

# Ritco Logistics Limited

Date: October 18, 2026

To  
The Manager  
Listing Department  
National Stock Exchange of India Ltd.  
Exchange Plaza, Plot No. C-1, G Block,  
Bandra- Kurla Complex, Bandra (East)  
Mumbai-400051

To  
The General Manager  
Department of Corporate Services  
Bombay Stock Exchange Limited  
1<sup>st</sup> Floor, New Trading Ring, Rotunda  
Building, Phiroze Jeejeebhoy Towers  
Dalal Street, Mumbai-400001

**NSE SYMBOL: RITCO**

**BSE Scrip Code: 542383**

Dear Sir/ Madam,

**Subject: Clarification regarding delayed submission of proceedings of the 25<sup>th</sup> Annual General Meeting and request for a lenient view**

Dear Sir/Madam,

This is with reference to your communication regarding the delayed submission of the proceedings of the 25th Annual General Meeting ("AGM") of Ritco Logistics Limited ("the Company"), held on September 30, 2026, through Video Conferencing ("VC") and Other Audio-Visual Means ("OAVM").

The AGM commenced at 03:00 p.m. (IST) and concluded at 03:21 p.m. (IST) on September 30, 2026. The proceedings of the AGM were subsequently submitted to the Stock Exchanges on October 1, 2026, at 01:25 p.m. (IST).

In this regard, the Company respectfully submits that the delay occurred inadvertently due to an unintentional misunderstanding of the applicable disclosure timeline. The Company had proceeded on the basis of the earlier disclosure timeline of 24 hours, as prescribed under the erstwhile applicable requirements, and accordingly understood that the proceedings of the AGM could be submitted within the said period.

However, pursuant to the revised requirements under Regulation 30(6) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, read with SEBI Circular No. HO/49/14/14(7)2025-CFD-POD2/I/3762/2026 dated January 30, 2026, the applicable timeline for disclosure of the proceedings of the AGM was reduced to 12 hours from the conclusion of the meeting. The Company inadvertently continued to follow the earlier timeline and, as a result, the disclosure was submitted beyond the prescribed period.



Corp. & Admin. Office : "RITCO HOUSE" 336, Phase-II, Udyog Vihar, Gurugram - 122016,  
Haryana Ph. : 0124-4702300/301 E-mail : ho@ritcologistics.com CIN No. :  
L60221DL2001PLC112167 Regd. Office : 508, 5<sup>th</sup> Floor, Jyoti Shikhar Tower, District Centre, Janakpuri,  
New Delhi-110058 Ph.: 011-25522158

[www.ritcologistics.com](http://www.ritcologistics.com)

# Ritco Logistics Limited

The Company respectfully submits that the delay was purely inadvertent and unintentional, arising from the aforesaid misunderstanding of the revised regulatory timeline, and was neither deliberate nor intended to withhold or defer any material information from the Stock Exchanges or the shareholders. The Company had duly submitted the proceedings of the AGM, and the delay was not attributable to any wilful disregard of the applicable regulatory requirements.

The Company deeply regrets this inadvertent lapse and acknowledges the importance of timely disclosures under the SEBI LODR Regulations. The Company is taking appropriate steps to reinforce its internal compliance monitoring and review procedures to ensure that the revised disclosure timelines are duly identified and strictly adhered to in the future.

In view of the foregoing facts and circumstances, the Company humbly requests the Stock Exchanges to kindly take a lenient and sympathetic view of the matter, considering the bona fide nature of the error, and condone the inadvertent delay, without initiating any penal or other adverse action against the Company in this regard.

The Company assures the Stock Exchanges of its continued commitment to maintaining the highest standards of regulatory compliance and timely disclosure of material information.

The proceedings of the 25th AGM are being resubmitted along with this clarification, as requested, for your records.

We request you to kindly take the above clarification on record and oblige.

Yours Faithfully

For **Ritco Logistics Limited**

**GITIKA** Digitally signed  
by GITIKA ARORA  
**ARORA** Date: 2026.10.18  
16:19:13 +05'30'

**Gitika Arora**

**Company Secretary & Compliance Officer**



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## **SUMMARY OF PROCEEDINGS OF 25<sup>th</sup> ANNUAL GENERAL MEETING**

The 25<sup>th</sup> Annual General Meeting of the Members of the Company was held on Wednesday, 30<sup>th</sup> September 2026 at 3.00 P.M. through video Conference (VC)/Other Audio-Visual Means (OAVM).

Mr. Man Mohan Pal Singh Chadha, Chairperson of the Company, chaired the proceedings of the Meeting.

The number of shareholders as on record date/ cut-off date i.e. 23<sup>rd</sup> September, 2026 were 9976 shareholders.

