

December 2, 2020

To,
Department of Corporate Services
Bombay Stock Exchange Limited
P.J. Towers, Dalal Street,
Mumbai-400001.

Dear Sir/Madam,

**Sub: Notice of 13THAnnual General Meeting of the Company.
Ref: Sun Retail Limited (Scrip Code: 542025)**

Pursuant to Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, this is to inform you that the 13th Annual General Meeting of the Shareholders of the Company will be held on Monday, 28th December, 2020 at 09:00 a.m. at the registered office of the Company at 213/214, Phase-II GIDC, Naroda, Ahmedabad- 382330, Gujarat to transact the business as mentioned in the notice of the meeting, attached herewith.

Kindly take the same on your records.

Thanking you,

Yours faithfully,

FOR, SUN RETAIL LIMITED



DHARAMJIT MORI
WHOLE TIME DIRECTOR & CEO
DIN: 08038027

Encl: As above

NOTICE

NOTICE is hereby given that the 13th Annual General Meeting of the Company will be held on Monday, 28th December, 2020 at 09:00 AM at the Registered Office of the Company at 213/214, Phase-II GIDC, Naroda, Ahmedabad- 382330, Gujarat to consider and transact the following business:

Ordinary Business:

- 1) To receive, consider and adopt the audited Balance Sheet as at 31st March 2020, the Statement of Profit and Loss for the year ended on that date together with the schedules thereon, along with the reports of the Board of Directors and Auditors thereon.
- 2) **To appoint/re-appoint a Director in place of retiring:**
To appoint a director in place of Mr. Vikram Desai (DIN: 08031739) who retires by rotation and being eligible offers himself for re-appointment.

Registered Office:
213/214, Phase-II GIDC, Naroda,
Ahmedabad-382330

By order of the Board,
For, **Sun Retail Limited**

Date: December 2, 2020
Place: Ahmedabad

Sd/-
Dharamjit Mori
Whole Time Director & CFO

Notes:

1. The register of members and share transfer books shall remain closed from Tuesday December 22, 2020 to Monday December 28, 2020 (Both days inclusive) for the Annual General Meeting.
2. In view of the outbreak of the COVID- 19 pandemic, Ministry of Home Affairs has from time to time through various circulars and guidelines has clearly indicated the precautions to be taken if there is a social gathering to stop the spread of novel coronavirus. We assure that we have proper arrangements and precautions being taken at the venue of AGM. There is sufficient space so that social distancing of shareholders attending the meeting can be maintained. Further precaution will be taken that none of the attendees will be allowed to the venue without the use of masks and hand sanitizers. In addition to that health checkups will be done of the attendees so as to protect the spread of any kind of disease.
3. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE ON A POLL INSTEAD OF HIMSELF

- AND THE PROXY SO APPOINTED NEED NOT BE A MEMBER OF THE COMPANY. THE INSTRUMENT APPOINTING PROXY(FORM MGT-11)SHOULD, HOWEVER, BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY AT LEAST FORTY EIGHT HOURS BEFORE THE TIME OF THE MEETING.
4. A PERSON CAN ACT AS A PROXY ON BEHALF OF MEMBERS NOT EXCEEDING FIFTY AND HOLDING IN THE AGGREGATE NOT MORE THAN TEN PERCENT OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS. A MEMBER HOLDING MORE THAN TEN PERCENT OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS MAY APPOINT A SINGLE PERSON AS PROXY AND SUCH PERSON SHALL NOT ACT AS A PROXY FOR ANY OTHER PERSON OR MEMBER.
 5. PROXIES SUBMITTED ON BEHALF OF LIMITED COMPANIES, SOCIETIES, ETC., MUST BE SUPPORTED BY APPROPRIATE RESOLUTIONS/ AUTHORITY, AS APPLICABLE.
 6. Members desiring any information as regards to the accounts are requested to write to the Company at an early date so as to enable the management to keep the information ready at the meeting.
 7. Relevant documents referred to in the Notice, statutory register and the Statement pursuant to Section 102(1) of the Companies Act, 2013 will be available for inspection by the members at the Registered Office of the Company during normal business hours on working days up to the date of the Annual General Meeting.
 8. Members/Proxies should fill the Attendance Slip for attending the Meeting and bring their Attendance Slips to the Meeting.
 9. Pursuant to Section 101 and Section 136 of the Companies Act, 2013 read with relevant Companies (Management and Administration) Rules, 2014, which allows the companies to send documents including annual reports and other intimation by an email. Therefore, members are requested to register their email IDs with the Registrar and Transfer Agent of the Company. The Company is already having email ID of the members holding their shares in Demat through their respective depository participants. The said email ID shall be considered as registered email ID for the said members unless informed otherwise to the company or Registrar and Transfer Agent.
 10. Members are requested to address all correspondence pertaining to their securities mentioning either the Folio Number/Client ID or DP ID numbers, as applicable, including any change of address, e-mail if any, to the Registrar and Transfer Agent of the Company viz.:
Bigshare Services Private Limited
A-802, Samudra Complex, off C G Road,
Navrangpura, Near Girish Cold Drinks,
Ahmedabad 380009, Gujarat, India
 11. Explanatory Statement as per Section 102 of the Companies Act, 2013 is mentioned below.

Explanatory Statement to the Ordinary Business:

INFORMATION ABOUT THE DIRECTORS WHO ARE PROPOSED TO BE APPOINTED/ RE-APPOINTED AT THE 13th ANNUAL GENERAL MEETING AS PER REGULATION 26(4) & 36(3) OF SECURITIES AND EXCHANGE BOARD OF INDIA (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 AND SECRETARIAL STANDARD ON GENERAL MEETINGS ISSUED BY THE INSTITUTE OF COMPANY SECRETARIES OF INDIA FORMING PART OF THE NOTICE CONVENING THE ANNUAL GENERAL MEETING OF THE COMPANY.

Particulars	Mr. VIKRAM ISHVARBHAI DESAI
Director Identification Number.	08031739
Date of Birth	16/12/1989
Age.	29yrs
Educational Qualification.	SSC
Experience (No. of Years)	8 Yrs.
Business field in which Experience.	Logistics Business
Date of Appointment as Director in the Company.	01/01/2018
Directorship held in any other Company.	Nil
Member of any Committees of the Directors in the Company.	Audit Committee Nomination & Remuneration Committee Stakeholders Relationship Committee
Member of any committees of the Directors in other Companies with names of the Company.	Nil
Member of any Trade Association/ Charitable Organization/ NGOs etc.	N.A.
Shareholding in Company as on November 27, 2020	Nil

Registered Office:
213/214, Phase-II GIDC, Naroda,
Ahmedabad-382330

**By order of the Board,
For, Sun Retail Limited**

Date: December 02, 2020
Place: Ahmedabad

**Sd/-
Dharamjit Mori
Whole Time Director & CFO**