

# JAGAT TRADING ENTERPRISES LIMITED

REGISTERED OFFICE: 208, MAGNUM HOUSE II, KARAMPURA COMMUNITY CENTRE,

NEW DELHI-110015

CIN: L74999DL1982PLC014411

Email: [jagattradingenterpriseslimited@gmail.com](mailto:jagattradingenterpriseslimited@gmail.com)

## NOTICE

**NOTICE** is hereby given that the 37<sup>th</sup> ANNUAL GENERAL MEETING of the Members of M/s. JAGAT TRADING ENTERPRISES LIMITED will be held on Wednesday, the 16<sup>th</sup> September 2020 at 11.00 AM at the Registered Office of the Company at 208, Magnum House II, Karampura Community Centre, New Delhi 110015, to transact the following business:

### ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Financial Statement of the Company for the financial year ended 31<sup>st</sup> March 2020 together with Report of the Director's & Auditor's thereon.
2. To appoint a Director in place of Shri P K Goel (DIN No: 00021153), who retires by rotation at the ensuing Annual general Meeting and being eligible offers himself for reappointment as such as per the provisions of Section 152 (6) of Companies Act, 2013.

### SPECIAL BUSINESS

3. To consider and if thought fit, to pass with or without modification (s) the following Resolution as an **ORDINARY RESOLUTION**:

**"RESOLVED THAT** pursuant to the provisions of section 152,161 and any other applicable provisions of the Companies Act, 2013 (herein after referred to as the "Act"), read with Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or reenactment(s) thereof for the time being in force) Mr. Keshav Garg (DIN:08500783) who was appointed as an Additional Director by the Board of Directors with effect from September 18, 2019 and whose, terms of office expires at this ensuing Annual General Meeting and in respect of whom a notice under Section 160 of the Act has been received from a member proposing Mr. Keshav Garg as a candidate for the office of Director, be and is hereby appointed as a Director of the Company who shall be liable to retire by rotation.

**RESOLVED FURTHER THAT** the Board of Directors of the Company be and is hereby authorised to perform all acts, deeds, matters or things and take such decisions / steps as may be necessary, expedient or desirable to give effect to aforesaid resolution."

By Order of the Board of Directors

Sd/-

Ashish Kumar Sonwani  
(Company Secretary)

Date – 31/07/2020

Place – New Delhi

### NOTES:

1. The Explanatory Statement pursuant to Section 102 (1), of the Companies Act 2013, in respect of Item No's 3, is respectively annexed hereto of Ordinary Resolution of Special Business.
2. A member who is entitled to attend and vote at the meeting at the Annual General Meeting is also entitled to appoint a proxy to attend and vote at the meeting instead of him-self / her-self and the Proxy need not be a member of the Company.
3. Proxy form duly filled, stamped and signed and must be reached / lodge with the company at its Registered Office at least 48 hours before the commencement of the AGM.
4. A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than 10% of the total Share Capital of the Company carrying voting rights. A member holding more than 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 a proxy for any other person or shareholder.
5. In case of Joint Holders attending the meeting, the members 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.
6. The Register of Members and Share Transfer Book of the Company will remain closed from Wednesday the 09<sup>th</sup> September 2020 to Wednesday the 16<sup>th</sup> September 2020 (both days inclusive) in terms of Section 91 of the Companies Act, 2013.
7. Members, Proxies and Authorised Representatives are requested to bring to the meeting, the attendance slip enclosed herewith, duly completed and signed, mentioning therein details of their DP ID and Client ID/Folio No. along with their copy of Annual Report.
8. Shares holders should inform the Company of any change in their registered address, Bank details, PAN and e-mail ID's. The members can send their email quoting their folio no, Name, Address and Number of Shares to [jagattradingenterpriseslimited@gmail.com](mailto:jagattradingenterpriseslimited@gmail.com) for registration, to receiving all communication from the company electronically. Kindly visit the Company website [www.jtel.co.in](http://www.jtel.co.in) to get the update about company.
9. The Company has entered into an agreement on 15<sup>th</sup> March 2002 with the National Securities Depository Ltd. (NSDL) to make the equity shares of your Company available for dematerialisation in accordance with the provision of the Depository Act, 1996. The Shares holders can now hold their shares in dematerialisation form through their respective depository participant. The ISIN No: **INE321F01011** is allotted for the Company Securities.
10. The Company has appointed Registrar and share Transfer Agent to M/s. Skyline Financial Services Pvt. Ltd, D-153A, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase-1, New Delhi 110020, [www.skylinerta.com](http://www.skylinerta.com)

