

SURAJ

Date: 08.01.2025

Mrs. Elizabeth Lavanya Thomas
901, Silver Cascade, 9th Floor,
Mount Mary Road, Bandra
(West) Mumbai 400050

Sub: Offer Letter for appointment as Non-Executive Director of Suraj Estate Developers Limited

Dear Sir,

On behalf of Suraj Estate Developers Limited (hereinafter referred to as SEDL or the Company), we are pleased to offer you the position of Non-Executive Director on Board of SEDL as mandated under the provisions of the Companies Act 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 and amendments thereof (LODR). This offer is subject to adherence to following terms and conditions:

1. TERM OF APPOINTMENT

- 1.1 Your appointment will be subject to the recommendation by the Nomination and Remuneration Committee and approvals of the Board of Directors and Shareholders of the Company in accordance with the provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.
- 1.2 Your appointment will be subject to the provisions of the Companies Act 2013 and rules framed thereunder, as amended from time to time (Companies Act, 2013) & LODR, regarding appointment, fees, expenses, retirement, disqualification, and removal of Directors. *(Management will propose maximum tenure of 5 years for your appointment as Non-Executive Director to SEDL Board w.e.f. 08th January, 2025)*

2. COMMITTEES

- 2.1 The Board of Directors (the Board) may, if it deems fit, invite you to join as member or Chairman of 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 laws and regulations.

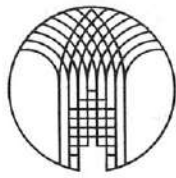
3. ROLE AND DUTIES

- 3.1 Your role and duties will be as normally required of a Non-Executive Director under the Companies Act & LODR.
- 3.2 A detailed indicative list of role and duties is attached as **Annexure A** to this Offer Letter.

4. CODE OF CONDUCT

SURAJ ESTATE DEVELOPERS LIMITED

Aman Chambers, 3rd Floor, Century Bazaar, Prabhadevi, Mumbai, Maharashtra 400025
Call + 91 022 2437 7877 / +91 022 2436 0802 / +91 022 2432 7656 / +91 022 2436 3471
CIN no. U99999MH1986PLC040873
www.surajestate.com



SURAJ

4.1 As a Non-Executive Director, you are required to adhere to the code of conduct as prescribed in Schedule IV of the Companies Act 2013 & LODR. The same code as exists on the date of this letter has been mentioned below, provided that, any change in the code shall become automatically applicable to you under this clause 4.

- a. uphold ethical standards of integrity and probity
- b. act objectively and constructively while exercising your duties
- c. exercise your responsibilities in a bona fide manner in the interest of the Company
- d. devote sufficient time and attention to your professional obligations for informed and balanced decision making
- e. not allow any extraneous considerations that will vitiate this exercise of objective independent judgment in the paramount interest of the company as a whole, while concurring in or dissenting from the collective judgment of the Board in its decision making
- f. not abuse your position to the detriment of the company or its shareholders or for the purpose of gaining direct or indirect personal advantage or advantage for any associated person
- g. refrain from any action that would lead to loss of your independence
- h. where circumstances arise that could make you as a Non-Executive Director lose your independence, you must immediately inform the Board accordingly; and
- i. assist the Company in implementing the best corporate governance practices.

4.2 You would also be required to comply with all applicable laws, regulations, disclosures and the Company Code of Business Conduct, as may be amended from time to time.

5. Confidentiality

5.1 All information acquired during your appointment will be regarded confidential to SEDL and should not be released, either during your appointment or following expiry or termination to third parties without prior clearance from management unless required by law or by the rules of any stock exchange or regulatory body. On expiry or termination, you shall surrender all documents and other materials made available to you by SEDL.

5.2 You would be required to comply with all laws and regulations pertaining to insider trading and disclosures.

6. DISCLOSURE

6.1 In the event that any circumstances seem likely to change and might give rise to a conflict of interest or, when applicable, circumstances that might lead the Board to revise its judgment that you are independent, you would be expected to disclose the status immediately to both the Chairman and the Company Secretary forthwith.

6.2 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

SURAJ ESTATE DEVELOPERS LIMITED

Aman Chambers, 3rd Floor, Century Bazaar, Prabhadevi, Mumbai, Maharashtra 400025

Call + 91 022 2437 7877 / +91 022 2436 0802 / +91 022 2432 7656 / +91 022 2436 3471

CIN no. U99999MH1986PLC040873

www.surajestate.com



SURAJ

should be disclosed no later than when the transaction or arrangement comes up at the Audit Committee or 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.

