



1st September, 2021

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

Re: 4/2021-2022 Board Meeting on Saturday, 04th September, 2021 at 4.30 pm.

Dear Sirs,

NOTICE is hereby given that the 4/2021-2022 Meeting of Board of Directors of the Company will be held on Saturday, 04th September, 2021 at 616 Prasad Chambers, 6th flr, Plot CS 1487 Tata Road 2, Roxy Cinema, Opera House, Girgaon, Mumbai – 400004 at 4.30 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

.....
Sunny Sunil Gandhi
Director
Din: 00695322

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, Website : www.sunrajdiamonds.com



AGENDA FOR THE 4/2021-2022 MEETING OF THE BOARD OF DIRECTORS OF SUNRAJ DIAMOND EXPORTS LIMITED TO BE HELD ON SATURDAY, 04TH SEPTEMBER, 2021 AT THE REGISTERED OFFICE OF THE COMPANY AT 616, PRASAD CHAMBERS, 6TH FLR, PLOT CS 1487 TATA ROAD 2, ROXY CINEMA, OPERA HOUSE, GIRAGON, MUMBAI – 400004 AT 4.30 P.M.

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 14th August, 2021.
5. To consider and approve the resignation of Mr. Prabhodchandra Joshi, CFO of the Company.
6. To consider and approve the Directors Report for the financial year ending as on 31st March, 2021.
7. To consider and approve Notice of the 31st Annual General Meeting of the Company.
8. To ratify the appointment of M/s. Govind Prasad & Co. as Statutory Auditors of the Company for the Financial Year 2021-22.
9. Any other matter with the permission of the Chairman.
10. Vote of Thanks.

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, Website : www.sunrajdiamonds.com

1. **ITEM NO: 01/BM/4/2021-2022: 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/BM/4/2021-2022: TO DETERMINE QUORUM & MODE OF ATTENDANCE:**

The Chairman to determine Quorum and mode of attendance.

3. **ITEM NO: 03/BM/4/2021-2022: 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/BM/4/2021-2022: CONFIRMATION OF MINUTES:**

To confirm and sign Minutes of the previous Board Meeting held on 14th August, 2021.

5. **ITEM NO: 05/BM/4/2021-2022: TO DISCUSS AND APPROVE THE RESIGNATION OF MR. PRABHODCHANDRA JOSHI, CHIEF FINANCIAL OFFICER OF THE COMPANY:**

The Chairman to place before the Board a resignation letter received from Mr. Prabhodchandra Joshi from the position of Chief Financial Officer of the Company. The board to discuss and pass the following resolution with or without modifications;

“RESOLVED THAT, the board do hereby accept the resignation of Mr. Prabhodchandra Vidyadhar Joshi as Chief Financial Officer (CFO) of the company with effect from closure of working hours of 4th September, 2021.

RESOLVED FURTHER THAT, the board records the appreciation for the services rendered by Mr. Prabhodchandra Vidyadhar Joshi during his tenure as Chief Financial Officer of the Company.

RESOLVED FURTHER THAT, any Director of the Company be and is hereby severally authorized to file e-form DIR-12 with the Registrar of Companies and to do all such acts, deeds and things as may be necessary to give effect to this resolution.”

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, Website : www.sunrajdiamonds.com

6. **ITEM NO: 06/BM/4/2021-2022 : TO APPROVE THE DIRECTORS REPORT FOR THE FINANCIAL YEAR ENDING 31ST MARCH, 2021**

The Chairman to place before the Board the Directors Report for the financial year ending 31st March, 2021. The Board to discuss and pass the following resolution with or without modification;

“**RESOLVED THAT** the Directors Report for the financial year 2020-21 as placed before the Board be and is hereby approved and any two directors of the Company be and are hereby authorized to sign the Directors Report on behalf of the Company.”

7. **ITEM NO: 07/BM/4/2021-2022: TO DISCUSS AND APPROVE NOTICE OF 31ST ANNUAL GENERAL MEETING OF THE COMPANY:**

The Chairman to place the draft notice of 31st Annual General Meeting of the Company before the Board members for their approval. The Board to pass the following resolution with or without any modifications;

“**RESOLVED THAT** 31st Annual General Meeting of the shareholders be convened on Thursday, 30th September, 2021 through Video Conferencing (VC) or Other Audio Visual Means (OAVM).

RESOLVED FURTHER THAT the draft Notice convening the 31st Annual General Meeting be initialed by the Chairman of the Meeting for the purpose of identification be and is hereby approved.

RESOLVED FURTHER THAT Mr. Anshul Garg, Company Secretary of the Company, be and is hereby authorized to sign and circulate the notice to all the shareholders of the Company and to the Directors and Auditors of the Company.”

8. **ITEM NO: 08/BM/4/2021-2022 : TO RATIFY THE APPOINTMENT OF M/S. GOVIND PRASAD & CO. AS STATUTORY AUDITORS OF THE COMPANY FOR THE FINANCIAL YEAR 2021-22:**

The Board to ratify the Appointment of M/s. Govind Prasad & Co., Chartered Accountants for the Financial Year 2021-22 as the Statutory Auditors of the Company by passing the following resolution with or without modification(s);

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, Website : www.sunrajdiamonds.com

RESOLVED THAT pursuant to section 139 and other applicable provisions, if any of the Companies Act, 2013 and the Rules made thereunder and based on the eligibility letter as per Section 141 of the Companies Act 2013 and Certificate as per Rule 4(1) of The Companies (Audit and Auditors) Rules, 2014 received from M/s. Govind Prasad & Co., Chartered Accountants, Mumbai the Board hereby recommends to the shareholders, the ratification of appointment of M/s. Govind Prasad & Co., Chartered Accountants, Mumbai, having Firm registration number, as 114360W) as Statutory Auditors of the company for Financial Year 2021-2022 at the ensuing Annual General meeting.

9. ITEM NO: 09/BM/4/2021-2022: CLOSURE OF REGISTER OF MEMBERS & SHARE TRANSFER BOOKS OF THE COMPANY:

The Board to close the Registers of Members and Share Transfer Books of the Company.

10. ITEM NO: 10/BM/4/2021-2022 ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIRMAN:

11. ITEM NO: 11/BM/4/2021-2022: VOTE OF THANKS:

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, Website : www.sunrajdiamonds.com