

# 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 36<sup>th</sup> Annual General Meeting of the Company held on Monday, the 16<sup>th</sup> September 2019 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]

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### PROXY FORM

### THIRTY SIXTH 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 36<sup>th</sup> Annual General Meeting of the Company, to be held on Monday, the 16<sup>th</sup> September 2019 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 2019.			
Re-appoint Shri Vikas Jalan (DIN No: 01714220), who retires by rotation being eligible for re-appointment			
To approve the appointment of Smt. Swagata Das (DIN: 06913656) as Whole Time Director w.e.f, 01.03.2019			
TO approve the appointment of Mr Surya Kant Gupta as CFO / KMP w.e.f, 19.03.2019			

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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.jtel.co.in](http://www.jtel.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 2018-19 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.nsdl.com](http://www.evoting.nsdl.com) during the following voting period:

Commencement of e-voting	:	<b>From 10.00 A.M. on September 12, 2019</b>
End of e-voting	:	<b>Upto 5.00 P.M. on September 15, 2019</b>

9. E-voting shall not be allowed beyond 5.00 P.M., on **September 15, 2019**. 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, 2019**.
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 18<sup>th</sup> September 2019.
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'.

<b>For Members holding shares in Demat Form and Physical Form</b>	
<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 style="text-align: center;">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>

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## POSTAL BALLOT FORM (In lieu of E Voting)

(To be return to The Scrutinizer appointed by the Company)

Name of the member(s):	e-mail Id:
Registered address:	Folio No/ *Client Id: *DP Id: / No of Shares

I / We hereby exercise my/our vote in respect of the resolution of the following to be passed to be passed at the 36<sup>th</sup> Annual General Meeting of the Company, to be held on Monday, the 16th September 2019 at 11.00 AM at the Registered Office of the Company at 208, Magnum House II, Karampura Community Centre, New Delhi 15 in respect of the business as stated in the Notice dated 28.05.2019 by conveying my/our assent or dissent to the said Resolution(s) placing (✓) mark at the box against the respective matters:

Description of the Business as set out in the Notice dated 29.05.2019	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 2019.			
Appointment of Shri Vikas Jalan (DIN 01714220) who retires by rotation			
<b>SPECIAL BUSINESS</b> Appointment of Ms. Swagata Das (DIN: 06913656) as Whole Time Director under Section 196 of the Companies Act, 2013			
Appointment of Shri Surya Kant Gupta as CFO under section 203 of Companies Act, 2013.			

Place:

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Signature of the Shareholder / Beneficial Owners

Date:

# E Mail ID:

# To be provide by the members holding equity shares in Physical Form

## ELECTRONIC VOTING PARTICULARS

EVSN (E-Voting Sequence Number) <b>190612004</b>	Use ID	Password
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Note: Please read instruction given overleaf and Notice dated 28<sup>th</sup> May 2019 carefully before completing / exercise your vote / form

## NOTES / INSTRUCTION

1. A member desiring to exercise vote by Ballot may complete this Ballot Form and send it to the Scrutinizer in the attached self-addressed pre-paid postage Business Reply Envelope. Postage charges will be born and paid by the Company. However, envelopes containing Ballot Form(s), if deposited in person or sent by courier or registered / speed post at the expense of the Member will also be accepted.
2. This Form should be completed and signed by the Member (as per the specimen signature registered with the Company/ Registrar / Depository Participants). In case of Joint holding, this Form should be completed and signed by the first named Member and in his / her absence by the next named Member.
3. In case of shares held by companies, trusts, societies etc. the duly completed Ballot Form should be accompanied by a certified true copy of Board Resolution / Authority letter duly attested by authorized signatory(ies).
4. Duly completed Ballot Form should reach the Scrutinizer on or before the close of working hours on Friday, September 13, 2019. All Ballot Forms received after this date will be strictly treated as if reply from such Members has not been received.
5. The Company will not be responsible if the envelope containing the Ballot Form is lost in transit.
6. There will be only one Ballot Form for every folio irrespective of the number of joint holder(s). Ballot cannot be exercised as a proxy.
7. Members are requested not to send any other paper along with the Ballot Form in the enclosed self-addressed pre-paid postage Business Reply Envelope, as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer and the Company would not be liable to acknowledge or act on the same.
8. A Member need not use all the votes or cast all the votes in the same way. The voting rights of the Members shall be in proportion to their shares in the total paid-up equity share capital of the Company as on September 1, 2019
9. Incomplete, unsigned or incorrect Ballot Forms will be rejected. The Scrutinizer's decision on the validity of a Ballot will be final and binding on the concerned Member and the Company.
10. The Company is providing this facility as an alternate to e-voting facility provided for all its Members to cast their votes electronically instead of using the Ballot Form. The detailed procedure for e-voting has been enumerated in the Notes to the Notice dated 28th May, 2019 convening the 36<sup>st</sup> Annual General Meeting of the Members of the Company.
11. In the event Members casts his / her votes through both the processes i.e., E-Voting and Ballot Form, the votes in the electronic system would be considered and the Ballot Form would be ignored.