S101, 2nd Floor, Phase–3, Spencer Plaza Mall, Anna Salai, Chennai, Tamil Nadu – 600002

Website: Jetmallltd.in

Scrip Code: 543286

 Tel: +919988882158
 Email: Jetmallltd@gmail.com

 CIN: U15500TN2012PLC087533
 GSTIN: 33AACCJ9645B1ZR

NOTICE

NOTICE IS HEREBY GIVEN THAT THE 13TH ANNUAL GENERAL MEETING OF THE MEMBERS OF M/s. JETMALL SPICES AND MASALA LIMITED WILL BE HELD ON TUESDAY, THE 30TH DAY OF SEPTEMBER 2025, AT 12.00 P.M THROUGH VIDEO CONFERENCING ("VC") /OTHER AUDIO-VISUAL MEANS ("OAVM") TO TRANSACT THE FOLLOWING BUSINESSES:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statements for the year ended March 31, 2025 together with the Reports of Directors and Auditors thereon.

SPECIAL BUSINESS:

2. To Regularize appointment of Mr. Harpreet Singh (DIN: 06525946) as Independent Director (Non Executive) of the Company not liable to retire by rotation.

To consider and if thought fit, to pass the following resolution as an Ordinary Resolution:

"RESOLVED THAT pursuant to the provisions of sections 149, 150, 152 read with Schedule IV and other applicable provisions of the Companies Act, 2013 ("the Act"), the Companies (Appointment and Qualifications of Directors) Rules, 2014 and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [including any statutory modification(s) or amendment(s) thereto or re-enactment(s) thereof for the time being in force], Mr Harpreet Singh (DIN: 06525946), who was appointed as an Additional Director (Independent and Non-Executive) of the Company, with effect from September 1st, 2025 under section 161 of the Act and the Articles of Association of the Company and who holds office upto the date of this Annual General Meeting of the Company, and who qualifies for being appointed as an Independent Director and in respect of whom the Company has received a Notice in writing from a Member under section 160 of the Act, proposing his candidature for the office of Director of the Company, being so eligible, be appointed as an Independent Director of the Company, not liable to retire by rotation, to hold office for a term of 3 (three) consecutive years commencing from September 1st, 2025."

"RESOLVED FURTHER THAT the Director(s) and Key Managerial Personnel(s) of the Company be and are hereby severally authorized to take all such steps as may be necessary for obtaining necessary statutory, contractual or any other approvals, in relation to the above and to do all

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such other acts, deeds, matters and things as may be necessary, proper, expedient or incidental for giving effect to this Resolution."

3. To Regularize appointment of Mr. Vivek Sethi (DIN: 11258543) as Independent Director (Non-Executive) of the Company not liable to retire by rotation.

To consider and if thought fit, to pass the following resolution as an Ordinary Resolution:

"RESOLVED THAT pursuant to the provisions of sections 149, 150, 152 read with Schedule IV and other applicable provisions of the Companies Act, 2013 ("the Act"), the Companies (Appointment and Qualifications of Directors) Rules, 2014 and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [including any statutory modification(s) or amendment(s) thereto or re-enactment(s) thereof for the time being in force], Mr. Vivek Sethi (DIN: 11258543), who was appointed as an Additional Director (Independent and Non-Executive) of the Company, with effect from September 1st, 2025 under section 161 of the Act and the Articles of Association of the Company and who holds office upto the date of this Annual General Meeting of the Company, and who qualifies for being appointed as an Independent Director and in respect of whom the Company has received a Notice in writing from a Member under section 160 of the Act, proposing his candidature for the office of Director of the Company, being so eligible, be appointed as an Independent Director of the Company, not liable to retire by rotation, to hold office for a term of 3 (three) consecutive years commencing from September 1st, 2025."

"RESOLVED FURTHER THAT the Director(s) and Key Managerial Personnel(s) of the Company be and are hereby severally authorized to take all such steps as may be necessary for obtaining necessary statutory, contractual or any other approvals, in relation to the above and to do all such other acts, deeds, matters and things as may be necessary, proper, expedient or incidental for giving effect to this Resolution."

4. To regularize appointment of Ms. Arti Chadda (DIN: 08350392) as a Non-Executive & Non-Independent director of the Company liable to retire by rotation:

To consider and if thought fit, to pass the following resolution as an Ordinary Resolution:

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"RESOLVED THAT Ms. Arti Chadda (DIN: 08350392), who was appointed as an Additional Director of the Company by the Board w.e.f 01.09.2025 pursuant to Section 161 of the Companies Act, 2013 and Articles of Association of the Company and who holds office upto the date of this AGM, be and is hereby appointed as Director (Non- Executive) of the Company liable to retire by rotation for a term of three (3) years i.e., from September 01, 2025 to August 31, 2028.

