



# SINCLAIRS

## HOTELS *and* RESORTS

### Compliance Report on Corporate Governance

Name of Listed Entity: **Sinclairs Hotels Ltd**

Quarter Ended: **31<sup>st</sup> March, 2023**

Title (Mr/ Ms)	Name of the Director	PAN & DIN	Category (Chairperson/ Executive/Non-executive/ Independent/ Nominee)	Initial date of appointment	Date of Re-appointment	Date of Cessation	Tenure (months)	Date of Birth
Mr	Navin Chand Suchanti	PAN: AJVPS1957L DIN: 00273663	Chairman- Non- Executive Non Independent Director	30-06-1990	05-08-2021	-	-	15-10-1953
Mr	Niren Chand Suchanti	PAN:AJWPS2027E DIN: 00909388	Non- Executive Non Independent Director	30-06-1990	27-08-2020	-	-	17-04-1949
Ms	Pramina Suchanti	PAN: AKUPS8080L DIN: 00273736	Non- Executive Non Independent Director	09-07-2020	-	-	-	21-11-1958
Mr	Dip Narayan Mittra	PAN: AEPPM3938J DIN: 05016332	Non-Executive Independent Director	23-06-2017	23-06-2020	-	69	18-11-1953
Ms	Kumkum Gupta	PAN: ADXPG9380R DIN: 01575451	Non-Executive Independent Director	09-11-2018	09-11-2021	-	52	28-02-1955
Mr	Sanjeev Khandelwal	PAN: AFCPK2361R DIN: 00419799	Non-Executive Independent Director	26-05-2022	-	-	10	15-11-1960

Title (Mr/ Ms)	Name of the Director	No of Directorship in listed entities including this listed entity [in reference to Regulation 17A(1)]	No of Independent Directorship in listed entities including this listed entity [in reference to provision to regulation 17A(1)]	No of memberships in Audit /Stakeholder Committee including this listed entity (Refer Regulation 26(1) of Listing Regulations)	No of post of Chairperson in Audit/Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)
Mr	Navin Chand Suchanti	2	0	2- Audit Committee 2- Stakeholder Committee	0
Ms	Niren Chand Suchanti	2	0	0	0
Ms	Pramina Suchanti	1	0	0	0
Mr	Dip Narayan Mittra	1	1	1- Audit Committee	1- Stakeholder Committee
Ms	Kumkum Gupta	1	1	0	0
Mr	Sanjeev Khandelwal	1	1	1- Stakeholder Committee	1- Audit Committee
<b>Whether Regular Chairperson appointed (Yes/No): Yes</b>					
Whether Chairperson is related to Promoter(Yes/No) : Yes					

### 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



# SINCLAIRS

HOTELS *and* RESORTS

II. Composition of Committee					
Name of Committee	Whether Regular Chairperson appointed	Name of Committee members	Category (Chairperson/Executive/Non-executive/independent/Nominee)	Date of Appointment	Date of Cessation
1. Audit Committee	Yes	Mr Sanjeev Khandelwal Mr Navin Chand Suchanti Mr Dip Narayan Mitra	Chairman – Non executive Independent Director Member-Non executive Non Independent Director Member-Non executive Independent Director	11-08-2022 27-08-2019 23-06-2020	
2. Nomination & Remuneration Committee	Yes	Mr Sanjeev Khandelwal Mr Dip Narayan Mitra Ms Kumkum Gupta	Chairman – Non executive Independent Director Member- Non executive Independent Director Member- Non executive Independent Director	11-08-2022 23-06-2020 09-11-2018	
3. Risk Management Committee	NA	Not Applicable	Not Applicable	Not Applicable	Not Applicable
4. Stakeholders Relationship Committee	Yes	Mr Dip Narayan Mitra Mr Navin Chand Suchanti Mr Sanjeev Khandelwal	Chairman – Non executive Independent Director Member-Non executive Non Independent Director Member-Non executive Independent Director	23-06-2020 27-08-2019 11-08-2022	
5. Corporate Social Responsibility Committee	NA	Not Applicable	Not Applicable	Not Applicable	Not Applicable