11. The Notice of the AGM along with the Annual Report 2019-20 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. SEBI vide Notification dated 30-11-2018 has come out with SEBI (Listing Obligations and Disclosure Requirements) (fourth Amendment) Regulations, 2018 ("The New Regulations") to further amend the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. The New Regulations have inter alia amended the Regulation 40 of SEBI (LODR) Regulations, 2015 and as per amended Regulation 40, the requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a depository except in the cases of transmission or transposition of securities. In view of above amended Regulation, you are requested to open a de-mat account with a Depository.
13. Participant (DP) and deposit your physical shares with such DP and get your shares de-mat at the earliest to avoid any kind of inconvenience. The ISIN No: **INE321F01011** is allotted for the Company Securities.
14. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their DP with whom they are maintaining their demat accounts. Members holding shares in Physical Form can submit their PAN to the Company/ Skyline Financial Services Pvt. Ltd (RTA).
15. Members may note that Notice of the 37<sup>th</sup> Annual General Meeting of the Company, Annual Report, Attendance Slip, Proxy Form and e-voting instructions are also available on the Company Website i.e. [www.jtel.co.in](http://www.jtel.co.in).
16. All the Material Documents, Resolutions, Memorandum and Articles of Association, Statutory Registers etc. are open for inspection to the members
17. In accordance with the provisions of Section 108 of the Companies Act, 2013 read with Companies (Management and Administration) Rules, 2014, the shareholders may exercise their option through electronic voting system and the Company is providing the facility for voting by electronic means (e-voting) to all the members. The Company has engaged the services of **Central Depository Services Limited (CDSL)** to provide e-voting facilities having **EVSN: 200814010** 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.evotingindia.com](http://www.evotingindia.com) during the following period:  
Commencement of e-voting – From 10.00 A.M. on September 12, 2020  
End of e-voting – upto 5.00 P.M. on September 15, 2020
18. E-voting shall not be allowed beyond 5.00 P.M. September 15, 2020. During the e-voting period, the shareholders of the company, holding shares either in physical or dematerialised form as on cut – off date may cast their vote electronically. The cut – off date of e – voting period is **September 1, 2020**.
19. The company has engaged the services of Central Depository Services Limited for E voting having EVSN: 200814010.
20. The procedure of E voting shall be as follow through e voting platform at [www.evotingindia.com](http://www.evotingindia.com) provided by Central Depository Services (India) Ltd., if you are first time user follows the steps given below. In case you have any query regarding e voting you may refer the FAQ and e voting manual available at [www.evotingindia.com](http://www.evotingindia.com) under the help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
21. The Board of Director has appointed SGS Associates (Company Secretaries Firm) 1<sup>st</sup> Floor, 14, Rani Jhansi Road, New Delhi 110015 as Scrutinizer for conducting the e-voting process, Scrutinizer will submit the final report as soon as possible after the last date of receipt of e-voting bit not later than closing of the business hours on 21<sup>st</sup> September 2020.
22. That the facility for voting, either through electronic voting system or ballot or polling paper shall also be made available at the meeting and members attending the meeting who have not already cast their vote by remote e-voting shall be able to exercise their right at the meeting.
23. That the members who have cast their vote by remote-voting prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again.

<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.</p> <p>Members who have not updated their PAN with the Company/DP are requested touse the first two letters of their name in CAPITAL followed by the 8 digits of the SEQUENCE NUMBER as the case may be, in the PAN field.</p> <p>In case the Client ID / Folio No. 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 and Folio No. is 1 then enter RA00000001 in the PAN field.</p>
<b>Date of birth Or Date of Incorporation or Dividend Bank Details.</b>	<p>Enter the Date of Birth as recorded in your demat account or in the Company's records for the said demat account in dd/mm/yyyy format or enter Folio No. <b>OR</b></p> <p>Enter the Bank Account Number as recorded in your demat account or in the Company's records for the said demat account or Folio No.</p> <p>Please enter any one of the details in order to login. In case both the details are not recorded with the Depository or the Company, please enter the number of shares held in the Bank Account Number field.</p>