"RESOLVED FURTHER THAT the Director(s) and Key Managerial Personnel(s) of the Company be and are hereby severally authorized to take all such steps as may be necessary for obtaining necessary statutory, contractual or any other approvals, in relation to the above and to do all such other acts, deeds, matters and things as may be necessary, proper, expedient or incidental for giving effect to this Resolution."

5. To appointment of Mr. Unni Krishnan Nair as the Manager of the Company

To consider and, if thought fit, to pass with or without modification, the following as a Ordinary Resolution:

"RESOLVED THAT pursuant to Section 178, 196, 197, 203 & Schedule V and other applicable provisions of the Companies Act, 2013 ("the Act") and the Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014 ("the Rules") (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), Mr. Unni Krishnan Nair be and is hereby appointed as Manager of the Company for a period of 3 years commencing from 1st September, 2025 on the terms & conditions and remunerations as agreed between the Board of Directors & Mr. Unni Krishnan Nair as prescribed in Schedule V of the Companies Act, 2013."

"RESOLVED FURTHER THAT the Director(s) and Key Managerial Personnel(s) of the Company be and are hereby severally authorized to take all such steps as may be necessary for obtaining necessary statutory, contractual or any other approvals, in relation to the above and to do all such other acts, deeds, matters and things as may be necessary, proper, expedient or incidental for giving effect to this Resolution."

ITEM NO 6: Appointment of Mr. Shrey Aggarwal (DIN: 08193099) as executive director of the company:

To consider and if thought fit, to convey assent or dissent to the following **Ordinary Resolution**:

"RESOLVED THAT Mr. Shrey Aggarwal (DIN: 08193099), who was appointed as an Additional Director of the Company by the Board of Directors pursuant to the recommendation of Nomination and Remuneration Committee with effect from September 05, 2025 and who holds

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office up to the date of this Annual General Meeting of the Company in terms of Section 161(1) of the Companies Act, 2013 ('the Act') and Articles of Association of the Company and who is eligible for appointment be and is hereby appointed as a Director of the Company, liable to retire by rotation."

"RESOLVED FURTHER THAT the Director(s) and Key Managerial Personnel(s) of the Company be and are hereby severally authorized to take all such steps as may be necessary for obtaining necessary statutory, contractual or any other approvals, in relation to the above and to do all such other acts, deeds, matters and things as may be necessary, proper, expedient or incidental for giving effect to this Resolution."

ITEM NO 7: To consider and approve the appointment of Mr. Shrey Aggarwal (DIN: 08193099 as whole-time director and key managerial personnel of the company

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

"RESOLVED THAT in accordance with the provisions of Sections 196, 197, 198, 203 and all other applicable provisions of the Companies Act, 2013 read with Schedule V of the Companies Act, 2013 and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended and rules made thereunder, (including any statutory modification(s) or re-enactment thereof, for the time being in force) approval of the Members of the Company be and is hereby accorded to the appointment of Mr. Shrey Aggarwal (DIN: 08193099) as Whole time Director of the Company for a period of 3 (Three) years with effect from September 05, 2025 on the terms and conditions including remuneration as set out in the explanatory statement annexed to the Notice convening this meeting, with liberty to the Board of Directors to alter and vary the terms and conditions of the said appointment including remuneration in such manner as may be agreed between the Board of Directors and Mr. Shrey Aggarwal (DIN: 08193099).

"RESOLVED FURTHER THAT the Director(s) and Key Managerial Personnel(s) of the Company be and are hereby severally authorized to take all such steps as may be necessary for obtaining necessary statutory, contractual or any other approvals, in relation to the above and to do all such other acts, deeds, matters and things as may be necessary, proper, expedient or incidental for giving effect to this Resolution."

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8. Shifting of registered office from the state of Tamil Nadu to union territory of Chandigarh

To consider and, if thought fit, to pass with or without modification, the following as a Special Resolution:

"RESOLVED THAT subject to the provisions of Section 12, 13 and all other applicable provisions, of the Companies Act, 2013 ("Act") read with Rule 30 of the Companies (Incorporation) Rules, 2014 (including any amendment(s), statutory modification(s) or re-enactment(s) thereof, for the time being in force) and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended and subject to the approval of the Central Government through Regional Director, the Registrar of Companies, and/ or any other regulatory/ statutory authorities, government(s), judicial/quasi-judicial authorities, court(s) etc., the consent of the Members be and is hereby accorded for shifting of the Registered Office of the Company from the State of Tamil Nadu to the union territory of Chandigarh at Plot no. 14, Rajiv Gandhi Technology Park, Chandigarh-160101."

