

To,  
The Board of Directors,  
**Sunraj Diamond Exports Limited** ("Company"),  
616 Prasad Chambers, 6<sup>th</sup> flr,  
Plot CS 1487, Tata Road 2, Roxy Cinema,  
Opera House, Girgaon,  
Mumbai - 400004.

**Re: 1/2022-2023 Board Meeting on Monday, 30<sup>th</sup> May, 2022 at 3.30 pm.**

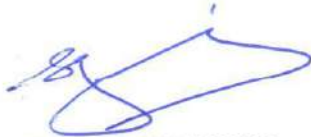
Dear Sirs,

NOTICE is hereby given that the 1/2022-2023 Meeting of Board of Directors of the Company will be held on Monday, 30<sup>th</sup> May, 2022 at 616 Prasad Chambers, 6<sup>th</sup> flr, Plot CS 1487 Tata Road 2, Roxy Cinema, Opera House, Girgaon, Mumbai - 400004 at 3.30 pm to transact the business as mentioned in agenda. The agenda and notes to agenda are enclosed herewith for your perusal and information.

Please make it convenient to attend the meeting. If you are unable to attend a meeting, leave of absence should be specifically requested for by way of a communication addressed to the Company prior to the date of the meeting.

Thanking you,  
Yours Faithfully,

**For and on behalf of Board of Directors of  
Sunraj Diamond Exports Limited**



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**Sunny Sunil Gandhi**  
Director  
Din: 00695322

**Place: Mumbai**  
**Date: 19/05/2022**

Encl: Agenda and Notes to agenda.

**SUNRAJ DIAMOND EXPORTS LTD.**

**CIN NO. : L36912MH1990PLC057803**

Regd. Office : 616 Prasad Chambers, Swadeshi Mills Compound, Opera House, Mumbai 400004

Tel : 022 23610069 / 23638559, Email : [info@sunrajdiamonds.com](mailto:info@sunrajdiamonds.com), Website : [www.sunrajdiamonds.com](http://www.sunrajdiamonds.com)

**AGENDA FOR THE 1/2022-2023 MEETING OF THE BOARD OF DIRECTORS OF SUNRAJ DIAMOND EXPORTS LIMITED TO BE HELD ON MONDAY, 30<sup>TH</sup> MAY, 2022 AT THE REGISTERED OFFICE OF THE COMPANY AT 616, PRASAD CHAMBERS, 6<sup>TH</sup> FLR, PLOT CS 1487 TATA ROAD 2, ROXY CINEMA, OPERA HOUSE, GIRAGON, MUMBAI – 400004 AT 03.30 P.M.**

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1. To elect the Chairman of the meeting.
2. To Determine Quorum & Mode of attendance.
3. To grant leave of absence, if any, to the Directors who are unable to attend the meeting.
4. To take note of the minutes of the previous Board meeting held on 11<sup>th</sup> February, 2022.
5. To take note of the Circular Resolutions passed since last Board Meeting.
6. To consider, review and take note of the proceedings of the Stakeholders Relationship Committee Meeting.
7. To consider, review and take note of the proceedings of the Audit Committee Meeting.
8. To take note of DPT-3 for the financial year ending 31<sup>st</sup> March, 2022.
9. To consider and take note of Declaration received from Directors u/s 164(2) and u/s 184 of the Companies Act, 2013.
10. To consider and approve the Audited Standalone Financial Statements and other related matters for the Quarter and Financial Year ended 31<sup>st</sup> March, 2022:
  - a) To consider and approve audited Standalone Financial Statements of the Company for the quarter and financial year ended 31<sup>st</sup> March, 2022;
  - b) To consider the draft Auditor's report for the year ended 31<sup>st</sup> March, 2022.
11. To consider and approve the closure of Unpaid Dividend Account No. 0004103000058849 with IDBI Bank Ltd.
12. Any other item with the permission of the Chair
13. Vote of Thanks.

