on NSDL e-Voting system.

Details on Step 1 are mentioned below:

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholders’ section.
3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****

c) For Members holding shares in Physical Form.	<p>EVEN Number followed by Folio Number registered with the company</p> <p>For example if folio number is 001*** and EVEN is 112618 then user ID is 112618001***</p>
---	--

5. Your password details are given below:

- a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
- b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the ‘initial password’ which was communicated to you. Once you retrieve your ‘initial password’, you need to enter the ‘initial password’ and the system will force you to change your password.
- c) How to retrieve your ‘initial password’?

- (i) If your email ID is registered in your demat account or with the company, your ‘initial password’ is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your ‘User ID’ and your ‘initial password’.

- (ii) If your email ID is not registered, your ‘initial password’ is communicated to you on your postal address.

6. If you are unable to retrieve or have not received the “ Initial password” or have forgotten your password:

- a) Click on “Forgot User Details/Password?”(If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
- b) Physical User Reset Password?” (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
- c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.

7. After entering your password, tick on Agree to “Terms and Conditions” by selecting on the check box.

8. Now, you will have to click on “Login” button.

9. After you click on the “Login” button, Home page of e-Voting will open.

Details on Step 2 is given below:

How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle is in active status.
3. Select “EVEN” of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “Submit” and also “Confirm” when prompted.
6. Upon confirmation, the message “Vote cast successfully” will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

- 1 Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail [to sushil@cssushitalathi.com](mailto:sushil@cssushitalathi.com) with a copy marked to evoting@nsdl.co.in.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the “[Forgot User Details/Password?](#)” or “[Physical User Reset Password?](#)” option available on www.evoting.nsdl.com to reset the password.

In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990 or send a request at evoting@nsdl.co.in

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

Dear Shareholder,

Sub: Notice for the Extra-ordinary General Meeting of the Members of Leena Consultancy Limited to be held on Friday, 13th December, 2019 at 11.00 a.m. at 301, Corporate Arena, Off Aarey Piramal Cross Road, Goregaon – West, Mumbai – 400 062.

Pursuant to Section 101 of the Companies Act, 2013 read with Rule 18 of the Companies (Management and Administration) Rules 2014 and also in continuation of the 'Green Initiative' of the Company, the Notice of the aforesaid Meeting is being served through electronic mode to your email address registered with your Depository Participant(s) / Registrar and Transfer Agent of the Company, M/s. Satellite Corporate Services Private Limited, as the case may be.

In this regard, please find enclosed herewith the Notice convening the Extra-ordinary General Meeting to be held on **Friday, 13th December, 2019 at 11.00 a.m.**

Further, in terms of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, the Company is providing the facility to its Members holding shares in physical or dematerialized form as on the cut-off date, being 6th December, 2019, to exercise their right to vote by electronic means on any or all of the businesses specified in the Notice convening the Extra-ordinary General Meeting of the Company as mentioned above. The Company has obtained the e-voting services of National Securities Depository Services Limited.

The e-voting portal opens for voting on **Tuesday, 10th December, 2019 at 10.00 a.m. and ends on Thursday, 12th December, 2019 at 5.00 p.m.** Please accord your assent/dissent by accessing the website: <https://evoting.nsdl.com> and logging-in by using your user ID and password. Kindly refer the E-voting instructions which are attached to the Notice. The EVEN (E-Voting Event Number) of the Company is: **112618**

For any queries please refer the details given below:

Kirtikumar R. Shah

Executive Director

Leena Consultancy Limited

123, Floor-1, Phiroze Jeejeebhoy Towers

Bombay Stock Exchange, Dalal Street, Fort

Mumbai – 400 001

Phone no.: + 91 - 22- 22724302

Website: www.leanaconsultancy.in

Email Id: investor@leanaconsultancy.in & leanaconsultancy@yahoo.co.in

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

Form No. MGT - 11

Proxy form

[Pursuant to section 105(6) of the Companies Act, 2013 and rule 19(3) of the Companies (Management and Administration) Rules, 2014]

**Extra-ordinary General Meeting of Leena Consultancy Limited on
Friday, 13th December, 2019 at 11:00 a.m.**

CIN : L74140MH1983PLC031034
Name of the Company : **Leena Consultancy Limited**
Registered office : 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay
Stock Exchange, Dalal Street, Fort, Mumbai -
400 054

Name of the member (s):

Registered address:

E-mail Id:

Folio No/Client Id:

DP ID:

I/We, being the member (s) of _____ shares of the above named company, hereby appoint:

1. Name: **Mr./Ms.** E-mail Id:
Address:

Signature: _____, or failing him

2. Name: **Mr./Ms.** E-mail Id:
Address:

Signature: _____, or failing him

3. Name: **Mr./Ms.** E-mail Id:
Address:

Signature: _____

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the Extra-ordinary General Meeting of the Company, to be held on **Friday, the 13th day of December, 2019** at **11:00 A.M.** at 301, Corporate Arena, Off Aarey Piramal Cross Road, Goregaon - West, Mumbai - 400 062, and any adjournment thereof in respect of such resolutions as are indicated below:

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022-22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

Resolution No.	Particulars	Voting		
		I / We assent to the resolution (For)*	I / We dissent to the resolution (Against)*	Abstain
1.	RE-CLASSIFICATION OF PERSONS/ENTITIES BY REMOVAL OF THEIR NAMES FROM THE "PROMOTER AND PROMOTERS GROUP" CATEGORY - Ordinary Resolution			
2.	RE-CLASSIFICATION OF MR. KIRTIKUMAR R. SHAH FROM THE "PUBLIC" CATEGORY TO "PROMOTER AND PROMOTERS GROUP" CATEGORY. - Ordinary Resolution			

Signed this _____ day of _____, 2019

Affix
Revenue
Stamp

Signature of Member: _____

Signature of Proxy: _____

Note:

1. 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.
2. It is optional to indicate your preference. If you leave the for, against or abstain column blank against any or all resolutions, your proxy will be entitled to vote in the manner as he/she may deem appropriate.

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: 123, Floor-1, Phiroze Jeejeebhoy Towers, Bombay Stock Exchange, Dalal Street, Fort, Mumbai –
400 001 Phone: 022–22724302

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

ATTENDANCE SLIP (To be presented at the entrance)

**Extra-ordinary General Meeting on Friday, 13th December, 2019 at 11.00 a.m.
at 301, Corporate Arena, Off Aarey Piramal Cross Road, Goregaon – West, Mumbai – 400
062**

Folio No. / DPID No.: _____

Client ID: _____

Name of the Member: _____ Signature: _____

Name of the Proxy-holder: _____ Signature: _____

Note:

1. Only Member / Proxy-Holder can attend the Meeting.
2. Member / Proxy-Holder should bring his / her copy of the Extra-ordinary Report for reference at the Meeting.



Goregaon Railway Station to Corporate Arena, Off Aarey Piramal Cross Rd, Piramal Nagar, Goregaon West, Mumbai, Maharashtra 400104



Map data ©2019 100 m



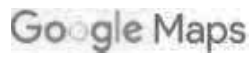
via Grampanchayat Rd and Off Aarey Piramal Cross Rd 5 min 450 m



via BG Marg and Off Aarey Piramal Cross Rd 7 min 550 m

All routes are mostly flat






Goregaon Railway Station to Web Element Solutions Limited

Drive 450 m, 3 min



Map data ©2019 100 m

 via Grampanchayat Rd and Off Aarey Piramal Cross Rd 3 min
450 m
Fastest route

Explore Web Element Solutions Limited



Restaurants Hotels Gas stations Parking Lots More