"RESOLVED FURTHER THAT pursuant to the provisions of Section 13 and other applicable provisions, if any, of the Act read with Rule 30 of Companies (Incorporation) Rules, 2014 and subject to the approval of the Central Government through Regional Director, the Registrar of Companies and/ or any other regulatory/ statutory authorities, government(s), judicial/quasi-judicial authorities, court(s) etc., the consent of the Members of the Company be and is hereby accorded to substitute and replace the existing Clause II of the Memorandum of Association of the Company by the following Clause:

II. The Registered Office of the Company will be situated in the Union Territory of Chandigarh."

"RESOLVED FURTHER THAT the Board of Directors be and is hereby authorized to make an application along with the required documents and papers before the Hon'ble Regional Director, South Region, Telangana and to appear before the Hon'ble Regional Director, South Region, Tamil Nadu and any other regulatory/ statutory authorities and to do all such acts, deeds, things as may be deemed necessary in connection therewith and incidental and ancillary thereto including but not limited to:

 a) to make/cause to make, sign, execute, certify, acknowledge, verify, submit/cause to submit, affirm all such document(s), paper(s), undertaking(s), Affidavit(s), Indemnity(ies), Intimations, Notice, Declaration(s) and such other document(s) as may be required w.r.t shifting of the Registered Office of the Company from the State of Tamil Nadu to the union territory of Chandigarh;

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- to make any modifications, changes, variations, alterations or revisions in any of the document as stipulated by the concerned authorities while according approval or consent;
- c) to make necessary intimations to all concerned authorities such as Regional Director, Registrar of Companies, Chief Secretary of the State of Tamil Nadu;
- d) to carry out all allied and incidental actions in connection with shifting of the Registered Office of the Company from the State of Tamil Nadu to the union territory of Chandigarh;
- e) appoint the authorized person(s) and Attorney(ies) and to execute Power of Attorney or a board resolution in favour of them;
- f) to settle and finalize all issues that may arise in this regard, without further referring to the Members of the Company, including without limitation to finalizing and executing any agreement, deeds and such other documents as may be necessary and
- g) to delegate all or any of the powers vested or conferred herein to any Director(s) or Officer(s) of the Company, or to any other person as may be required to give effect to this resolution."

"RESOLVED FURTHER THAT any one of the Directors of the Company and Key Managerial Personnel be and is hereby authorized to make an Advertisement in Form INC-26 and to send notice to Regional Director/Registrar of Companies and/or any other regulatory or statutory authority, if any, to creditors of the Company and do all such acts, deeds and things as may be necessary in this regard including but not limited to filing of notice of the situation of Registered Office and the necessary e-forms with the concerned Registrar of Companies or any other authorities in order to effectuate the said resolution."

For JETMALL SPICES AND MASALA LIMITED

Place: Chennai

Date: 05.09.2025

Director

DIN: 11258543

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NOTES:

- 1. The Ministry of Corporate Affairs ("MCA") vide its Circular Nos. 20/2020 dated 05.05.2020, 02/2021 dated 13.01.2021, 19/2021 dated 08.12.2021, 21/2021 dated 14.12.2021, 2/2022 dated 05.05.2022, 10/2022 dated 28.12.2022, 09/2023 dated 25.09.2023 and 09/2024 dated 19.09.2024 and Circular No. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated 13.05.2022, SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated 05.01.2023, SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated 07.10.2023 and SEBI/HO/CFD/CFD-PoD-2/P/CIR/2024/133 dated 03.10.2024 read with Master Circular No. SEBI/HO/CFD/PoD2/CIR/P/0155 dated 11.11.2024 issued by the Securities and Exchange Board of India (SEBI) (collectively referred to as "the Circulars") permitted the holding of the Annual General Meeting ("AGM") through Video Conference (VC) / Other Audio Visual Means (OAVM), without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013 ("Act"), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR") and the Circulars, the AGM of the Company is being held through VC / OAVM.
- 2. The attendance of the Members attending the AGM through VC / OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013.
- 3. Since the AGM will be held through VC / OAVM, the Route Map, Attendance Slip and Proxy Form are not attached to this Notice.
- 4. Though a Member, pursuant to the provisions of the Act, is entitled to attend and vote at the meeting, is entitled to appoint one or more proxies (proxy need not be a Member of the Company) to attend and vote instead of himself / herself, the facility of appointment of proxies is not available as this AGM is convened through VC / OAVM pursuant to the Circulars.
- 5. Pursuant to MCA Circular No. 14/2020 dated April 08, 2020, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, in pursuance of Section 112 and Section 113 of the Companies Act, 2013, representatives of the members such as the President of India or the Governor of a State or body corporate can attend the AGM through VC/OAVM and cast their votes through e-voting.
- 6. In case of joint holders attending the AGM, only such joint holder who is higher in the order of names as per the Register of Members of the Company will be entitled to vote during the AGM.
- 7. In terms of Section 102 of the Companies Act, 2013 and Secretarial Standard on General Meetings (SS-2), an explanatory statement setting out the material facts concerning business to be transacted at the AGM is annexed and forms part of this Notice.

