

SAPTAK CHEM AND BUSINESS LIMITED

Regd. Office: 3, Mohan Chamber, Beside Post Office, Dakor Kheda GJ 388225

Contact No.: + 919909996192 Website: www.saptakchem.com

Email id: info@saptakchem.com CIN: L24299GJ1980PLC101976

10th June, 2022

To,
BSE Limited
Ground Floor, P.J.Tower
Dalal Street, Kala Ghoda,
Mumbai - 400 001

Scrip Code: 506906

Dear Sir/Madam,

SUB: - NOTICE OF BOARD MEETING

The meeting of the Board of Directors of the Company will be held on Monday 20th June, 2022 at 03.00 p.m. at the Registered Office of the Company to transact the following business:

1. To fix day, date, time and venue for Annual General meeting.
2. To decide on the dates for closure of the Register of Members and Share Transfer Register for the purpose of Annual Book Closure.
3. To consider and approve draft of Director's Report and Secretarial Audit Report for the year ended March 31, 2022.
4. To consider and approve draft of notice for Annual General Meeting.
5. To appoint Scrutinizer for the process of Remote E-voting as well as voting at the AGM.
6. To appoint internal auditor of the company for Financial Year 2022-23.
7. Any other business with the permission of chair.

Please take the same on record.

Thanking you,

Yours faithfully

For Saptak Chem and Business Limited

R.C. Nanavati

Rima Nanavati
Director
DIN: 08196967