



# GRETEX CORPORATE SERVICES LIMITED

(Formerly known as GRETEX CORPORATE SERVICES PRIVATE LIMITED)

A-401, Floor 4th, Plot FP-616, (PT), Naman Midtown, Senapati Bapat Marg,

Near Indiabulls, Dadar (West), Mumbai – 400013

Website: [www.gretexcorporate.com](http://www.gretexcorporate.com), Email ID: [info@gretexgroup.com](mailto:info@gretexgroup.com)

Contact No.: 022 69308500, 98368 21999

CIN: L74999MH2008PLC288128

## POSTAL BALLOT NOTICE

(Pursuant to section 110 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014

To,  
The Members,  
Gretex Corporate Services Limited.

NOTICE is hereby given pursuant to Section 108 read with 110 of the Companies Act, 2013, (“Act”) and Companies (Management and Administration Rules), 2014 (including any statutory modification(s) or reenactment thereof for the time being in force) (“the Rules”), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), Secretarial Standards on General Meetings issued by The Institute of Company Secretaries of India (“SS -2”), and any other applicable laws and regulations, that the special resolutions appended below is proposed to be passed by way of postal ballot. The draft special resolution and the statement pursuant to section 102 of the Act setting out all the material facts and reasons for the proposal appended hereto is being sent to you for your consideration.

In the event draft resolutions as set out in notice are assented to by the requisite majority by means of Postal Ballot / E-voting, they shall be deemed to have been passed as Special Business at an Extraordinary General Meeting.

The Explanatory Statement pertaining to the said resolutions setting out the material facts and the reasons for proposing the same is annexed hereto along with the Postal Ballot Form (“the Form”) for your consideration and approval.

The Board of Directors has appointed:-

1. Ms Namita Agarwal, Proprietor of Namita Agarwal & Co, Practicing Company Secretary as the Scrutinizer (“Scrutinizer”) for conducting the postal ballot voting process in a fair and transparent manner, and;
2. **Bigshare Services Private Limited** to provide e-voting facility through its Bigshare i-vote E-Voting system for the postal ballot.

The Members shall take a note that the Postal Ballot notice is being sent through E-mail to all the shareholders as on the cut-off date i.e, 30/08/2024, who have registered their email id with their depository and through courier to those shareholders who have not registered their email address.

In accordance with 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 Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Company is providing e-voting facility to its members, details of which are given in notes forming part of the notice. Reference to postal ballot(s) in this notice includes voting through electronic means.

Members to whom the physical postal ballot form is being sent are requested to carefully read and follow the instructions printed on the form and record your assent (for) or dissent (against) there in by filling the necessary details and by signing on the designated place in the form and return the same in original, so as to reach the Scrutinizer on or before the working hours (i.e. upto 5:00 P.M.) on 06/10/2024. Your assent / dissent received



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after 5.00 P.M. on 06/10/2024 would be strictly treated as if a reply has not been received.

After completion of scrutiny of the votes, the Scrutinizer will submit his report to the Board, or a person authorized by the Board. The results of Postal Ballot shall be declared as per the statutory timelines. The results along with the Scrutinizer's report will also be posted on website of the Company.

**For Gretex Corporate Services Limited**

**Sd/-**

**Alok Harlalka**

**Managing Director**

**DIN: 02486575**

**Date :06/09/2024**

**Place: Mumbai**



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**The resolution for the purpose as stated proposed to be passed by Postal Ballot / e- voting:**

## **SPECIAL BUSINESS:**

### **ITEM NO. 1 – MIGRATION OF LISTING/TRADING OF EQUITY SHARES OF THE COMPANY FROM BSE SME PLATFORM TO MAIN BOARD OF BSE LIMITED & NATIONAL STOCK EXCHANGE OF INDIA LIMITED**

To Consider and if thought fit, to pass the following resolution as **Special Resolution**:

“**RESOLVED THAT** pursuant to the Regulation 277 and other relevant provisions laid down in Chapter IX of Securities and Exchange Board of India (Issue of capital and Disclosure Requirements) Regulations, 2018 and other applicable provisions, if any, of the Companies Act, 2013 (the “Act”), Securities and Exchange board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 and Rules framed there under, including any amendment, modification, variation or re-enactment thereof, subject to the approval from the Stock Exchange, the consent of the members of the Company be and is hereby accorded for the purpose of Migration of the Equity Shares of the Company from the SME Platform of BSE Limited to the Main Board of BSE Limited and also to the Main Board of National Stock Exchange of India Limited (NSE).

