

29th October, 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: 5/2021-2022 Board Meeting on Tuesday, 09th November, 2021 at 4.00 pm.

Dear Sirs,

NOTICE is hereby given that the 5/2021-2022 Meeting of Board of Directors of the Company will be held on Tuesday, 09th November, 2021 at 616 Prasad Chambers, 6th flr, Plot CS 1487 Tata Road 2, Roxy Cinema, Opera House, Girgaon, Mumbai - 400004 at 4.00 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 5/2021-2022 MEETING OF THE BOARD OF DIRECTORS OF SUNRAJ DIAMOND EXPORTS LIMITED TO BE HELD ON TUESDAY, 09TH NOVEMBER, 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 03.30 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 04th September, 2021.
5. To consider, review and take note of the proceedings of the Stakeholders Relationship Committee Meeting.
6. To consider, review and take note of the proceedings of the Audit Committee Meeting.
7. To consider and approve unaudited Financial Results for the Quarter ended 30th September, 2021.
8. To close current Bank Account No 03560340000026 with HDFC Bank Ltd.
9. Any other item with the permission of the Chair
10. Vote of Thanks.

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NOTES TO THE AGENDA

1. **ITEM NO: 01/BM/5/2021-2022: 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/5/2021-2022: TO DETERMINE QUORUM & MODE OF ATTENDANCE:**
The Chairman to determine Quorum and mode of attendance.
3. **ITEM NO: 03/BM/5/2021-2022: 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/5/2021-2022: CONFIRMATION OF MINUTES:**
To confirm and sign Minutes of the previous Board Meeting held on 04th September, 2021.
5. **ITEM NO: 05/BM/5/2021-2022: TO CONSIDER, REVIEW AND TAKE NOTE OF THE PROCEEDINGS OF THE STAKEHOLDERS RELATIONSHIP COMMITTEE MEETING:**
The Chairman to place before the Board the proceedings of the Stakeholders Relationship Committee meeting for their noting and approval.
6. **ITEM NO: 06/BM/5/2021-2022: TO CONSIDER, REVIEW AND TAKE NOTE OF THE PROCEEDINGS OF THE AUDIT COMMITTEE MEETING:**
The Chairman to place before the Board the proceedings of the Audit Committee Meeting for their noting and approval.
7. **ITEM NO: 07/BM/5/2021-2022: TO CONSIDER AND APPROVE UNAUDITED FINANCIAL RESULTS FOR THE QUARTER ENDED 30TH SEPTEMBER, 2021:**

As per Regulation 33 of the SEBI (Listing Obligations & Disclosure Requirements) Regulation, 2015 the Un-audited Financial Results together with the Limited Review Report of the Company for the quarter ended 30th September, 2021 will be placed before the Board of Directors for approval. The Board to discuss and pass the following resolution with or without any modifications:

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“RESOLVED THAT the Un-audited Financial Results together with the Limited Review Report of the Company for the quarter ended 30th September, 2021 be and are hereby considered and approved and the same be submitted to the Stock Exchange in compliance with Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation, 2015.

RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, Mr. Sunny Sunil Gandhi (DIN: 00695322) Whole Time Director of the Company, be and is hereby authorized to take all such steps and to do all such acts, deeds, matters and things as may deem necessary in this regard.”

8. ITEM NO: 08/BM/5/2021-2022: TO CONSIDER AND APPROVE THE CLOSURE OF BANK ACCOUNT HELD IN THE NAME OF THE COMPANY WITH HDFC BANK LTD.

The Chairman informed the Board that the Current Bank Account No.03560340000026 with HDFC Bank Ltd needs to be closed. The board to discuss the same and pass the following resolution with or without modification;

“RESOLVED THAT, the Company’s Current Account No. 03560340000026 with HDFC BANK LTD. CHARNI ROAD BRANCH, be closed due to account being inoperative for several months and the amount if any lying in the account to be withdrawn and to be kept as cash on hand with the company.

“RESOLVED FURTHER THAT any one Director of the Company be and are hereby authorized severally and jointly, on behalf of the company, to do all acts, deeds, matters and things as deem necessary, proper or desirable and to sign and execute all necessary documents, as may be required by the HDFC Bank Ltd. for the closure of the aforesaid account.”

9. ITEM NO: 09/BM/5/2021-2022: ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIRMAN:

10. ITEM NO: 10/BM/5/2021-2022:VOTE OF THANKS:

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