



December 15, 2023

BSE Limited  
Phiroze Jeejeebhoy Towers  
Dalal Street  
Mumbai 400 001  
Scrip Code: 523023

The Secretary  
The Calcutta Stock Exchange Ltd  
7, Lyons Range  
Kolkata 700 001  
Scrip Code: 029074

Dear Sir,

**Sub: Intimation of appointment of Company Secretary & Compliance Officer  
(Key Managerial Personnel)**

This is to inform you that in terms of the recommendation of Nomination & Remuneration Committee of the Company, the Board of Directors at their meeting held today i.e., Friday, December 15, 2023, has approved the appointment of Ms. Ananna Sarkar (Membership No. A36737) as the Company Secretary and Compliance Officer, pursuant to the provisions of Section 203 of the Companies Act 2013 and Regulation 6(1) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

The disclosure in compliance with Regulation 30 of SEBI Listing Regulations read with SEBI Circular No. CIR/CFD/CMD/4/2015 dated 9<sup>th</sup> September, 2015, in respect of her appointment, and an updated list of Key Managerial Personnel to determine materiality of events and disseminate information to stock exchange(s) are attached.

This is for your information and record.

Thanking you,

Yours faithfully

Navin Suchanti  
Director  
DIN: 00273663

**Sinclairs Hotels Limited**

Regd. Office: 147, Block G, New Alipore, Kolkata 700053, t:9007540731  
e: cs@sinclairshotels.com, CIN: L55101WB1971PLC028152  
A MSME Enterprise : Registration No. UDYAM-WB-10-0004205

BURDWAN | DARJEELING | DOOARS | GANGTOK | KALIMPONG | OOTY | PORT BLAIR | SILIGURI | YANGANG

[www.sinclairsindia.com](http://www.sinclairsindia.com)

**Details of change of Company Secretary and Compliance Officer**

Sl. No.	Particulars	Details
1.	Reason for change	Appointment
2.	Date of appointment/ <del>cessation</del> and terms of appointment	The appointment is effective from 15.12.2023 on the terms as stated in the appointment letter based on Company policies.
3.	Brief profile (in case of appointment)	Ms. Ananna Sarkar (Membership No. A36737) is a qualified Company Secretary with over 9 years of experience across infrastructural, real estate and manufacturing industries, in handling compliances under Companies Act, 2013 and SEBI Regulations.
4.	Disclosure of relationships between directors (in case of appointment of a director)	None

**Key Managerial Personnel authorised by the Board of Directors to determine materiality of an event or information and for making disclosures to the stock exchange(s)**

Sl. No.	Name	Designation	Contact Details
1	Mr. Navin Suchanti	Chairman	Email ID: nsuchanti@sinclairshotels.com Mobile No.: 9830059861
2	Mr. B L Soni	Chief Financial Officer	Email ID: blsoni@sinclairshotels.com Mobile No.: 9830017599
3	Mr. Swajib Chatterjee	Chief Operating Officer	Email ID: coo@sinclairshotels.com Mobile No.: 9775040222
4	Ms. Ananna Sarkar	Company Secretary and Compliance Officer	Email ID: cs@sinclairshotels.com Mobile No.: 9874162865

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