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- 8. The Register of Members and the Share Transfer Books of the Company will remain closed from 24.09.2025 to 30.09.2025 (both days inclusive).
- 9. Members are requested to intimate the changes in their respective mailing address either to the Company or RTA in case of shares held in physical form or to their respective Depository Participants (DPs) in case of shares held in dematerialized form.
- 10. The Securities and Exchange Board of India (SEBI) has recently mandated furnishing of PAN, KYC details (i.e., Postal Address with PIN Code, email address, mobile number, bank account details) and nomination details by holders of securities.

SEBI has vide its amendment Circular Nos. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 and SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated 17th November, 2023 read with previous circulars issued in this regard has mandated that with effect from 01st April, 2024, dividend to security holders (holding securities in physical form), shall be paid only through electronic mode. Such payment shall be made only after furnishing the PAN, choice of nomination, contact details including mobile number, bank account details and specimen signature.

- 11. Members who have not yet registered their e-mail addresses are requested to register the same with their DPs, in case the shares are held by them in electronic form and with the Company / RTA, in case the shares are held by them in physical form.
- 12. SEBI vide Circular dated 25thJanuary, 2022 mandated issuance of Securities in Dematerialized Form in case of Investor Service Requests viz., Issue of Duplicate Share Certificates, Claim from Unclaimed Suspense Account, Renewal / Exchange of Share Certificates, Endorsement, Subdivision / Splitting of Share Certificates, Consolidation of Share Certificates / Folios, Transmission, Transposition, etc.
- 13. In line with the MCA Circulars, the Notice convening the AGM and the Annual Report for the year 2024-25 are made available on the website of the Stock Exchange (i.e.) BSE Limited at www.bseindia.com. The Notice and the Annual Report are also made available on the website of CDSL (agency providing the remote e-Voting facility and e-Voting system during the AGM) (i.e.) www.evotingindia.com.
- 14. Information pursuant to regulations 36(3) & (5) of SEBI LODR and Secretarial Standard on General Meeting (SS-2) with respect to the Directors seeking appointment / re-appointment, as

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the case may be, at the AGM are furnished in the Annexure to this Notice. The Directors have furnished the requisite consents / declarations for their appointment / re-appointment.

- 15. The Register of Directors and Key Managerial Personnel and their shareholdings maintained under Section 170 of the Companies Act, 2013 and the Register of Contracts or Arrangements maintained under Section 189 of the said Act, will be available electronically for inspection by the Members during the AGM.
- 16. All documents referred to in the Notice will also be available for electronic inspection without any fee by the Members from the date of circulation of this Notice upto the date of AGM (i.e.) 30thSeptember, 2025. Members seeking to inspect such documents can send e-mail to jetmallItd@gmail.com

INFORMATION AND OTHER INSTRUCTIONS RELATING TO E-VOTING SYSTEM

- 1. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and MCA Circulars, the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the AGM. For this purpose, the Company has entered into an agreement with Central Depository Services(India) Limited (CDSL) for facilitating voting through electronic means, as the authorized e-Voting's agency. The facility of casting votes by a member using remote e-voting as well as the e-voting system on the date of the AGM will be provided by CDSL.
- 2. The Members can join the AGM in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available to at least 1000 members on first come first served basis. This will not include large Shareholders, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the AGM without restriction on account of first come first served basis.
- 3. The Company has appointed M/s Nishant Jain & Associates, Practising Company Secretaries, Firm Registration No. S2024DE1004700 as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
- 4. The Members who have cast their vote by remote e-Voting may also attend the meeting but shall not be entitled to cast their vote again during the AGM.

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- 5. The voting rights of the Members / Beneficial Owners shall be reckoned on the Equity Shares held by them as on 23rd September 2025 being the "cut-off" date. Members of the Company holding shares either in physical or in dematerialized form, as on the cut-off date, may cast their vote through remote e-Voting or e-Voting system available during the AGM.
- 6. 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 (i.e.) 23rd September, 2025 only shall be entitled to avail the facility of e-Voting.
- 7. The Scrutinizer, after first scrutinizing the votes cast through e-Voting system available during the AGM and thereafter, the votes cast through remote e-Voting will, not later than two days of conclusion of the meeting, make a Consolidated Scrutinizer's Report and submit the same to the Chairman for declaring the results.
- 8. The results declared along with the Consolidated Scrutinizer's Report shall be placed onthe Company's website www.jetmallItd.in and on the website of CDSL www.evotingindia.com. The results shall simultaneously be communicated to the Stock Exchange.
- 9. Subject to the requisite number of votes cast in favour of the Resolution(s), the same shall be deemed to be passed on the date of the meeting (i.e.) 30th September, 2025.