**RESOLVED FURTHER THAT** the Board of Directors of the Company, Company Secretary / Chief Financial Officer be and are hereby authorized to deal with any government or semi government authorities or any other concerned intermediaries including but not limited to BSE Limited, National Stock Exchange of India Limited, Securities and Exchange Board of India, Registrar of Companies, to apply, modify, rectify and submit any application and / or related documents on behalf of the Company for the purpose of Migration of listing/trading of the equity shares of the Company from SME Platform of BSE Limited to the Main Board of BSE Limited and also to the Main Board of National Stock Exchange of India Limited (NSE).

**RESOLVED FURTHER THAT** the Board of Directors of the Company, Company Secretary / Chief Financial Officer be and are hereby authorized to do all such acts, deeds, matters and things and to execute all such documents, instruments and writings as may be required and to file all such applications, papers, documents in relation to give effect to above resolution.”

**For Gretex Corporate Services Limited**

Sd/-

**Alok Harlalka**  
**Managing Director**  
**DIN: 02486575**

**Date 06/09/2024**

**Place: Mumbai**



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## NOTES

1. Pursuant to Section 102 of the Act, the Explanatory Statement setting out material facts and reasons for the proposed Special Business is annexed.
2. The Postal Ballot Notice is being sent to the members whose names appear on the Registe of Members / List of Beneficial Owners as received from the National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited as on cut-off date i.e. 30/08/2024.
3. The Postal Ballot Notice is being sent electronically to all shareholders who have registered their email id with the Depository Participant / Share Transfer Agent. For members whose email IDs are not registered, physical copies of Postal Ballot Notice are being sent by permitted mode.
4. A member cannot exercise his vote by proxy on Postal Ballot.
5. Only a member holding Shares as on the cut-off date i.e. 30/08/2024 is entitled to exercise his vote through e -voting / physical Ballot and send it directly to the Scrutinizer at their address i.e. 2/22, Ashok Nagar, 2nd Floor, Kolkata- 700 040.
6. Members who have requested physical Postal Ballot Form which is being sent are requested to carefully read the instructions. The Postal ballot form duly completed and signed should be returned directly to the Scrutinizer so as to reach the Scrutinizer not later than 06/10/2024 at 05:00 P.M. Any postal ballot form received after this date and time shall be treated as if the reply from the shareholders had not been received.
7. In case of Shares held by Companies, Trust etc. the duly completed Postal Ballot form should be accompanied by the relevant Board Resolution / Authority Letter duly certified by Authorised Signatory (ies).
8. The shareholders are requested to exercise their voting rights through e-voting or by using the attached postal ballot form. Shareholders who do not receive the postal ballot form may apply to the Company / Registrars and Transfer Agents i.e Bigshare Services Private Ltd. at [sujit@bigshareonline.com](mailto:sujit@bigshareonline.com) and [info@gretexgroup.com](mailto:info@gretexgroup.com) and obtain a duplicate thereof.
9. Kindly note that the Members can opt for only one mode of voting i.e., either by Postal Ballot or e-voting. If the Members opt for e-voting, then they shall not vote by post and vice versa. However, in case Members cast their vote by post and e-voting, then voting done through e-voting shall prevail and voting done by post will be treated as invalid.
10. The result of the postal ballot will be displayed on the Notice Board of the Company at its Registered Office, besides being communicated to the Stock Exchanges. The results will also be displayed on the website of the Company i.e. <https://gretexcorporate.com/>.
11. Any queries / grievances pertaining to voting by postal ballot can be addressed to Company Secretary & Compliance Officer of the Company by sending an e-mail at [info@gretexgroup.com](mailto:info@gretexgroup.com).
12. Resolutions passed by Members through Postal Ballot are deemed to have been passed as if they have been passed at a General Meeting of the Members.



