

To
The Board of Directors
Swagtam Trading & Services Limited
R-489, GF-A, New Rajinder Nagar, New Delhi – 110060
CIN: L51909DL1984PLC289131

Date: 15.12.2022

SUB : RESIGNATION LETTER

Dear Sir/Madam,

This is to inform you that due to my pre-occupation in personal & professional matters, I will not be able to continue as Whole time Company Secretary & Compliance Officer of “SWAGTAM TRADING & SERVICES LIMITED” (the “Company”) and therefore submit my Resignation from all types & kinds of posts/ titles including such as Company Secretary, Compliance Officer, key management officer, office-bearer, committee member, authorized person/agent, etc.

I confirm that I have no claims of any nature whatsoever against the Company, its Shareholders, Directors, Representatives, Officers, Agents or Employees, in any capacity, including but not limited to:

- i) salary & sitting fees by virtue of my position as Company Secretary & Compliance Officer of the Company,
- ii) any other claim whatsoever, and to the extent that any such claims exist or may exist,

I hereby irrevocably waive such claims and hereby release the Company from any liability whatsoever in respect thereof. I further acknowledge that there is no outstanding agreement or arrangement under which the Company has or could have any obligations towards me or vice-versa.

I do confirm that the Company does not owe me any money on any account whatsoever and vice versa, and that there are no pending Transactions/ Account/ Assets from either side such as Loans, Advances, Expenses, Salary, Fee(s), etc., including with/ from any of the existing Directors/ Members/ Office-bearers of the Company.

Kindly take it on Record, do the Needful and Confirm.

If no communication is received within seven days, my Resignation will be presumed/ deemed to have been accepted.

You are requested to please intimate/communicate to MCA/ROC, Stock Exchanges, others, etc.
I wish success & growth to the Company.

Thanking You
Yours sincerely,



Pallavi
D/o Mr. Tarsem Lal
BE-161 Gali No.3, Hari Nagar, New Delhi - 110064
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