Instructions to Members with regard to remote e-voting, attending and e- voting at the AGM of the Company held through Video Conferencing ('VC') other permitted Audit Visual Means ('OAVM') as an e-AGM:

THE INTRUCTIONS OF SHAREHOLDERS FOR E-VOTING AND JOINING VIRTUAL MEETINGS ARE AS UNDER:

- **Step 1:** Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.
- **Step 2:** Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.
- (i) The voting period begins on Friday, September 26, 2025 at 9.00 A.M. (IST) and ends on Monday, September 29, 2025 at 5.00 P.M. (IST). During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of Tuesday, September 23, 2025 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.

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(ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

Step 1: Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.

Login method for e-Voting and joining virtual meetings for Individual shareholders holding securities in Demat mode CDSL/NSDL is given below:

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4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from aeVoting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.

Individual
Shareholders
holding securities
in demat mode
with NSDL
Depository

- 1. If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsdl.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote eVoting period or joining virtual meeting & voting during the meeting.
- 2. If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select "Register Online for IDeAS "Portal or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp
- 3. 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. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see eVoting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote eVoting period or joining virtual meeting & voting during the meeting.

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Individual
Shareholders
(holding securities
in demat mode)
login through
their Depository
Participants (DP)

You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at above mentioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. CDSL and NSDL

Login type	Helpdesk details	
Individual Shareholders	Members facing any technical issue in login can contact CDSL	
holding securities in Demat	helpdesk by sending a request at	
mode with CDSL	helpdesk.evoting@cdslindia.comor contact at toll free no.	
	1800 22 55 33	
Individual Shareholders	Members facing any technical issue in login can contact NSDL	
holding securities in Demat	Demat helpdesk by sending a request at evoting@nsdl.co.in or call	
mode with NSDL	at toll free no.: 1800 1020 990 and 1800 22 44 30	

Step 2: Access through CDSL e-Voting system in case of shareholders holding shares in physical mode, who acquires shares of the company and become a Member of the Company after sending of the Notices and holding shares as of the cut-off date and non-individual shareholders in demat mode.

- (iii) Login method for Remote e-Voting for Physical shareholders and shareholders who acquires shares of the company and become a Members of the Company after sending of the Notice and holding shares as of cut off date and shareholders other than individual holding in Demat form.
 - 1) The shareholders should log on to the e-voting website www.evotingindia.com.
 - 2) Click on "Shareholders" module.
 - 3) Now enter your User ID

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- a. For CDSL: 16 digits beneficiary ID,
- b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
- c. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- 4) Next enter the Image Verification as displayed and Click on Login.
- 5) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier e-voting of any company, then your existing password is to be used.
- 6) If you are a first-time user follow the steps given below:

	For Physical shareholders and other than individual shareholders holding shares in Demat.	
PAN	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)	
	• Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.	
Dividend	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as	
Bank Details	recorded in your demat account or in the company records in order to login.	
OR Date of		
Birth (DOB)	• If both the details are not recorded with the depository or company, please enter the member id / folio number in the Dividend Bank details field.	

- (iii) After entering these details appropriately, click on "SUBMIT" tab.
- (iv) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (v) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.

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- (vi) Click on the EVSN for the relevant <Company Name> on which you choose to vote.
- (vii) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (viii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (ix) After selecting the resolution, you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (x) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xi) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xii) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xiii) There is also an optional provision to upload BR/POA if any uploaded, which will be made available to scrutinizer for verification.
- (xiv) Additional Facility for Non Individual Shareholders and Custodians –For Remote Voting only.
 - Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to <u>www.evotingindia.com</u> and register themselves in the "Corporates" module.
 - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.

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- After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
- The list of accounts linked in the login will be mapped automatically & can be delink in case of any wrong mapping.
- It is Mandatory that, a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- Alternatively Non Individual shareholders are required mandatory to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz; csnishantjain@outlook.com, jetmailtitd@gmail.com, if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

INSTRUCTIONS FOR SHAREHOLDERS ATTENDING THE AGM THROUGHVC/OAVM & E-VOTING DURING MEETING ARE AS UNDER:

- 1. The procedure for attending meeting & e-Voting on the day of the AGM is same as the instructions mentioned above for e-voting.
- 2. The link for VC/OAVM to attend meeting will be available where the EVSN of Company will be displayed after successful login as per the instructions mentioned above for e-voting.
- 3. Shareholders who have voted through Remote e-Voting will be eligible to attend the meeting. However, they will not be eligible to vote at the AGM.
- 4. Shareholders are encouraged to join the Meeting through Laptops / I Pads for better experience.
- 5. Further shareholders will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.