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13. All the documents referred to in the Explanatory Statement will be available for inspection at the Registered Office of the Company between 10.00 A.M. to 5.00 P.M. Monday to Friday except for any intervening public holiday. The documents will also be uploaded on the website of the Company.

## Instructions

### BIGSHARE I-VOTE E-VOTING SYSTEM

#### E-VOTING INTRUCTIONS FOR POSTAL BALLOT ARE AS UNDER:

- i. The voting period begins on 07/09/2024 at 09:00 A.M. and ends on 06/10/2024 at 05:00 P.M. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of 30/08/2024 may cast their vote electronically. The e-voting module shall be disabled by Bigshare for voting thereafter.
- ii. Pursuant to SEBI Circular No. **SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020**, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

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.

- iii. In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.





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1. Pursuant to above said SEBI Circular, Login method for e-Voting for **Individual shareholders holding securities in Demat mode** is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL	<ol style="list-style-type: none"> <li>1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi/Easiest is <a href="https://web.cdslindia.com/myeasitoken/home/login">https://web.cdslindia.com/myeasitoken/home/login</a> or visit CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon &amp; New System Myeasi Tab and then use your existing my easi username &amp; password.</li> <li>2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of <b>BIGSHARE</b> the e-Voting service provider and you will be re-directed to <b>i-Vote</b> website for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers i.e. <b>BIGSHARE</b>, so that the user can visit the e-Voting service providers' website directly.</li> <li>3) If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration">https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration</a></li> <li>4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a link <a href="https://evoting.cdslindia.com/Evoting/EvotingLogin">https://evoting.cdslindia.com/Evoting/EvotingLogin</a> The system will authenticate the user by sending OTP on registered Mobile &amp; 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. Click on <b>BIGSHARE</b> and you will be re-directed to <b>i-Vote</b> website for casting your vote during the remote e-voting period.</li> </ol>
Individual Shareholders holding securities in demat mode with NSDL	<ol style="list-style-type: none"> <li>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: <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> 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 <b>BIGSHARE</b> and you will be re-directed to <b>i-Vote</b> website for casting your vote during the remote e-Voting period.</li> <li>2) If the user is not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select "Register Online for IDeAS "Portal or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> 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</li> </ol>



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	<p>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 e-Voting page. Click on company name or e-Voting service provider name <b>BIGSHARE</b> and you will be redirected to <b>i-Vote</b> website for casting your vote during the remote e-Voting period.</p>
<p>Individual Shareholders (holding securities in demat mode) login through their <b>Depository Participants</b></p>	<p>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.</p>

**Important note:** Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned 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 holding securities in Demat mode with <b>CDSL</b>	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free No. 1800 22 55 33.
Individual Shareholders holding securities in Demat mode with <b>NSDL</b>	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.com">evoting@nsdl.com</a> or call at 022- 48867000.

**2. Login method for e-Voting for shareholder other than individual shareholders holding shares in Demat mode & physical mode is given below:**

- You are requested to launch the URL on internet browser: <https://ivote.bigshareonline.com>
- Click on “**LOGIN**” button under the ‘**INVESTOR LOGIN**’ section to Login on E-Voting Platform.
- Please enter you ‘**USER ID**’ (User id description is given below) and ‘**PASSWORD**’ which is shared separately on you register email id.



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- Shareholders holding shares in **CDSL demat account should enter 16 Digit Beneficiary ID** as user id.
- Shareholders holding shares in **NSDL demat account should enter 8 Character DP ID followed by 8 Digit Client ID** as user id.
- Shareholders holding shares in **physical form should enter Event No + Folio Number** registered with the Company as user id.

*Note If you have not received any user id or password please email from your registered email id or contact i-vote helpdesk team. (Email id and contact number are mentioned in helpdesk section).*

- Click on **I AM NOT A ROBOT (CAPTCHA)** option and login.