III. Meeting of Board of Directors						
Date(s) of Meeting in the previous quarter	Date(s) of Meeting (if any) in the relevant quarter	Whether requirement of Quorum met* (Yes/No)	Total Number of Directors as on the date of meeting	Number of Directors present* (All including Independent Directors)	Number of Independent Directors present*	Maximum gap between any two consecutive (in number of days)
14-11-2022	14-02-2023	Yes	6	6	3	92

\* to be filled in only for the current quarter meetings

IV. Meeting of Committees							
Date (s) of Meeting in the previous quarter	Whether requirement of quorum met (details) (Yes/No)*	Total Number of Directors as on the date of meeting	Number of Directors present* (All including Independent Directors)	Number of Independent Directors present*	Number of member present other than Board of Directors	Date(s) of meeting of the committee in the relevant quarter	Maximum gap between any two consecutive meetings in number of days*
14-11-2022	Audit Committee: Yes	6	3	2	0	14-02-2023	92

\* This information has to be mandatorily given for audit committee, for rest of the committees giving this information is optional.

V. Related Party Transactions	
Subject	Compliance status(Yes/No/NA)
Whether prior approval of audit committee obtained	Yes
Whether shareholder approval obtained for material RPT	NA
Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Yes

## 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



## VI. Affirmations

The composition of Board of Directors is in terms of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. The composition of the following committees is in terms of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

- Audit Committee
- Nomination & Remuneration Committee
- Stakeholders Relationship Committee
- Corporate Social Responsibility Committee- **N.A**
- Risk Management committee (applicable to the top 100 listed entities) – **N.A.**

The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

The report submitted in the previous quarter has been placed before Board of Directors.

