

## Resignation Letter

Date: 17<sup>th</sup> November, 2025

To

**The Board of Director  
Kairosoft AI Solutions Ltd  
Regd Office: DPT 612, F-79 & 80, DLF Prime  
Towers, Okhla Industrial Estate,  
South Delhi, New Delhi, Delhi, 110020**

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

Dear Sir/ Ma'am,

I hereby tender my formal resignation from the position of **Company Secretary and Compliance Officer** of Kairosoft AI Solutions Limited, effective from the close of business on **2<sup>nd</sup> December, 2025** due to some personal reasons.

As I am currently under a probationary period, I will serve the **15 days' Notice Period** in order to ensure the seamless transition and give a handover during my notice period.

Kindly accept this letter as formal notice of my resignation from the position of Company Secretary and Compliance Officer.

I appreciate the opportunities I've had while serving in this role and am grateful for the experience.

I confirm that there are no other reasons, apart from those stated, for my resignation.

I would request to the board kindly accept my resignation and undertake all necessary actions as are required under applicable laws, including submitting the intimation to the stock exchange and filing the e-form DIR 12 with the registrar and providing my relieving documents.

Thank you,

**NAINA  
SONI**

Digitally signed by  
NAINA SONI  
Date: 2025.11.17  
18:17:49 +05'30'

**Naina Soni  
Company Secretary and Compliance Officer  
Mem No. A76572**

Accepted on behalf of the Board

**Place: Delhi**