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- 6. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore commended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
- 7. Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker by sending their request in advance at least Five days prior to meeting mentioning their name, demat account number/folio number, email id, mobile number at (company emailid). The shareholders who do not wish to speak during the AGM but have queries may send their queries in advance Five days prior to meeting mentioning their name, demat account number/folio number, email id, mobile number at ietmailltd@gmail.com. These queries will be replied to by the company suitably by email.
- 8. Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting.
- 9. Only those shareholders, who are present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system available during the AGM.
- 10. If any Votes are cast by the shareholders through the e-voting available during the AGM and if the same shareholders have not participated in the meeting through VC/OAVM facility, then the votes cast by such shareholders may be considered invalid as the facility of e-voting during the meeting is available only to the shareholders attending the meeting.

PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY / DEPOSITORIES.

- 1. For Physical shareholders- please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to Company / RTA email id.
- 2. For Demat shareholder- Please update your email id & mobile no. with your respective Depository Participant (DP)
- 3. For Individual Demat shareholders Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.

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All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai – 400013 or send an email to helpdesk.evoting@cdslindia.com or call at toll free no.1800225533.

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

ITEM NO.2

The Directors of the Company based on the recommendations of Nomination and Remuneration Committee at its meeting held on 01.09.2025 appointed Mr. Harpreet Singh having DIN: 06525946, as an Additional Director (Independent Non Executive) under section 149, 161 of the Companies Act, 2013 for a term of three years with effect from 01.09.2025 subject to consent of the members. As an Additional Director he holds the office up to the date of forthcoming Annual General Meeting and is eligible to continue as Director of the Company. The Company has received notice under Section 160 of the Companies Act, 2013 signifying his candidature as an Independent Director of the Company. The Company has also received a declaration of independence from Mr. Harpreet Singh. The Company has also received consent from him and a declaration that he is eligible to be appointed as Director of the Company and meets the criteria of independence as prescribed under Section 149(6) of the Act. Mr. Harpreet Singh is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act. In the opinion of the Board, Mr. Harpreet Singh fulfils the conditions specified in the Act, rules thereunder and the SEBI Listing Regulations for appointment as an Independent Director and is independent of the Management. Accordingly, the above resolution as set out in Item No.2 is placed before the members for their approval.

The Board recommends this resolution for approval by the Members of the Company as an **Ordinary resolution.**

None of the directors or key managerial personnel and their relatives of the company except the appointee, is interested in the resolution.

Brief Profile

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Mr. Harpreet Singh possesses strong expertise in the field of management in Business Administration and has extensive experience in leading and coordinating management teams. His proficiency lies in developing effective marketing strategies, driving business growth, and fostering team collaboration to achieve organizational objectives. With a results-oriented approach, he ensures seamless execution of projects while enhancing operational efficiency and team productivity.

ADDITIONAL INFORMATION OF DIRECTORS WITH REGARD TO APPOINTMENT / REAPPOINTMENT, AS REQUIRED UNDER REGULATION 36(3) OF THE SEBI (LODR) REGULATIONS, 2015

AL CIL D'	AA 11
Name of the Director	Mr. Harpreet Singh
Date of Birth	04/06/1988
DIN	06525946
Date of first appointment	September 01, 2025
Qualification & Experience	MBA, Punjab Technical University
Terms of Appointment	Mr. Harpreet Singh is appointed as Non-Executive
	Independent Director for a period of 3 years
	subject to approval ofmembers.
In case of independent directors, the	Mr. Harpreet Singh possesses strong expertise in
skills and capabilities required for the	the field of management in Business
role and the manner in which the	Administration and has extensive experience in
proposed person meets such	leading and coordinating management teams. His
requirements.	proficiency lies in developing effective marketing
	strategies, driving business growth, and fostering
	team collaboration to achieve organizational
	objectives. With a results-oriented approach, he
	ensures seamless execution of projects while
	enhancing operational efficiency and team
	, ,
	productivity.
Directorship in other listed companies	NIL
Chairman / Member of other	NIL
Committee in Limited companies	
Whether related with Directors or KMP	NIL
Number of shares held as at 31.03.2025	NIL

ITEM NO.3

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The Directors of the Company based on the recommendations of Nomination and Remuneration Committee at its meeting held on 01.09.2025 appointed Mr. Vivek Sethi (DIN: 11258543), as an Additional Director (Independent Non Executive) under section 149, 161 of the Companies Act, 2013 for a term of three years with effect from 01.09.2025 subject to consent of the members. As an Additional Director he holds the office up to the date of forthcoming Annual General Meeting and is eligible to continue as Director of the Company. The Company has received notice under Section 160 of the Companies Act, 2013 signifying his candidature as an Independent Director of the Company. The Company has also received a declaration of independence from Mr. Vivek Sethi. The Company has also received consent from him and a declaration that he is eligible to be appointed as Director of the Company and meets the criteria of independence as prescribed under Section 149(6) of the Act. Mr. Vivek Sethi is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act. In the opinion of the Board, Mr. Vivek Sethi fulfils the conditions specified in the Act, rules thereunder and the SEBI Listing Regulations for appointment as an Independent Director and is independent of the Management. Accordingly, the above resolution as set out in Item No.3 is placed before the members for their approval.

