

01st February, 2022

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.

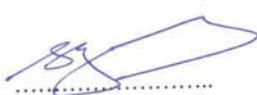
Re: 6/2021-2022 Board Meeting on Friday, 11th February, 2022 at 4.00 pm.

Dear Sirs,

NOTICE is hereby given that the 6/2021-2022 Meeting of Board of Directors of the Company will be held on Friday, 11th February, 2022 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 6/2021-2022 MEETING OF THE BOARD OF DIRECTORS OF SUNRAJ DIAMOND EXPORTS LIMITED TO BE HELD ON FRIDAY 11th FEBRUARY, 2022, 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 4.00 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 09th November, 2021.
5. To consider, review and take note of the proceedings of the Audit Committee 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 Nomination and Remuneration Committee Meeting.
8. To consider and approve un-audited financial statement along with the Limited Review Report for the Quarter ended as on 31st December, 2021.
9. To appoint Mr. Prakash Indulal Mehta as Chief Financial Officer of the Company.
10. To appoint M/s. Kiran Doshi & Co as the Secretarial Auditor of the Company for the financial year 2021-22.
11. Any other matter with the permission of the Chairman.
12. 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

NOTES TO THE AGENDA

1. **ITEM NO: 01/BM/6/2021-2022: 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/6/2021-2022: TO DETERMINE QUORUM & MODE OF ATTENDANCE:**
The Chairman to determine Quorum and mode of attendance.
3. **ITEM NO: 03/BM/6/2021-2022: 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/6/2021-2022: CONFIRMATION OF MINUTES:**
To confirm and sign Minutes of the previous Board Meeting held on 09th November, 2021.
5. **ITEM NO: 05/BM/6/2021-2022: 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.
6. **ITEM NO: 06/BM/6/2021-2022: 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 meeting for their noting and approval.
7. **ITEM NO: 07/BM/6/2021-2022: TO CONSIDER, REVIEW AND TAKE NOTE OF THE PROCEEDINGS OF THE NOMINATION AND REMUNERATION COMMITTEE MEETING:**
The Chairman to place before the Board the proceedings of the Nomination and Remuneration Committee meeting for their noting and approval.

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

8. **ITEM NO: 08/BM/6/2021-2022: CONSIDER AND APPROVE THE UNAUDITED FINANCIAL STATEMENT TOGETHER WITH THE LIMITED REVIEW REPORT FOR THE QUARTER ENDED 31ST DECEMBER, 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 31st December, 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:

“RESOLVED THAT the Un-audited Financial Results together with the Limited Review Report of the Company for the quarter ended 31st December, 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.”

9. **ITEM NO: 9/BM/6/2021-2022: TO CONSIDER AND APPROVE APPOINTMENT OF MR. PRAKASH INDULAL MEHTA AS CHIEF FINANCIAL OFFICER OF THE COMPANY:**

The Chairman to put before the board the proposal to appoint Mr. Prakash Indulal Mehta as the Chief Financial Officer of the Company. The Board to discuss pass the following resolution with or without modification;

“RESOLVED THAT pursuant to the provisions of Section 2(19) and 203 of the Companies Act, 2013 and rules made there under including any statutory modifications or re-enactments thereof Mr. Prakash Indulal Mehta (PAN: AARPM4416H) be and is hereby appointed as Chief Financial Officer of the Company with effect from 11th February, 2022 on such terms and conditions and remuneration as stated in his letter of appointment as tabled before the Board.

RESOLVED FURTHER THAT Mr. Sunny Gandhi, Wholetime Director and Mr. Anshul Garg, Company Secretary and Compliance Officer be and they are hereby severally authorised to do all such acts, deeds, matters and things including sign and

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

execute such letters, papers, forms, filing and disclosures and documents as may be considered fit and necessary to give effect to this resolution.”

10. **ITEM NO: 10/BM/6/2021-2022: TO DISCUSS AND APPROVE RE-APPOINTMENT OF MR. KIRAN DOSHI, PRACTICING COMPANY SECRETARY OF M/S. KIRAN DOSHI AND CO. (COMPANY SECRETARIES) AS SECRETARIAL AUDITOR OF THE COMPANY:**

The Chairman to place before the Board draft engagement letter from Mr. Kiran Doshi Practicing Company Secretary of M/s. Kiran Doshi & Co. (Company Secretaries) for his appointment as Secretarial Auditor of the Company for the Financial Year 2021-22. The Board to discuss the same and if thought fit pass the following resolution with or without modifications;

“**RESOLVED THAT** draft letter of engagement for appointment of Mr. Kiran Doshi, Practicing Company Secretary of M/s Kiran Doshi & Co, as Secretarial Auditor of the Company, as placed before the Board, be and is hereby approved by the Board.

RESOLVED FURTHER THAT Mr. Anshul Garg, Compliance Officer and the directors of the company are hereby requested to assist Mr. Kiran Doshi and keep all the statutory registers, books and records available for them to check and provide them any copies of the same if so required by them for the conduct of the audit.

RESOLVED FURTHER THAT Mr. Sunny Gandhi, Whole Time Director of the Company, be and is hereby severally authorized to do all such acts and deeds as may be necessary in this regard”

11. **ITEM NO: 11/BM/6/2021-2022: ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIRMAN:**

12. **ITEM NO: 12/BM/6/2021-2022: 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