**NOTE:** If Shareholders are holding shares in demat form and have registered on to e-Voting system of <https://ivote.bigshareonline.com> and/or voted on an earlier event of any company then they can use their existing user id and password to login.

- If you have forgotten the password: Click on '**LOGIN**' under '**INVESTOR LOGIN**' tab and then Click on '**Forgot your password?**'
- Enter "**User ID**" and "**Registered email ID**" Click on **I AM NOT A ROBOT (CAPTCHA)** option and click on '**Reset**'.

*(In case a shareholder is having valid email address, Password will be sent to his / her registered e-mail address).*

### **Voting method for shareholders on i-Vote E-voting portal:**

- After successful login, **Bigshare E-voting system** page will appear.
- Click on "**VIEW EVENT DETAILS (CURRENT)**" under '**EVENTS**' option on investor portal.
- Select event for which you are desire to vote under the dropdown option.
- Click on "**VOTE NOW**" option which is appearing on the right hand side top corner of the page.
- Cast your vote by selecting an appropriate option "**IN FAVOUR**", "**NOT IN FAVOUR**" or "**ABSTAIN**" and click on "**SUBMIT VOTE**". A confirmation box will be displayed. Click "**OK**" to confirm, else "**CANCEL**" to modify. Once you confirm, you will not be allowed to modify your vote.
- Once you confirm the vote you will receive confirmation message on display screen and also you will receive an email on your registered email id. During the voting period, members can login any number of times till they have voted on the resolution(s). Once vote on a resolution is casted, it cannot be changed subsequently.
- Shareholder can "**CHANGE PASSWORD**" or "**VIEW/UPDATE PROFILE**" under "**PROFILE**" option on investor portal.

### **3. Custodian registration process for i-Vote E-Voting Website:**

- You are requested to launch the URL on internet browser: <https://ivote.bigshareonline.com>
- Click on "**REGISTER**" under "**CUSTODIAN LOGIN**", to register yourself on Bigshare i-Vote e-Voting Platform.
- Enter all required details and submit.
- After Successful registration, message will be displayed with "**User id and password will be sent via email on your registered email id**".

**NOTE:** If Custodian have registered on to e-Voting system of <https://ivote.bigshareonline.com> and/or voted on an earlier event of any company then they can use their existing user id and password to login.





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- If you have forgotten the password: Click on ‘**LOGIN**’ under ‘**CUSTODIAN LOGIN**’ tab and further Click on ‘**Forgot your password?**’
- Enter “**User ID**” and “**Registered email ID**” Click on **I AM NOT A ROBOT (CAPTCHA)** option and click on ‘**RESET**’.

(In case a custodian is having valid email address, Password will be sent to his / her registered e-mail address).

## Voting method for Custodian on i-Vote E-voting portal:

- After successful login, **Bigshare E-voting system** page will appear.

## Investor Mapping:

- First you need to map the investor with your user ID under “**DOCUMENTS**” option on custodian portal.
  - Click on “**DOCUMENT TYPE**” dropdown option and select document type power of attorney (POA).
  - Click on upload document “**CHOOSE FILE**” and upload power of attorney (POA) or board resolution for respective investor and click on “**UPLOAD**”.

**Note:** The power of attorney (POA) or board resolution has to be named as the “**InvestorID.pdf**” (Mention Demat account number as Investor ID.)

  - Your investor is now mapped and you can check the file status on display.

## Investor vote File Upload:

- To cast your vote select “**VOTE FILE UPLOAD**” option from left hand side menu on custodian portal.
- Select the Event under dropdown option.
- Download sample voting file and enter relevant details as required and upload the same file under upload document option by clicking on “**UPLOAD**”. Confirmation message will be displayed on the screen and also you can check the file status on display (Once vote on a resolution is casted, it cannot be changed subsequently).
- Custodian can “**CHANGE PASSWORD**” or “**VIEW/UPDATE PROFILE**” under “**PROFILE**” option on custodian portal.