The Board recommends this resolution for approval by the Members of the Company as an **Ordinary resolution.**

None of the directors or key managerial personnel and their relatives of the company except the appointee, is interested in the resolution.

Mr. Vivek Sethi possesses strong expertise in the field of marketing and completed MBA from Punjab University. His proficiency lies in developing effective strategies, driving business growth, and fostering team collaboration to achieve organizational objectives.

ADDITIONAL INFORMATION OF DIRECTORS WITH REGARD TO APPOINTMENT / REAPPOINTMENT, AS REQUIRED UNDER REGULATION 36(3) OF THE SEBI (LODR) REGULATIONS, 2015

Name of the Director	Mr. Vivek Sethi
Date of Birth	21/10/1987
DIN	11258543
Date of first appointment	September 01, 2025

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Qualification & Experience	B.tech for Punjab University
Terms of Appointment	Mr. Vivek Sethi is is appointed as Non-Executive
	Independent Director for a period of 3 years
	subject to approval of members.
In case of independent directors, the	Mr. Vivek Sethi fulfils the conditions specified in
skills and capabilities required for the	the Act, the Companies (Appointment and
role and the manner in which the	Qualifications of Directors) Rules, 2014 and
proposed person meets such	Regulation 16 (1)(b) of the Listing Regulations for
requirements.	his appointment as an Independent Director of the
	Company, is independent of the management and
	possesses appropriate skills, experience and
	knowledge as mentioned in his profile above and
	as recommended by NRC and Board
Directorship in other listed companies	NIL
Chairman / Member of other	NIL
Committee in Limited companies	
Whether related with Directors or KMP	NIL
Number of shares held as at 31.03.2025	NIL

ITEM NO.4:

Ms. Arti Chadda (DIN: 08350392), was appointed as an Additional Director (Non-Executive and Non Independent Director) by the Board of Directors with effect from 01.09.2025. As per the provisions of Section 161 of the Companies Act, 2013, she holds office up to the date of ensuing Annual General Meeting. Ms. Arti Chadda has given her consent to act as the Director of the Company in the form DIR – 2 and intimation in Form DIR-8 to the effect he is not disqualified under sub-section (2) of Section 164 of the Companies Act, 2013. The Company has received notice under Section 160 of the Companies Act, 2013 from Ms. Arti Chadda signifying her candidature as a Director of the Company. Ms. Arti Chadda is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act. Hence the above resolution is placed before the members to accord the approval to continue the appointment of Ms. Arti Chadda as Director of the company.

The Board recommends this resolution for approval by the Members of the Company as an **Ordinary resolution.**

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None of the directors or key managerial personnel and their relatives of the company except the appointee, is interested in the resolution.

Brief Profile

Ms. Arti Chadha brings with her over 25 years of rich and progressive experience in the field of Human Resources, with expertise spanning across talent management, organizational development, employee relations, leadership development, and strategic HR planning. An accomplished academic, she holds an MBA from the prestigious Indian Institute of Management, Calcutta, and a Master's degree in Political Science from Punjab University. Throughout her career, she has played a pivotal role in aligning human capital strategies with organizational goals, building high-performing teams, and fostering a culture of growth and innovation. Her leadership style emphasizes collaboration, employee engagement, and long-term value creation for organizations.

ADDITIONAL INFORMATION OF DIRECTORS WITH REGARD TO APPOINTMENT / REAPPOINTMENT, AS REQUIRED UNDER REGULATION 36(3) OF THE SEBI (LODR) REGULATIONS, 2015

Name of the Director	Mr. Arti Chadda
Date of Birth	09/12/1982
DIN	08350392
Date of first appointment	September 01, 2025
Qualification & Experience	MBA from IIM, Calcutta, and MA Political Science
	from Punjab University.
Terms of Appointment	Ms. Arti Chadha is appointed as Non-Executive,
	Non Independent for a period of 3 years subject to
	approval of members.
Directorship in other listed companies	NIL
Chairman / Member of other Committee	NIL
in Limited companies	
Whether related with Directors or KMP	NIL
Number of shares held as at 31.03.2025	NIL

ITEM NO.5

Pursuant to the provisions of Section 203, 196, and 197 of the Act and as per the recommendation of the Nomination and Remuneration Committee, the Board of Directors at

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their meeting held on September 01, 2025, had appointed Mr. Unni Krishnan Nair as Manager and Whole time Key Managerial Personnel of the Company with effective from September 1st, 2025. Pursuant to provisions of the Act and the Securities and Exchange Board of India ('SEBI') (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the "Listing Regulations"), the appointment of Mr. Unni Krishnan Nair as Manager and Whole time Key Managerial Personnel is subject to approval of the members of the Company.

