



December 31, 2020

To
The General Manager,
Department of Corporate Services,
BSE Ltd.
P. J. Towers, Dalal Street,
Fort, Mumbai- 400 001

Dear Sir/Madam,

Ref: BSE Scrip Code: 540945
Sub: Intimation of Resignation of Company Secretary

Pursuant to Regulation 30(a) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 we wish to inform that Ms. Trupti Limbasiya has been resigned from the post of Company Secretary and Compliance Officer of Focus Suites Solutions & Services Limited (the Company) w.e.f close of working hours on October 16, 2019. We shall inform the stock exchange once the Company Secretary and Compliance Officer is appointed in the meeting of Directors of the Company.

The resignation has been accepted and she is relieved from her services from the closing hours of October 16, 2019.

Kindly take the above information on record.

Thanking you,

Yours faithfully,

For Focus Suites Solutions & Services Limited



Rajendra Kumar Sharma
Director
DIN: 06879460

Trupti Limbasiya
A-202, Shree Krishna Avenue,
Near Kaju Pada Police Station,
Borivali (east), Mumbai-400066

October 16, 2019

To,
The Board of Directors
Focus Suites Solutions & Services Limited
C-108, 1st Floor, Kanakia Zillion,
Gateway To Bkc, Lbs Marg, Kurla West,
Mumbai – 400 070

**Sub: Resignation from the post of Company Secretary and Compliance Officer of the
Company**

Dear Sir,

I am writing to provide you with my formal notice of resignation from the post of Company Secretary & Compliance Officer of the Company. My last day will be October 16, 2019 as per my obligations of standard notice period under the terms of my employment contract.

I take this opportunity to thank the Board of Directors for their support and guidance during my tenure.

Please let me know how I can help during this transition. I wish you all the best as the company continues to grow.

Kindly acknowledge the receipt.

Thanking you.

Yours faithfully,



Trupti Limbasiya