



NOTICE OF THE 3rd MEETING OF THE BOARD OF DIRECTORS

Notice is hereby given that the **3rd Meeting (03/2024-25)** of the Board of Directors of **M/s SBC Exports Limited** will be held as per following details:-

Date & Day : **28th August, 2024 i.e. Wednesday**
Time : **03:00 P.M.**
Place : **49/95 Site-IV Sahibabad Industrial Area,
Ghaziabad Uttar Pradesh-201010.**

The agenda and draft resolutions for the meeting are enclosed.

You are requested to make it convenient to attend the Board Meeting.

**For and on behalf of
SBC Exports Limited**

For SBC Exports Limited


Company Secretary

**Hariom Sharma
(Company Secretary)**

**Date: 20.08.2024
Place: Sahibabad
Encl: Agenda**

CIN: L18100UP2011PLC043209

Corp. Office : 49/95, Site-IV, Sahibabad Industrial Area, Ghaziabad, Uttar Pradesh - 201010

Head Office : House No. 20, Lohiya Talab, Choti Basahi, P.O. Vindhyachal Mirzapur, Uttar Pradesh - 231307

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AGENDA FOR THE THIRD MEETING (03/2024-25) OF THE BOARD OF DIRECTORS OF THE COMPANY

Day : WEDNESDAY

Date : 28.08.2024

Time : 3:00 P.M.

Venue : 49/95 Site-IV Sahibabad Industrial Area Ghaziabad Uttar Pradesh-201010.

ITEM. NO.	PARTICULARS
1.	To elect the Chairman.
2.	To ascertain the quorum.
3.	To Grant Leave of Absence, if any.
4.	To confirm minutes of the previous Board Meeting.
5.	To consider and approve the Change in Registered Office of the company within the same city and town.
6.	To consider and approve the Fixation of Day, Date, Time and Venue for the upcoming 13th Annual General Meeting of the Company and Notice thereof and to Authorize Director of the Company to sign Annual Return of the Company for the FY 2023-2024.
7.	To consider and approve the Director's Report including Corporate Governance and Management Discussions and Analysis Report.
8.	To consider and approve the date for closure of Register of Members & Share Transfer Books for the purpose of Annual General Meeting
9.	To Fix the Record Date for the purpose of payment of final Dividend/AGM.
10.	To Appoint Scrutinizer for E-voting process for the upcoming 13th Annual General Meeting of the Company.
11.	To consider and approve Increase of Authorized Share Capital and consequent alteration of the Memorandum of Association of the Company.
12.	To consider and approve Related Party Transactions.
13.	Any other item, with the permission of the Chair.

For and on behalf of

SBC Exports Limited

For SBC Exports Limited


Company Secretary

Hariom Sharma

(Company Secretary)

Date: 20.08.2024

Place: Sahibabad

ITEM NO. 1: ELECTION OF CHAIRPERSON

Mr. Govindji Gupta, Chairperson of the company shall take the chair and shall be welcomed by the members of the Board.

ITEM No. 2: ASCERTAINMENT OF THE QUORUM

Chairperson will confirm the presence of quorum of the meeting

ITEM No. 3: LEAVE OF ABSENCE, IF ANY

Leave of absence may be granted to those Directors who are not present in the meeting.

ITEM NO. 4: CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING OF THE BOARD OF DIRECTORS

Minutes of the previous Meeting of Board of Directors will be considered for confirmation purpose.

ITEM NO. 5: TO CONSIDER AND APPROVE THE CHANGE IN REGISTERED OFFICE OF THE COMPANY WITHIN THE SAME CITY AND TOWN.

The Chairperson shall place before the Board, proposal of the change in registered office of the company within the same city and town, for the approval.

ITEM NO. 6: TO CONSIDER AND APPROVE THE FIXATION OF DAY, DATE, TIME AND VENUE FOR THE UPCOMING 13TH ANNUAL GENERAL MEETING OF THE COMPANY AND NOTICE THEREOF AND TO AUTHORIZE DIRECTOR OF THE COMPANY TO SIGN ANNUAL RETURN OF THE COMPANY FOR THE FY 2023-2024.

The Chairperson shall place before the Board, proposal of the fixation of day, date, time and venue for the upcoming 13th annual general meeting of the company and notice thereof and to authorize director of the company to sign annual return of the company for the FY 2023-2024, for the approval.

ITEM NO. 7: TO CONSIDER AND APPROVE THE DIRECTOR'S REPORT INCLUDING CORPORATE GOVERNANCE AND MANAGEMENT DISCUSSIONS AND ANALYSIS REPORT.

The Chairperson shall place before the Board, director's report including corporate governance and management discussions and analysis report, for the approval.

ITEM NO. 8: TO CONSIDER AND APPROVE THE DATE FOR CLOSURE OF REGISTER OF MEMBERS & SHARE TRANSFER BOOKS FOR THE PURPOSE OF ANNUAL GENERAL MEETING.

The Chairperson shall place before the Board, to consider and approve the date for closure of register of members & share transfer books for the purpose of annual general meeting, for the approval.

ITEM NO. 9: TO FIX THE RECORD DATE FOR THE PURPOSE OF PAYMENT OF FINAL DIVIDEND/AGM.

The Chairperson shall place before the Board, to fix the record date for the purpose of payment of final Dividend/AGM.

ITEM NO. 10: TO APPOINT SCRUTINIZER FOR E-VOTING PROCESS FOR THE UPCOMING 13TH ANNUAL GENERAL MEETING OF THE COMPANY.

The Chairperson shall place before the Board, To Appoint Scrutinizer for E-voting process for the upcoming 13th Annual General Meeting of the Company.

ITEM NO. 11: TO CONSIDER AND APPROVE INCREASE OF AUTHORIZED SHARE CAPITAL AND CONSEQUENT ALTERATION OF THE MEMORANDUM OF ASSOCIATION OF THE COMPANY.

The Chairperson shall place before the Board, to consider and approve increase of authorized share capital and consequent alteration of the memorandum of association of the company, for the approval.

ITEM NO. 12: TO CONSIDER AND APPROVE RELATED PARTY TRANSACTIONS.

The Chairperson shall place before the Board, to consider and approve related party transactions.

ITEM NO. 13: VOTE OF THANKS

If any other business/es proposed to be placed before the Board then the same will be transacted accordingly and vice versa, the meeting will be conclude with a vote of thanks to the Chair.

For and on behalf of
SBC Exports Limited
For SBC Exports Limited


Company Secretary

Hariom Sharma
(Company Secretary)

Date: 20.08.2024

Place: Sahibabad