

# SAPTAK CHEM AND BUSINESS LIMITED

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

Contact No.: + 919662061816 Website: [www.saptakchem.com](http://www.saptakchem.com)

Email id: [info@saptakchem.com](mailto:info@saptakchem.com) CIN: L24299GJ1980PLC101976

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22<sup>nd</sup> June, 2020

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 29<sup>th</sup> June May, 2020 at 12.30 noon at the Registered Office of the Company to transact the following business:

1. To consider, adopt and approve audited financial result for the quarter and year ended on 31st March, 2020 along with the Auditor's Report and Certificate for unmodified opinion Pursuant to Regulation 33 of SEBI (Listing Obligation and Disclosure Requirements) Regulation, 2015
3. To adopt Annual Secretarial Audit Report for Financial Year 2019-20.
4. Any other Business as may be decided by board of directors of the company.

Further in accordance with the Code of Internal Procedure and Conduct for regulating, Monitoring and Reporting of Trading by Insiders adopted by the company under SEBI (Prohibition of Insider Trading) Regulations, 2015, the "Trading Window" for dealing in the shares of the company for promoters/promoter group/Directors & Designated employees of the company shall be closed from 01st July, 2020 and would open 48 hours after the announcement of financial results to the public.

Please take the same on record.

Thanking you,

Yours faithfully,

For Saptak Chem and Business Limited

  
Jitendra Sharma  
CFO