

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

02nd August, 2018

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 09th August, 2018 at 2.00 p.m. at the Registered Office of the Company to transact the following business:

1. To consider, adopt and approve Un-audited Financial Results for the quarter ended on 30th June, 2018.
2. To fix day, date, time and venue for Annual General meeting.
3. To decide on the dates for closure of the Register of Members and Share Transfer Register for the purpose of Annual Book Closure.
4. To Consider and adopt Secretarial Audit Report.
5. To consider and approve draft of Director's Report and Corporate Governance Report for the year ended March 31, 2018.
6. To consider and approve draft of notice for Annual General Meeting.
7. To appoint Mrs. Preeti Jain, Practicing Company Secretary as Scrutinizer for the process of Remote E-voting as well as voting at the AGM.
8. To appoint Ms. Rima Nanavati as an Independent Woman Director of the Company.

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9. To appoint Mr. Chirag Nanavati as an Independent Director of the Company.
10. To approve Resignation of Ms. Rita Garg from the Directorship of the Company.
11. To approve Resignation of Mr. Prabhu Datt Sharma from the Directorship of the Company
12. Any other business with the permission of chair.

Management Company is hereby informing that Trading Window of the