

From,
VAISHALI PUNJABI
Address: E-803, New Suncity Appt.,
B/h. Shree Ram Petrol Pump,
Anand Mahal Road, Adajan,
Surat-395009, Gujarat

Date: 26th January, 2024

To,
Board of Directors
KHEMANI DISTRIBUTORS AND MARKETING LIMITED
Address: Plot D-91/92, Laxminarayan Industrial Estate,
BRC Compound, Udhna, Bhestan Road,
Surat-394210, Gujarat

Subject: Resignation from the post of Company Secretary and Compliance Officer

Dear Sir/Mam,

I am writing this letter to formally tender my Resignation from the post of Company Secretary and Compliance Officer, with my last working day being 31st January, 2024.

My Resignation is due to my upcoming Marriage, which will require me to relocate to a different city.

I would like to express my deepest gratitude and appreciation for the opportunities and experiences I have had during my tenure at Khemani Distributors and Marketing Limited. It has been privilege to work here in this Company. The support and guidance from the Management and my Colleagues will always be cherished.

I am committed to ensure a smooth transition and would be more than willing to assist in training my replacement or providing necessary handover documentation.

I request you to relieve me from services by 31st January, 2024.

Thanks and Regards,



VAISHALI PUNJABI
Company Secretary and Compliance Officer
ACS: 48695