

**LETTER OF APPOINTMENT FOR NON – EXECUTIVE DIRECTOR**

To,  
**Mr. K.V RAJAN**  
B-63, IFS Apartment,  
Mayur Vihar, Phase-I, New Delhi-110091

Dear Sir,

I am writing to confirm our decision to appoint you on the Board of Directors of Sunil Healthcare Limited (hereinafter referred to as SHL or the Company) with effect from 01 November, 2019 as an Additional Director. This letter of appointment sets out the terms and conditions covering your appointment which are as follows:

**1. Appointment**

- 1.1 You are appointed as a Non-Executive Director, retire by rotation on the Board of Directors of SHL with effect from 13<sup>th</sup> February, 2019. Your appointment is subject to approval of the Shareholder in ensuing general meeting as per the provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015(as amended from time to time). Your appointment is also subject to the maximum permissible Directorships that one can hold as per the provisions of the Companies Act, 2013 and as per the listing regulation.
- 1.2 The Company is at liberty to disengage Non-Executive Director at any time subject to compliance of relevant provisions of Companies Act, 2013.

**2. Committees**

The Board of Directors (the Board) may, if it deems fit, invite you for being appointed on one or more existing Board Committees or any such Committee that is set up in the future. Your appointment on such Committee(s) will be subject to the applicable regulations.

**3. Time Commitment**

- 3.1 As a Non-Executive Director you are expected to bring objectivity and independence of view to the Board's discussions and to help provide the Board with effective leadership in relation to the Company's strategy, performance, and risk management as well as ensuring high standards of financial probity and corporate governance. The Board meets atleast four times in a year. Besides, there are other Committee meetings like Nomination and Remuneration Committee, Stakeholders' Relationship Committee and Corporate Social Responsibility Committee meetings which are ordinarily convened as per requirements of the SEBI (LODR) 2015 as amended from time to time. You will be expected to attend Board, Board Committees to which you may be appointed and Shareholders meetings and to devote such time to your duties, as appropriate for you to discharge your duties effectively. Ordinarily, all meetings are held in Delhi or at Alwar.



- 3.2 By accepting this appointment, you confirm that you are able to allocate sufficient time to meet the expectations from your role to the satisfaction of the Board.

#### 4. Role, Function and Duties

Your role and duties will be those normally required of a Non-Executive Director under the Companies Act, 2013 and the listing agreement. There are certain duties prescribed for all Directors, both Executive and Non-Executive, which are fiduciary in nature and are as under:

1. bring an objective view in the evaluation of the performance of board and management;
2. scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
3. satisfy themselves on the integrity of financial information and that financial controls and the systems of risk management are robust and defensible;
4. safeguard the interests of all stakeholders, particularly the minority shareholders;
5. balance the conflicting interest of the stakeholders;
6. Moderate and arbitrate in the interest of the company as a whole, in situations of conflict between management and shareholder's interest.
7. Act in accordance with the Company's Articles of Association.
8. Act in good faith in order to promote the objects of the Company for the benefit of its members as a whole, and in the best interest of the Company.
9. You shall discharge your duties with due and reasonable care, skill and diligence.
10. You shall not involve yourself in a situation in which you may have a direct or indirect interest that conflicts, or possibly may conflict, with the interest of the Company. Please refer to clause 7 for full explanation on conflict of interest.
11. You shall not achieve or attempt to achieve any undue gain or advantage either to yourself or to your relatives, partners or associates.
12. You shall not assign your office as Director and any assignments so made shall be void.
13. undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the company;
14. seek appropriate clarification or amplification of information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of the company;
15. strive to attend all meetings of the Board of Directors and of the Board committees of which you are a member;
16. participate constructively and actively in the committees of the Board in which they are chairpersons or members;
17. strive to attend the general meetings of the company;
18. where they have concerns about the running of the company or a proposed action, ensure that these are addressed by the Board and, to the extent that they are not resolved, insist that their concerns are recorded in the minutes of the Board meeting;
19. keep themselves well informed about the company and the external environment in which it operates;
20. not to unfairly obstruct the functioning of an otherwise proper Board or committee of the Board;
21. pay sufficient attention and ensure that adequate deliberations are held before approving related party transactions and assure themselves that the same are in the interest of the company;
22. ascertain and ensure that the company has an adequate and functional vigil mechanism and to ensure that the interests of a person who uses such mechanism are not prejudicially affected on



23. account of such use;
24. report concerns about unethical behavior, actual or suspected fraud or violation of the company's code of conduct or ethics policy;
25. acting within his authority, assist in protecting the legitimate interests of the company, shareholders and its employees;
26. not disclose confidential information, including commercial secrets, technologies, advertising and sales promotion plans, unpublished price sensitive information, unless such disclosure is expressly approved by the Board or required by law.

