

20<sup>th</sup> November, 2020.



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: 3/2020-2021 Board Meeting on Friday, 27<sup>th</sup> November, 2020 at 3.30 pm.**

Dear Sirs,

NOTICE is hereby given that the 3/2020-2021 Meeting of Board of Directors of the Company will be held on Friday, 27<sup>th</sup> November, 2020 at 616 Prasad Chambers, 6th 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

Sunny Sunil Gandhi  
Director  
Din: 00695322

Encl: Agenda and notes to agenda.

## **SUNRAJ DIAMOND EXPORTS LTD.**

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

Tel : 022 23610069 / 23638559

E-mail : [info@sunrajdiamonds.com](mailto:info@sunrajdiamonds.com)

Website : [www.sunrajdiamonds.com](http://www.sunrajdiamonds.com)

**CIN NO. : L36912MH1990PLC057803**

**AGENDA FOR THE 3/2020-2021 MEETING OF THE BOARD OF DIRECTORS OF SUNRAJ DIAMOND EXPORTS LIMITED TO BE HELD ON FRIDAY 27<sup>th</sup> NOVEMBER, 2020 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 30<sup>th</sup> September, 2020.
5. To consider, review and take note of the minutes of the Stakeholders Relationship Committee Meeting held on 28<sup>th</sup> October, 2020.
6. To consider, review and take note of the proceedings of the Audit Committee Meeting.
7. To consider and approve un-audited financial statement along with the Limited Review Report for the Quarter ended as on 30<sup>th</sup> September, 2020.
8. To take note of the payment of IEPF-1A.
9. To note pendency of Secretarial Audit and other requisite Certification for conducting AGM.
10. To review the Business of the Company.
11. Any other matter with the permission of the Chairman.
12. Vote of Thanks.

**NOTES TO THE AGENDA**

**1. ITEM NO: 01/BM/3/2020-21: 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/2/2020-21: TO DETERMINE QUORUM & MODE OF ATTENDANCE:**

The Chairman to determine Quorum and mode of attendance.

**3. ITEM NO: 03/BM/3/2020-21: 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/3/2020-21: CONFIRMATION OF MINUTES:**

To confirm and sign Minutes of the previous Board Meeting held on 30<sup>th</sup> September, 2020.

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**5. ITEM NO: 05/BM/3/2020-21: TO CONSIDER, REVIEW AND TAKE NOTE OF THE MINUTES OF THE STAKEHOLDERS RELATIONSHIP COMMITTEE MEETING:**

The Chairman to place before the committee the minutes of the Stakeholders Relationship Committee meeting held on 28<sup>th</sup> October, 2020 for their noting and approval.

**6. ITEM NO: 06/BM/3/2020-21: TO CONSIDER, REVIEW AND TAKE NOTE OF THE PROCEEDINGS OF THE AUDIT COMMITTEE MEETING:**

The Chairman to place before the committee the proceedings of the Audit Committee meeting for their noting and approval.

**7. ITEM NO: 07/BM/3/2020-21: CONSIDER AND APPROVE THE UNAUDITED FINANCIAL STATEMENT TOGETHER WITH THE LIMITED REVIEW REPORT FOR THE QUARTER ENDED 30<sup>TH</sup> SEPTEMBER, 2020:**

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 30<sup>th</sup> September, 2020 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 30<sup>th</sup> September, 2020 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/3/2020-21: TO NOTE THE PAYMENT OF IEPF-1A:**

The Chairman to inform the Board that payment for IEPF – 1A has been made successfully and the IEPF matter for the financial year 2010-11 has been closed.

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9. **ITEM NO: 09/BM/3/2020-21: TO NOTE PENDENCY OF SECRETARIAL AUDIT AND OTHER REQUISITE CERTIFICATION FOR CONDUCTING AGM:**

The Chairman to inform the Board about the pendency of the Secretarial and other requisite Certifications and efforts of the Management to complete the same and hold the AGM at the earliest.

10. **ITEM NO: 10/BM/3/2020-21: REVIEW OF THE BUSINESS:**

11. **ITEM NO: 11/BM/3/2020-21: ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIRMAN:**

12. **ITEM NO: 12/BM/3/2020-21: VOTE OF THANKS:**

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