**Explanatory statement pursuant to section 102(1) of the Companies Act, 2013**

**Item No: 3**

**“RESOLVED THAT** pursuant to the provisions of section 152,161 and any other applicable provisions of the Companies Act, 2013 (herein after referred to as the “Act”), read with Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or reenactment(s) thereof for the time being in force) Mr. Keshav Garg (DIN:08500783), who was appointed as an Additional Director by the Board of Directors with effect from September 18, 2019 and whose term of office expires at this Annual General Meeting and in respect of whom a notice under Section 160 of the Act has been received from a member proposing Mr. Keshav Garg as a candidate for the office of Director, be and is hereby appointed as a Director of the Company who shall be liable to retire by rotation

None of the Director other than Shri Keshav Garg is concerned or interested in this resolution.

The Board recommends the resolution for your approval.

**By Order of the Board of Directors**

**Sd/-**

**Ashish Kumar Sonwani  
(Company Secretary)**

**Date – 31/07/2020**

**Place – New Delhi**

**Details of Directors seeking appointment / re-appointment / regularisation as Director liable to retire by rotation at the forthcoming Annual General Meeting**

**(Pursuant to Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and SS-2 on General Meeting)**

<b>Name of Director:</b>	<b>Mr. Keshav Garg</b>
<b>DIN:</b>	<b>08500783</b>
<b>Date of Birth:</b>	<b>17.08.1998</b>
<b>Date of Appointment:</b>	<b>18.09.2019</b>
<b>Qualification:</b>	<b>Perusing LLB</b>
<b>Experience in specific Functional area:</b>	<b>Legal</b>
<b>Remuneration last drawn from Company (in Rs):</b>	<b>Nil Except Board Meeting Fees</b>
<b>Terms and Conditions of appointment:</b>	<b>Ten Years</b>
<b>Number of Board Meetings attended during the year*:</b>	<b>Two</b>
<b>Relationship with any Director(s) of the Company:</b>	<b>NO / Nil</b>
<b>No's of Shares Held:</b>	<b>Nil</b>

# JAGAT TRADING ENTERPRISES LIMITED

Registered Office: 208, Magnum House II, Karampura Community Centre, New Delhi 110015  
CIN: L74999DL1982PLC014411, [www.jtel.co.in](http://www.jtel.co.in), Email: [jagattradingenterpriseslimited@gmail.com](mailto:jagattradingenterpriseslimited@gmail.com)

## Attendance Slip

DP Id*	
Client Id*	

Folio No.	
No. Of Shares	

Name and Address of the Shareholder:

Signature:

Email ID:

PAN No:

I hereby record my presence at the 37<sup>th</sup> Annual General Meeting of the Company held on Wednesday, the 16<sup>th</sup> September 2020 at 11.00 AM at the Regd. Office of the Company at 208, Magnum House II, Karampura Community Centre, New Delhi - 15

\*Applicable for investors holding shares in electronic form.

## 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]

### JAGAT TRADING ENTERPRISES LIMITED

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## PROXY FORM

### THIRTY SEVENTH ANNUAL GENERAL MEETING

DP ID	CLIENT ID	FOLIO NO	NO OF SHARE(S) HELD

\* Applicable for investors holding shares in electronic form.

I/We, being the member(s) of above-named company and having shares of the Company, I / we hereby appoint:

- 1) \_\_\_\_\_ of \_\_\_\_\_ having e-mail id \_\_\_\_\_ or failing him/her
- 2) \_\_\_\_\_ of \_\_\_\_\_ having e-mail id \_\_\_\_\_ or failing him/her
- 3) \_\_\_\_\_ of \_\_\_\_\_ having e-mail id \_\_\_\_\_ or failing him/her

and whose signature(s) are appended below as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 37<sup>th</sup> Annual General Meeting of the Company, to be held on Wednesday, the 16<sup>th</sup> September 2020 at 11.00 AM at the Registered Office of the Company at 208, Magnum House II, Karampura Community Centre, New Delhi 15 and at any adjournment thereof in respect of such resolutions as are indicated below:

Description of the Business as set out in the Notice dated 30.05.2018	No of Shares	I / We assent to the resolution (FOR)	I / We dissent to the resolution (AGAINST)
<b>ORDINARY BUSINESS</b> Consider & Adopt Audited Financial Statement, Report of Board of Director and Auditors thereon for the year ended 31 <sup>st</sup> March 2020.			
To appoint a Director in place of Shri P K Goel (DIN No: 00021153), who retires by rotation at the ensuing Annual general Meeting and being eligible offers himself for reappointment as such as per the provisions of Section 152 (6) of Companies Act, 2013			
<b>SPECIAL BUSINESS</b> To Appoint a Director in place of Shri Keshav Garg (DIN08500783), who were appointed as additional Director on 18.09.2019 and shall be liable to retire by rotation			

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Signature of Shareholder

Affix  
Revenue  
Stamp

Signature of 1<sup>st</sup> Proxy-holder

Signature of 2<sup>nd</sup> Proxy-holder

Signature of 3<sup>rd</sup> Proxy holder

## Notes:

1. This form of proxy in order to be effective should be duly stamped, completed, signed and deposited at the Registered office of the Company not less Than 48 hours before the commencement of the meeting
2. A Proxy need not be a member of the Company.
3. A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than 10% of the total Share Capital of the Company carrying voting rights. A member holding more than 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 a proxy for any other person or shareholder.
4. Appointing a proxy does not prevent a member from attending the meeting in person if he so wishes.
5. In the case of joint-holders, the signature of any one holder will be sufficient, but names of all the joint-holders should be stated.
6. 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 e-mail address to the following along-with the all details of the shareholders such as Name, PAN No, Aadhar Number, Folio No, No's of Shares, Registered address. Shareholders may visit company website at [www.itel.co.in](http://www.itel.co.in) for updates.  
Email ID of the Company: [jagattradingenterpriseslimited@gmail.com](mailto:jagattradingenterpriseslimited@gmail.com)
7. The Notice of the AGM along with the Annual Report 2019-20 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.
8. 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 Services (India) 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.cdsl.com](http://www.evoting.cdsl.com) during the following voting period:

<b>EVSN</b>	:	<b>200814010</b>
<b>Commencement of e-voting</b>	:	<b>From 10.00 A.M. on September 12, 2020</b>
<b>End of e-voting</b>	:	<b>Upto 5.00 P.M. on September 15, 2020</b>

9. E-voting shall not be allowed beyond 5.00 P.M., on **September 15, 2020**. 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 of e-voting is **September 01, 2020**.
10. The company has engaged the services of Skyline Financial Services Private Limited as the Authorized Agency to provide e-voting facilities.
11. The procedure of E voting shall be as follow through e voting platform at [www.evotingindia.com](http://www.evotingindia.com) provided by Central Depository Services (India) Ltd., if you are first time user follows the steps given below. In case you have any query regarding e voting you may refer the FAQ and e voting manual available at [www.evotingindia.com](http://www.evotingindia.com) under the help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)
12. The Board of Director has appointed SGS Associates (Company Secretaries Firm) 1<sup>st</sup> Floor, 14, Rani Jhansi Road, New Delhi 110015 as Scrutinizer for conducting the e-voting and Postal Ballot process, Scrutinizer will submit the final report as soon as possible after the last date of receipt of e-voting bit not later than closing of the business hours on 21<sup>st</sup> September 2020.
13. "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'.

For Members holding shares in Demat Form and Physical Form	
<b>PAN</b>	<p>Enter your 10 digits alpha-numeric PAN issued by Income Tax Department.</p> <p>Members who have not updated their PAN with the Company/DP are requested to use the first two letters of their name in CAPITAL followed by the 8 digits of the <b>SEQUENCE NUMBER (190612004)</b> as the case may be, in the PAN field.</p> <p>In case the Client ID / Folio No. is less than 8 digits enter the applicable number of 0s before the number after the first two characters of the name in CAPITAL letters. i.e., your name is Ramesh Kumar and Folio No. is 1 then enter RA00000001 in the PAN field.</p>
<b>Date of birth or Date of Incorporation or Dividend Bank Details.</b>	<p>Enter the Date of Birth as recorded in your demat account or in the Company's records for the said demat account in dd/mm/yyyy format or enter Folio No.</p> <p>OR</p> <p>Enter the Bank Account Number as recorded in your demat account or in the Company's records for the said demat account or Folio No.</p> <p>Please enter any one of the details in order to login. In case both the details are not recorded with the Depository or the Company, please enter the number of shares held in the Bank Account Number field.</p>