For Sinclairs Hotels Ltd

Company Secretary and Compliance Officer

## 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)



# SINCLAIRS

HOTELS *and* RESORTS

<b>I. Disclosure on website in terms of Listing Regulations</b>			
<b>Sl No</b>	<b>Item</b>	<b>Compliance status (Yes/No/NA)</b>	<b>If Yes provide link to website. If No / NA provide reasons</b>
<b>As per regulation 46(2) of the LODR:</b>			
a)	Details of business	Yes	<a href="https://www.sinclairsindia.com/index.php">https://www.sinclairsindia.com/index.php</a>
b)	Terms and conditions of appointment of independent directors	Yes	<a href="https://www.sinclairsindia.com/investor/policies/Terms-and-conditions-of-appointment-of-Independent-Directors.pdf">https://www.sinclairsindia.com/investor/policies/Terms-and-conditions-of-appointment-of-Independent-Directors.pdf</a>
c)	Composition of various committees of board of directors	Yes	<a href="https://www.sinclairsindia.com/board-of-directors-and-committees.php">https://www.sinclairsindia.com/board-of-directors-and-committees.php</a>
d)	Code of conduct of board of directors and senior management personnel	Yes	<a href="https://www.sinclairsindia.com/code-of-conduct.php">https://www.sinclairsindia.com/code-of-conduct.php</a>
e)	Details of establishment of vigil mechanism/Whistle Blower policy	Yes	<a href="https://www.sinclairsindia.com/investor/Vigil_Mechanism.pdf">https://www.sinclairsindia.com/investor/Vigil_Mechanism.pdf</a>
f)	Criteria of making payments to non-executive directors	Yes	<a href="https://www.sinclairsindia.com/investor/policies/Criteria-for-making-payments-to-non-executive-directors.pdf">https://www.sinclairsindia.com/investor/policies/Criteria-for-making-payments-to-non-executive-directors.pdf</a>
g)	Policy on dealing with related party transactions	Yes	<a href="https://www.sinclairsindia.com/investor/policies/Policy-Party-Transaction.pdf">https://www.sinclairsindia.com/investor/policies/Policy-Party-Transaction.pdf</a>
h)	Policy for determining 'material' subsidiaries	Yes	<a href="https://www.sinclairsindia.com/investor/policies/Policy-determining-material-subsiary.pdf">https://www.sinclairsindia.com/investor/policies/Policy-determining-material-subsiary.pdf</a>
i)	Details of familiarization programmes imparted to independent directors	Yes	<a href="https://www.sinclairsindia.com/investor/policies/Details-of-familiarization-programmes-imparted-to-independent-directors.pdf">https://www.sinclairsindia.com/investor/policies/Details-of-familiarization-programmes-imparted-to-independent-directors.pdf</a>
j)	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes	<a href="https://www.sinclairsindia.com/contact.php">https://www.sinclairsindia.com/contact.php</a>
k)	Email address for grievance redressal and other relevant details	Yes	<a href="https://www.sinclairsindia.com/contact.php">https://www.sinclairsindia.com/contact.php</a>
l)	Financial results	Yes	<a href="https://www.sinclairsindia.com/investor-information.php#financial-result">https://www.sinclairsindia.com/investor-information.php#financial-result</a>
m)	Shareholding pattern	Yes	<a href="https://www.sinclairsindia.com/investor-information.php#shareholding-pattern">https://www.sinclairsindia.com/investor-information.php#shareholding-pattern</a>
n)	Details of agreements entered into with media companies and/or their associates	NA	<a href="https://www.sinclairsindia.com/investor/others/Details-of-agreement-entered-into-with-media-companies-and-their-associates.pdf">https://www.sinclairsindia.com/investor/others/Details-of-agreement-entered-into-with-media-companies-and-their-associates.pdf</a>
o)	Schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange	NA	<a href="https://www.sinclairsindia.com/notices.php#corporate-announcement">https://www.sinclairsindia.com/notices.php#corporate-announcement</a>
p)	New name and the old name of the listed entity	NA	<a href="https://www.sinclairsindia.com/investor/others/New-name-and-old-name-of-the-Company.pdf">https://www.sinclairsindia.com/investor/others/New-name-and-old-name-of-the-Company.pdf</a>
q)	Advertisements as per regulation 47(1)	Yes	<a href="https://www.sinclairsindia.com/investor-information.php#newspaper-publications">https://www.sinclairsindia.com/investor-information.php#newspaper-publications</a>
r)	Credit rating or revision in credit rating obtained by the entity for all its outstanding instruments	NA	There are no outstanding debt instruments and no credit rating has been obtained from any of the credit rating agencies
s)	Separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year	NA	The Company does not have any subsidiary
<b>As per other regulations</b>			
a)	Whether company has provided information under separate section on its website as per Regulation 46(2)	Yes	<a href="https://www.sinclairsindia.com/index.php">https://www.sinclairsindia.com/index.php</a>
b)	Materiality Policy as per Regulation 30	Yes	<a href="https://www.sinclairsindia.com/investor/policies/Materiality-Policy.pdf">https://www.sinclairsindia.com/investor/policies/Materiality-Policy.pdf</a>
c)	Dividend Distribution policy as per Regulation 43A (as applicable)	NA	<a href="https://www.sinclairsindia.com/investor/policies/Dividend-Distribution-Policy.pdf">https://www.sinclairsindia.com/investor/policies/Dividend-Distribution-Policy.pdf</a>
It is certified that these contents on the website of the listed entity are correct.			

