

**NOTICE FOR NOMINATION AND REMUNERATION COMMITTEE MEETING**

Notice is hereby given that the 1<sup>st</sup> meeting of 2021 (1/2021) of the Nomination and Remuneration Committee of Sunraj Diamond Exports Limited will be held at 02.00 pm. on Monday, 15<sup>th</sup> February, 2021 at the registered office of the Company at 616 Prasad Chambers 6th flr Plot CS 1487 Tata Road 2, Roxy Cinema, Opera House, Girgaon Mumbai 400004 .

Please note that Company would be providing an additional facility for participation at the said meeting through electronic mode, in case if any Directors/Invitees wish to participate through electronic mode, the confirmation of the same should be conveyed through e-mail at [info@sunrajdiamonds.com](mailto:info@sunrajdiamonds.com) before the meeting.

The Agenda for the meeting is as under:

Item No.	Particulars
1	Election of Chairman
2	Determination of Quorum & Mode of Attendance
3	Grant Leave of Absence, if any
4	Noting of previous Minutes.
5	To Evaluate performance of the Board of Directors for FY 20-21
6	To Review annual appraisal of Key Managerial Personnel of the Company
7	To record the recommendations of the Nomination Committee
8	Vote of Thanks

For Sunraj Diamond Exports Limited

  
**SHIVIL KAPOOR**  
Director  
(DIN: 08616488)

Dated: 08.02.2021.  
Place: Mumbai.

**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**

**NOTES TO AGENDA**

<b>Agenda Item No. 1</b>
<b>Election of Chairman</b>
To appoint Mr. Shivil Kapoor as Chairman of the meeting.

<b>Agenda Item No. 2</b>
<b>Determination of Quorum &amp; Mode of Attendance</b>
To determine Quorum & mode of attendance.

<b>Agenda Item No. 3</b>
<b>Grant Leave of Absence, if any</b>
To Grant Leave of absence to Members of the Committee, if any

<b>Agenda Item No. 4</b>
<b>Noting of previous minutes</b>
The Committee to note the approval of previous minutes

<b>Agenda Item No. 5</b>
<b>To Evaluate the performance of Board of Directors for FY 2020-21</b>
The Chairman to place before the Committee the findings and conclusions of the Annual Evaluation of the Board, its Committees and individual directors for the FY 2020-21 for its review and noting.

<b>Agenda Item No. 6</b>
<b>To review Annual Appraisal of Key Managerial Personnel of the Company</b>
The Chairman to place before the Committee the findings and conclusions of the Annual Evaluation of the Key Managerial Personnel for the FY 2020-21 for its review and noting.

<b>Agenda Item No. 7</b>
<b>To record the recommendation of the Nomination Committee</b>
The Chairman to record any recommendation of the Committee to the Board

<b>Agenda Item No. 8</b>
<b>Vote of thanks</b>
The Chairman to thank members of the Committee attended the meeting.

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