The Board recommends this resolution for approval by the Members of the Company as an **Ordinary Resolution.**

None of the directors or key managerial personnel and their relatives of the company except the appointee, is interested in the resolution.

Term of Appointment and Remuneration payable to Mr. Unni Krishnan Nair as Manager with effect from September 01, 2025

- 1. Period: 3 year with effect from September 01, 2025
- 2. Remuneration
 - A. Salary: nil
 - B. Perquisites: nil

The Perquisites and allowances payable to Mr. Unni Krishnan Nair as manager shall be subject to the overall ceiling of 100% of the salary.

Item No. 6 and 7:

The Directors of the Company based on the recommendations of Nomination and Remuneration Committee at its meeting held on 05.09.2025 appointed Mr. Shrey Aggarwal having DIN: 08193099, as an Additional Director in the capacity of Whole-Time Director effect from 05.09.2025 subject to consent of the members. As an Additional Director he holds the office up to the date of forthcoming Annual General Meeting and is eligible to continue as Director of the Company. The Company has received notice under Section 160 of the Companies Act, 2013 signifying his candidature as a Director of the Company. Mr. Shrey Aggarwal is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act. Accordingly, the above resolution as set out in **Item No.2** is placed before the members for their approval.

The Board recommends this resolution for approval by the Members of the Company as an **Ordinary resolution.**

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None of the directors or key managerial personnel and their relatives of the company except the appointee, is interested in the resolution.

Brief Profile

Mr. Shrey Aggarwal With over 10 years of experience in the outsourcing industry, Mr. Shrey Aggarwal is a seasoned leader and strategist with a passion for delivering legal, accounting, and data support outsourcing services around the world that help businesses achieve their goals.

ADDITIONAL INFORMATION OF DIRECTORS WITH REGARD TO APPOINTMENT / REAPPOINTMENT, AS REQUIRED UNDER REGULATION 36(3) OF THE SEBI (LODR) REGULATIONS, 2015

Name of the Director	Mr. Shrey Aggarwal
Date of Birth	07/11/1993
DIN	08193099
Date of first appointment	September 05, 2025
Qualification & Experience	Bachelor's degree Law, Punjab University
Terms of Appointment	Mr. Shrey Aggarwal is appointed as Director in the
	capacity of Whole-Time Director for a period of 3
	years subject to approval of members.
Remuneration	NIL
In case of independent directors, the	Not Applicable
skills and capabilities required for the	
role and the manner in which the	
proposed person meets such	
requirements.	
Directorship in other listed companies	NIL
Chairman / Member of other	NIL
Committee in Limited companies	
Whether related with Directors or KMP	NIL
Number of shares held as at 31.03.2025	NIL

ITEM NO: 8

Presently, the Registered Office of the Company is situated at No S101, Spencer Plaza, 2nd Floor Phase 3, Anna Salai, Anna Road, Chennai, Chennai, Tamil Nadu, India, 600002, in the State of

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Tamil Nadu. Pursuant to change in the management and to align and centralize the operational and administrative activities at group level, it is proposed to shift the Registered Office of the Company to union territory of Chandigarh which would help the Company's management to monitor its business more economically and efficiently and to streamline its various corporate functions including integration process at reduced cost with better administrative control, supervision and convenience.

The shifting of the Registered Office of the Company will not be prejudicial to the interest of any employees, Members, creditors or any other stakeholders.

Subject to approval of the Members of the Company, the Board of Directors of the Company in their meeting held on Friday, September 05, 2025 approved the proposed shifting of the Registered Office of the Company and consequent alteration of Clause II of the Memorandum of Association ("MOA") of the Company.

In terms of Section 12, 13 and other applicable provisions of the Companies Act, 2013 read with Rule 30 of the Companies (Incorporation) Rules, 2014 and applicable Rules made thereunder, such shifting of Registered Office from one state to another and consequent alteration of the MOA requires the approval of the Members of the Company by way of Special Resolution and further requires the approval of the Central Government i.e. the concerned jurisdictional Regional Director of the state where the Registered Office of the Company is presently situated and the Registrar of Companies.

A copy of the MOA of the Company will be available for inspection by the Members of the Company during business hours on all days except Saturdays, Sundays and Public holidays.

The Board of Directors of the Company recommend the resolution as set out under Item No. 6 for approval by the Members by way of a **Special Resolution**.

None of the Directors, Key Managerial Personnel (KMP) or their relatives are in any way, concerned or interested, financially or otherwise in the Special Resolution set out at Item No. 6 of the Notice except to the extent of their shareholding in the Company, if any.