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**NOTES TO THE AGENDA****1. ITEM NO. 01: TO ELECT CHAIRMAN OF THE MEETING:**

The members of board to elect any one among themselves as Chairman of the meeting.

**2. ITEM NO. 02: TO DETERMINE QUORUM & MODE OF ATTENDANCE:**

The Chairman to determine Quorum and mode of attendance.

**3. ITEM NO. 03: LEAVE OF ABSENCE:**

Leave of absence will be granted to the Directors, if any, who are unable to attend the Board meeting. Formal letter or intimation via email by any Director of the Company, prior to the date of the meeting who is unable to attend the Board meeting will be taken into consideration.

**4. ITEM NO. 04: CONFIRMATION OF MINUTES:**

To confirm and sign Minutes of the previous Board Meeting held on 11<sup>th</sup> February, 2022.

**5. ITEM NO. 05: TO TAKE NOTE OF THE CIRCULAR RESOLUTIONS PASSED SINCE LAST BOARD MEETING:**

The Chairman to place before the Board circular resolutions passed since last Board Meeting.

The Board to take note of the same.

**6. ITEM NO. 06: NOTING OF DPT 3 FOR THE FINANCIAL YEAR ENDING 31<sup>ST</sup> MARCH, 2022:**

The Board to discuss and if thought fit, pass the following resolution with or without modification(s);

"RESOLVED THAT any one of the Director of the Company be and is hereby authorised to digitally sign E-Form DPT-3 Annual Return of Deposit with Registrar of Companies and do all such acts, deeds and things as may be necessary in this regards."

**7. ITEM NO. 07: TO CONSIDER AND NOTE DECLARATION FROM DIRECTORS RECEIVED U/S 164(2) AND U/S 184(1) OF THE COMPANIES ACT, 2013:**

The Chairman to place before the Board, declarations u/s 164 and u/s 184(1) of the Companies Act, 2013 in Form DIR 8 and MBP 1 as received from all the Directors of the Company.

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The Board to review and take note of the same.

**8. ITEM NO. 08: TO CONSIDER AND APPROVE THE AUDITED STANDALONE FINANCIAL STATEMENTS AND OTHER RELATED MATTERS FOR THE QUARTER AND FINANCIAL YEAR ENDED 31<sup>ST</sup> MARCH, 2022:**

The approval of the Board is sought for the following:

**(a) Adoption of Financial Statements:**

To consider and approve Standalone Financial Statements of the Company together with all annexures as referred therein along with the Standalone Financial Statements prepared as per the SEBI approved format, for the quarter and financial year ended 31<sup>st</sup> March, 2022. Necessary documents will be placed at the Board Meeting for approval.

**(b) Draft Auditor' Report:**

To consider and approve the draft Auditor's report on the Standalone Financial Statements that will be placed at the Board meeting.

**9. ITEM NO. 09: TO CONSIDER AND APPROVE THE CLOSURE OF UNPAID DIVIDEND ACCOUNT NO. 0004103000058849 WITH IDBI BANK LTD:**

The Board to discuss and if thought fit, pass the following resolution unanimously;

**“RESOLVED THAT** The Unpaid Dividend Account of Sunraj Diamond Exports Limited' Bearing Account No. 0004103000058849 with IDBI Bank Ltd Mumbai, be closed and the balance lying in the said account be transferred to the Investor Education & Protection Fund, in accordance with Section 124 and 125 of the Companies Act, 2013 (corresponding to Section 205A and 205C of the Companies Act 1956), Read with the Investor Education & Protection Fund (Awareness & Protection of Investors) Rules, 2001.

**RESOLVED FURTHER THAT** Mr. Sunny Gandhi, Director be and are hereby authorized severally and jointly, to execute indemnity bonds and / or such other documents as may be required by the IDBI Bank Ltd. for the closure of the aforesaid account”

**10. ITEM NO. 10: ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIRMAN:**

**11. ITEM NO. 11: VOTE OF THANKS:**

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