No. of Shareholders attended the meeting: 44 shareholders

| <b>Directors present through VC/OAVM</b> |                                                                                 |
|------------------------------------------|---------------------------------------------------------------------------------|
| Man Mohan Pal Singh Chadha               | Chairperson and Whole-Time Director                                             |
| Sanjeev Kumar Elwadhi                    | Managing Director                                                               |
| Roma Wadhwa                              | On behalf of Mr. Vikram Suri, Independent Director, Audit Committee Chairperson |
| Ranu Jain                                | Independent Director                                                            |
| Roma Wadhwa                              | Non-Executive Director                                                          |

| <b>Key Managerial Personnel and Auditors present through VC/OAVM</b> |                                          |
|----------------------------------------------------------------------|------------------------------------------|
| Gitika Arora                                                         | Company Secretary and Compliance Officer |
| M/s Mukun Vivek & Company                                            | Scrutinizer                              |

The Company Secretary called the meeting to order as requisite quorum was present. After that introduction of Directors, Members and the invitees present at the meeting was given.

The Chairperson addressed the meeting on "Performance of the Company during Financial Year 2025-26.

After that this meeting has been convened and conducted in accordance with the circulars issued by Ministry of Corporate Affairs and Securities and Exchange Board of India (SEBI). The Company Secretary informed that the Company had tied up with MUFG Intime India Pvt Ltd. to provide facility for voting through remote e-voting, e-voting during the AGM and participation in the AGM through VC/ OAVM facility.

It is informed to the Members that the Report of Board of Directors, the Accounts for the financial year ended 31<sup>st</sup> March 2026 and the Notice convening the 25<sup>th</sup> AGM were taken as read, as the same had already been circulated to the Members. As there were no qualifications in the Audit Report, it was not required to be read.

Further, it was informed to the Members that pursuant to the provisions of the Companies Act, 2013, the Rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015; the Company had extended the remote e-voting facility to the Members of the Company in respect of the resolutions to be passed at the Meeting. The remote e-voting commenced at 9.00 A.M. on Sunday, 27<sup>th</sup> September 2026 and ended at 5.00 P.M. on Tuesday, 29<sup>th</sup> September 2026. The Company Secretary informed the Members that the facility for voting through e-voting system shall be available during the Meeting for Members who had not casted their vote till 15 minutes after the AGM.

The Company had appointed M/s Mukun Vivek & Company, Company Secretaries, as the Scrutinizer for the purpose of scrutinizing the process of remote e-voting held prior and e-voting during the AGM.

Thereafter, the following resolutions as set out in the Notice convening the 25<sup>th</sup> Annual General Meeting were presented:

| Item No.                        | Particulars                                                                                                                                                                                                                                                             |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>ORDINARY BUSINESS</u></b> |                                                                                                                                                                                                                                                                         |
| 1.                              | To consider and adopt the Audited Consolidated and Standalone Balance Sheet for the year ended 31 <sup>st</sup> March, 2026 and the Profit and Loss Account for the financial year ended 31 <sup>st</sup> March, 2026 and the Directors' and Auditors' Reports thereon. |
| 2.                              | To appoint the directors, who are liable to retire by rotation and being eligible offers themselves for re-appointment                                                                                                                                                  |
| <b><u>SPECIAL BUSINESS</u></b>  |                                                                                                                                                                                                                                                                         |
| 3.                              | To Change the Designation of Mr. Ranu Jain from Additional Director to Independent Director                                                                                                                                                                             |

Thereafter, the Company Secretary announced for voting to be taken electronically (e-voting) and requested Mr. Mukun Arora, partner of M/s Mukun Vivek & Company, Company Secretaries, the Scrutinizer for the orderly conduct of the voting.

The Company Secretary formally announced the closure of business of 25<sup>th</sup> AGM of the Company and also informed that 15 minutes will be given for e-voting at the AGM venue for those shareholders, who could not exercise their right to vote through remote e-voting in respect of business mentioned in the Notice of the 25<sup>th</sup> AGM of the Company.

The Company Secretary stated that the results of voting on each resolution shall be determined by aggregating votes cast through remote e-voting and e-voting at the AGM venue. She further stated that the results of voting will be announced and uploaded on the website of the Company and will also be submitted to the Stock Exchange (M/s. BSE Ltd and National Stock Exchange of India Limited) within the prescribed time.

There being no other business to transact, the meeting ended at 3.21 P.M. with a vote of thanks.

We request to take the same on your record.

Thanking you,

Yours Sincerely

For, RITCO LOGISTICS LIMITED

**GITIKA**  
**ARORA**

Digitally signed  
by GITIKA ARORA  
Date: 2026.10.01  
13:17:01 +05'30'

Gitika Arora  
Company Secretary & Compliance Officer