## Helpdesk for queries regarding e-voting:

Login type	Helpdesk details
Shareholder’s other than individual shareholders holding shares in Demat mode & Physical mode.	In case shareholders/ investor have any queries regarding E-voting, you may refer the Frequently Asked Questions (‘FAQs’) and i-Vote e-Voting module available at <a href="https://ivote.bigshareonline.com">https://ivote.bigshareonline.com</a> , under download section or you can email us to <a href="mailto:ivote@bigshareonline.com">ivote@bigshareonline.com</a> or call us at: 1800 22 54 22, 022-62638338



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## **EXPLANATORY STATEMENT**

**(Pursuant to provisions of Section 102 of The Companies Act, 2013)**

### **ITEM NO. 1 - MIGRATION OF LISTING/ TRADING OF EQUITY SHARE OF THE COMPANY FROM BSE SME PLATFORM TO MAIN BOARD OF BSE LIMITED & NATIONAL STOCK EXCHANGE OF INDIA LIMITED**

The Board in its meeting held on 5<sup>th</sup> September, 2024 inter-alia approved the resolution for migration of listing/trading of equity share of the company from BSE SME platform to main board of BSE Limited & National Stock Exchange of India Limited.

The Company has been listed and traded on the SME Platform of for more than three years and hence eligible to migrate on to the Main Board as per the guidelines specified by Securities and Exchange Board of India (SEBI) and as per the procedures laid down under Chapter XB of Securities and Exchange Board of India (Issue and Disclosure Requirements) Regulations, 2018. Also, listing on the board of the Company will increase the liquidity of your Company's shares, overall standing in the market and enhanced transparency. With increased participation by the retail investors your company's true value shall be determined by the market participants. Further, by operating in the main board your company will be able to expand its horizons and explore avenues not available earlier on the SME platform.

The members are therefore, requested to accord their approval, for the purpose of migration of the Company's present listing from SME Platform of BSE Limited to Main Board of BSE Limited and also on main Board of National Stock Exchange of India Limited (NSE) as set out in the resolutions.

Pursuant to Section 102 of the Companies Act, 2013, the Board of Directors of the Company do hereby confirm that none of the Directors, Key Managerial Personnel and relatives thereof are interested, financially or otherwise in the aforesaid resolution.

The Board recommends the special resolution as set forth in item no. 1 of the Notice for approval of members.

**For Gretex Corporate Services Limited**

Sd/-

**Alok Harlalka**

**Managing Director**

**DIN: 02486575**

**Date : 06/09/2024**

**Place: Mumbai**



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Contact No.: 022 69308500, 98368 21999

CIN: L74999MH2008PLC288128

## POSTAL BALLOT FORM

(Please read the instructions printed overleaf carefully before filling this form)

Postal Ballot No.:

Name and Registered address of the Member	
Name(s) of Joint holder(s), if any	
Registered Folio No. / DP ID No. / Client ID No.*	
(*Applicable to investors holding shares in dematerialised form)	
Number of equity shares held	

I/ We hereby exercise my / our vote in respect of the Resolution to be passed through Postal Ballot as stated in the Postal Ballot Notice of the Company, by sending my / our Assent (For) or Dissent (Against) to the said Resolution by placing a tick (V) mark at the appropriate box below:

Sr. No	Description of Resolution	Number of shares held by me/us	I / we assent to the Resolution	I / we dissent to the Resolution (AGAINST)
1	<b><u>ITEM NO. 1</u></b> <b>MIGRATION OF LISTING/TRADING OF EQUITY SHARE OF THE COMPANY FROM BSE SME PLATFORM TO MAIN BOARD OF BSE LIMITED &amp; NATIONAL STOCK EXCHANGE OF INDIA LIMITED</b>			

Place:

Date:

\_\_\_\_\_  
Signature of the Shareholder(s)

Important Note: Please complete and return this Postal Ballot Form to the Scrutinizer. Last Date for Receipt of this Postal Ballot Form by the Scrutinizer is Sunday, October 6, 2024.