In addition to the above requirements applicable to all Directors, the role of the Non-Executive Director has the following key elements:

**Strategy:** Non-Executive Directors should constructively challenge and help develop proposals on strategy;

**Performance:** Non-Executive Directors should scrutinize the performance of management in meeting agreed goals and objectives;

**Risk:** Non-Executive Directors should satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust and defensible;

**People:** Non-Executive Directors are responsible for determining appropriate levels of remuneration of Executive Directors and have a prime role in appointing, and where necessary, removing Executive Directors and in succession planning;

**Reporting:** Non-Executive Directors take responsibility for the processes for accurately reporting on performance and the financial position of SHL; and

**Compliance:** Non-Executive Directors should keep governance and compliance with the applicable legislation and regulations under review and the conformity of SHL practices to accepted norms.

## 5. Status of Appointment

5.1 You will not be an employee of the Company and this letter shall not constitute a contract of employment. You will be paid such remuneration by way of sitting fees for meetings of the Board and its Committees as may be decided by the Board and approved by the Shareholders from time to time. Further, you will also be paid remuneration by way of commission as may be approved by the Board and the Shareholders from time to time.

5.2 The sitting fees presently paid to the Non-Executive Director is Rs. 8500/- per meeting of the Board or a Committee thereof.

## 6. Reimbursement of Expenses

In addition to the sitting fees described in paragraph 5 the Company will, for the period of your appointment, reimburse you for travel, hotel and other incidental expenses incurred by you in the performance of your role and duties.



## 7. Conflict of Interest

- 7.1 It is accepted and acknowledged that you may have business interests other than those of the Company. As a condition to your appointment commencing, you are required to declare any such directorships, appointments and interests to the Board in writing in the prescribed form at the time of your appointment.
- 7.2 In the event that your circumstances seem likely to change and might give rise to a conflict of interest or, when applicable, this should be disclosed to both the Chairman and the Secretary.

## 8. Confidentiality

All information acquired during your appointment is confidential to SHL and should not be released, either during your appointment or following cessation (by whatever means) to third parties without prior clearance from the Chairman unless required by law or by the rules of any stock exchange or regulatory body. On reasonable request, you shall surrender any documents and other materials made available to you by SHL.

Your attention is also drawn to the requirements under the applicable regulations and the Code of Conduct made under Insider Trading Regulations by SHL, which concern the disclosure of price sensitive information and dealing in the securities of SHL. Consequently you should avoid making any statements or performing any transactions that might risk a breach of these requirements without prior clearance from the Chairman or the Secretary.

## 9. Induction

Immediately after your appointment, you will be invited to attend an initial induction session and, thereafter, ongoing training and familiarization sessions, including briefings from management and site visits. Please avail yourself of these opportunities as fully as is appropriate to your personal circumstances.

## 10. Evaluation

The Company has adopted a policy on Board Evaluation. The policy provides for evaluation of the Board, the Committees of the Board and individual Directors, including the Chairman of the Board. As per the Policy, the Company will carry out an evaluation of the performance of the Board as a whole, Board Committees and Directors on an annual basis. Your appointment and re-appointment on the Board shall subject to the outcome of the yearly evaluation process.

## 11. Disclosure of Interest

The Company must include in its Annual Accounts a note of any material interest that a Director may have in any transaction or arrangement that the Company has entered into. Such interest should be disclosed not later than when the transaction or arrangement comes up at a Board meeting so that the minutes may record your interest appropriately and our records are updated. A general notice that you are interested in any contracts with a particular person, firm or company is acceptable.



## 12. Termination

- a. You may resign from your position at any time and should you wish to do so, you are requested to serve a reasonable written notice on the Board.
- b. Continuation of your appointment is subject to fulfillment of the provisions of Companies Act, 2013, Listing Regulations and the Articles of Association of the Company, from time to time in force. You will not be entitled to compensation if the shareholders do not re-appoint you at any time.
- c. Your appointment may also be terminated in accordance with the provisions of the Articles of Association of the Company from time to time in force.

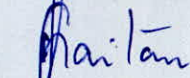
## 13. Governing Law

This agreement is governed by and will be interpreted in accordance with Indian law and your engagement shall be subject to the jurisdiction of the Indian courts.

If you are willing to accept these terms of appointment relating to your appointment as a non executive Director of SHL, kindly confirm your acceptance of these terms by signing and returning to us the enclosed copy of this letter.

Yours sincerely

For & on Behalf of the Board of Directors of  
For **Sunil Healthcare Limited**



**Anil Kumar Khaitan**  
(00759951)  
**Chairman & Managing Director**  
New Delhi

### AGREE AND ACCEPT

**I hereby acknowledge receipt of and accept the terms set out in this letter.**

**K.V. RAJAN**  
**Dated: 13/02/2019**  
**Place: New Delhi**