## 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)

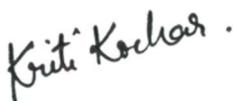


# SINCLAIRS

HOTELS *and* RESORTS

II. Annual Affirmations		
Particulars	Regulation Number	Compliance Status (Yes/No/NA)
Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'	16(1)(b) & 25(6)	Yes
Board composition	17(1), 17(1A) & 17(1B)	Yes
Meetings of board of directors	17(2)	Yes
Quorum of board of meeting	17(2A)	Yes
Review of Compliance Reports	17(3)	Yes
Plans for orderly succession for appointments	17(4)	Yes
Code of Conduct	17(5)	Yes
Fees/compensation	17(6)	Yes
Minimum Information	17(7)	Yes
Compliance Certificate	17(8)	Yes
Risk Assessment & Management	17(9)	NA
Performance Evaluation of Independent Directors	17(10)	Yes
Recommendation of Board	17(11)	Yes
Maximum number of directorship	17A	Yes
Composition of Audit Committee	18(1)	Yes
Meeting of Audit Committee	18(2)	Yes
Composition of Nomination and Remuneration Committee	19(1) & (2)	Yes
Quorum of Nomination and Remuneration Committee meeting	19(2A)	Yes
Meeting of Nomination & Remuneration Committee	19(3A)	Yes
Composition of Stakeholder Relationship Committee	20(1), 20(2) and 20(2A)	Yes
Meeting of Stakeholder Relationship Committee	20(3A)	Yes
Composition and Role of Risk Management Committee	21(1),(2),(3),(4)	NA
Meeting of Risk Management Committee	21(3A)	NA
Vigil Mechanism	22	Yes
Policy of related party	23(1),(1A),(5),(6),(7) & (8)	Yes
Prior or Omnibus approval of Audit Committee	23(2),(3)	Yes
Approval for material related party transactions	23(4)	NA
Disclosure of related party transactions on consolidated basis	23(9)	Yes
Composition of Board of Directors of unlisted material Subsidiary	24(1)	NA
Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	NA
Annual Secretarial Compliance Report	24(A)	Yes
Alternate Director to Independent Director	25(1)	NA
Maximum Tenure	25(2)	Yes
Meeting of Independent Director	25(3) & (4)	Yes
Familiarization of Independent directors	25(7)	Yes
Declaration from Independent Director	25(8) & (9)	Yes
Directors & Officers insurance	25(10)	NA
Memberships in Committees	26(1)	Yes
Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes
Disclosure of Shareholding by Non-Executive Directors	26(4)	Yes
Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes
<b>Affirmation</b>		
The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied.		NA

For Sinclairs Hotels Ltd



Company Secretary and Compliance Officer

## Sinclair's 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



# SINCLAIRS

HOTELS *and* RESORTS

**Disclosure of Loans / guarantees / comfort letters / securities etc for half year ended: 31<sup>st</sup> March, 2023**

(A) Any loan or any other form of debt advanced by the listed entity directly or indirectly to:

Entity	Aggregate amount advanced during six months	Balance outstanding at the end of six months
Promoter or any other entity controlled by them	Nil	Nil
Promoter Group or any other entity controlled by them	Nil	Nil
Directors (including relatives) or any other entity controlled by them	Nil	Nil
KMPs or any other entity controlled by them	Nil	Nil

(B) Any guarantee/ comfort letter (by whatever name called) provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed by:

Entity	Type (guarantee, comfort letter etc.)	Aggregate amount of issuance during six months	Balance outstanding at the end of six months (taking into account any invocation)
Promoter or any other entity controlled by them	Nil	Nil	Nil
Promoter Group or any other entity controlled by them	Nil	Nil	Nil
Directors (including relatives) or any other entity controlled by them	Nil	Nil	Nil
KMPs or any other entity controlled by them	Nil	Nil	Nil

(C) Any security provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed by:

Entity	Type of security (cash, shares etc.)	Aggregate value of security provided during six months	Balance outstanding at the end of six months
Promoter or any other entity controlled by them	Nil	Nil	Nil
Promoter Group or any other entity controlled by them	Nil	Nil	Nil
Directors (including relatives) or any other entity controlled by them	Nil	Nil	Nil
KMPs or any other entity controlled by them	Nil	Nil	Nil

**II. Affirmations:**

All loans (or other form of debt), guarantees, comfort letters (by whatever name called) or securities in connection with any loan(s) (or other form of debt) given directly or indirectly by the listed entity to promoter(s), promoter group, director(s) (including their relatives), key managerial personnel (including their relatives) or any entity controlled by them are in the economic interest of the company.

For Sinclairs Hotels Limited



B L Soni  
Chief Financial Officer

**Sinclair's 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