



SIROHIA & SONS LTD.

6, Bishop Lefroy Road, 4th Floor

Suit No.: 19, Kolkata - 700 020

Ph.: 033 4017 0700, Fax : 033 4017 0701

E-mail : info@sirohia.com

CIN No.: L51109WB1990PLC049105

Bombay Stock Exchange Limited,
SME Division,
Phiroze Jeejeebhoy Tower, Dalal Street,
Mumbai, Maharashtra- 400001

Dated: 26/12/2020

Ref: Scrip Code: 538667

Dear Sir / Ma'am,

Sub.: Outcome of Board Meeting held on 26th December, 2020

This is to inform you that the Board of Directors of the Company at its meeting held today, i.e., 26th December, 2020 (which commenced at 11:00 AM and concluded at 11:35 AM) has inter-alia, transacted the following businesses :-

- 1) Appointment of Mr. Sunny Jalan, was accepted with effect from 26th December, 2020, for the post of Company Secretary & Compliance Officer of the company. The requisite form will be filed in due course.
- 2) Mr. Jitendra Sirohia, vacated his office as Compliance Officer of the company, with effect from 26th December, 2020.

Further, we are enclosing herewith the following:

- 1) Certified true copy of the resolution passed at the meeting.
- 2) Appointment letter of Mr. Sunny Jalan.

Thanking you,
Yours faithfully,
For Sirohia & Sons Limited,

Director





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CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF M/S SIROHIA & SONS LIMITED HELD AT THE REGISTERED OFFICE OF THE COMPANY AT 16 BONFIELDS LANE, KOLKATA-700001 ON 26TH DECEMBER 2020 AT 11:00AM

APPOINTMENT OF COMPANY SECRETARY AND COMPLIANCE OFFICER

The Chairman informed the Board that as the Company is listed, Company Secretary is required by the company. The Nomination & Remuneration Committee recommended the appointment of Mr. Sunny Jalan, a member of The Institute Of Company Secretaries Of India (Membership No – A57092), to be appointed as Company Secretary & Compliance Officer of the Company. The Chairman further informed that Mr. Sunny Jalan has given his consent to be appointed as Company Secretary & Compliance Officer of the Company. The Board after discussion noted and approved the recommendations of the Nomination & Remuneration Committee and passed the following resolution with the consent of all the directors present in the meeting:

“RESOLVED THAT pursuant to the applicable Sections, of the Companies Act, 2013, read with the applicable Rules and other applicable provisions if any of the Companies Act 2013, consent of the Board be and is hereby given for appointment of Mr. Sunny Jalan, at the post of Company Secretary and Compliance Officer of the Company with effect from 26th December, 2020

“RESOLVED FURTHER THAT Board of Directors of the Company be and is hereby authorized to do all such act, deeds and things as may be considered necessary to give effect to the above said resolution

As company has appointed Sunny Jalan as Compliance Officer and Company Secretary, Mr. Jitendra Sirohia vacated his office as the compliance officer of the company.

Certified True Copy
For Sirohia & Sons Limited,


Director





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Date: 26/12/2020

To,
Mr. Sunny Jalan
59, Upendranath Mitra Lane
Salkia
Howrah - 711106

Dear Mr. Jalan,

I have been directed to advise you that the Board of Directors of the company in their Meeting held on 26/12/2020 have decided to appoint you – Mr. Sunny Jalan, having Membership no. – A 57092, as Company Secretary and Compliance Officer of the company with effect from 26/12/2020 and the said assignment is hereby offered to you. You are requested to join the service of the company and contact the undersigned so that you may be introduced to the concerned persons before you start functioning.

1. The company shall pay to you a consolidated monthly salary of Rs 30,000/- (Thirty Thousand only) during probation period.
2. You will be on probation for a period of six months and on your services during the said probation period being found satisfactory the Board of Directors may consider you for confirmation in the said post.
3. During the period of your probation, your services may be terminated by the company without any notice and you may also leave the service of the company at twenty – four hours' notice. On confirmation, however, the contract of employment may be terminated by either party by giving the other, thirty days written notice or paying thirty days salary in lieu thereof.
4. The company may terminate your services even after confirmation without giving you any notice if you are found by the Board of Directors of the company not performing your assigned duties and your statutory duties properly and to the satisfaction of the Board.
5. As Company Secretary you shall be exclusively responsible :
 - (a) For complying with all the provisions of the Companies Act and the various Rules framed there under.
 - (b) Maintaining all the statutory and non- statutory essential registers, books, files, records, papers etc.
 - (c) Preparing and filing with the Registrar of Companies and other concerned authorities the required reports, returns, documents, papers etc. complete in all respects and within the prescribed periods of time.
 - (d) For carrying out the instructions, directions and advice of the Board of Directors of the company given to you from time to time.



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6. You shall devote your whole time and attention to the work of the company during your tenure as Company Secretary and shall work with due diligence and using your abilities to your best. You shall obey the orders of the Board of Directors of the company. You shall do your best to promote the interest of the company and shall faithfully serve the company.
7. You shall not disclose to any unauthorized person during your employment as Secretary of the company any information obtained by you in relation to the business and corporate policies of the company with special reference to the company's policy regarding the issue of rights shares, bonus shares, time and quantum of payment and/or declaration and payment of dividends from time to time. Please convey your acceptance of the offer and the terms and conditions attached thereto by signing the carbon copy of this letter and returning the same to the company.

Thanking you.

Yours truly

For Sirohia & Sons Ltd.

(Jitendra Sirohia)
Director



I accept the above offer of the post of Company Secretary with all the terms and conditions attached thereto and shall join with immediate effect.

(Sunny Jalan)
Company Secretary