7. EVALUATION

7.1 The Company's Board Evaluation Policy provides for evaluation of the Board and its Committees. As per the Policy, the Company will carry out an evaluation of the performance of the Board as a whole, its Committees and Directors on an annual basis. Your appointment and re- appointment on the Board shall be subject to the outcome of the yearly evaluation process.

8. TERMINATION

8.1 You may resign from your position at any time and should you wish to do so, provisions of Section 168 of the Companies Act, 2013 shall be applicable.

8.2 Notwithstanding anything to the contrary, the Company shall, in accordance with applicable provisions of law, have the right to terminate your directorship if you are in breach of any provisions of this letter or if there is a breach of the code of conduct, and / or if there is a conflict of interest that shall arise during your appointment or one which was existing and wasn't disclosed at the time of appointment or if you otherwise become disqualified to act as a Non-Executive director.

9. REMUNERATION

9.1 As a Non-Executive Director, you will receive Remuneration which shall not exceed 1,00,000/- per meeting of the Board or committee thereof.

9.2 You may receive commission as decided by the Board which will be paid to you on a quarterly/yearly basis, subject to compliance with the applicable provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.

9.3 In addition to the remuneration described in clause 9.1 and 9.2, the Company will, for the period of your appointment, reimburse to you for travel, hotel and other incidental expenses incurred by you in the performance of your role and duties upon submission of necessary bills, in accordance with SEDL Travel Policy Standards, which may be modified from time to time.

9.4 Please note that the aforementioned remuneration shall at all-time be subject to applicable provisions under the Companies Act.

10. GOVERNING LAW

This agreement shall be governed by and construed under the laws of India. In the event of any dispute, the Courts at Pune will have jurisdiction.

SURAJ ESTATE DEVELOPERS LIMITED

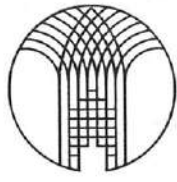
Aman Chambers, 3rd Floor, Century Bazaar, Prabhadevi, Mumbai, Maharashtra 400025

Call + 91 022 2437 7877 / +91 022 2436 0802 / +91 022 2432 7656 / +91 022 2436 3471

CIN no. U99999MH1986PLC040873

www.surajestate.com





S U R A J

Kindly confirm your acceptance of these terms by signing and returning to us the enclosed copy of this offer letter to enable us to move ahead with completing necessary statutory formalities to give effect to your appointment.

Post completing of necessary formalities we shall be issuing a formal appointment letter to you containing similar terms and conditions as mentioned in this offer letter.

Yours sincerely

For Suraj Estate Developers Limited

Rajan Meenathakonil Thomas
Chairman & Managing Director
DIN: 00634576

ELIZABETH
LAVANYA
RAJAN
THOMAS

Digitally signed by
ELIZABETH LAVANYA
RAJAN THOMAS
Date: 2025.01.08
13:28:58 +05'30'



I accept

Elizabeth Lavanya Thomas

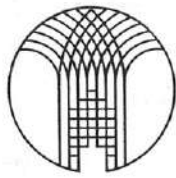
SURAJ ESTATE DEVELOPERS LIMITED

Aman Chambers, 3rd Floor, Century Bazaar, Prabhadevi, Mumbai, Maharashtra 400025

Call + 91 022 2437 7877 / +91 022 2436 0802 / +91 022 2432 7656 / +91 022 2436 3471

CIN no. U99999MH1986PLC040873

www.surajestate.com



SURAJ

ANNEXURE A

ROLES AND DUTIES OF A NON-EXECUTIVE DIRECTOR CORE DUTIES:

- a. Strategy: Non-Executive Directors should constructively challenge and help develop proposals on strategy.
- b. Performance: Non-Executive Directors should scrutinize the performance of management in meeting agreed goals and objectives.
- c. Risk: Non-Executive Directors should satisfy themselves on the integrity of financial information and that financial control and systems of risk management are robust and defensible.
- d. 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.
- e. Reporting: Non-Executive Directors take responsibility for the processes for accurately reporting on performance and the financial position of SEDL.
- f. Compliance: Non-Executive Directors should keep governance and compliance with the applicable legislation and regulations under review and the conformity of SEDL practices to accepted norms.

FIDUCIARY DUTIES:

- a. You shall act in accordance with the Company's Articles of Association.
- b. You shall 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.
- c. You shall discharge your duties with due and reasonable care, skill and diligence.
- d. 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.
- e. You shall not achieve or attempt to achieve any undue gain or advantage either to yourself or to your relatives, partners or associates.
- f. You shall not assign your office as Director and any assignments so made shall be void.

SURAJ ESTATE DEVELOPERS LIMITED

Aman Chambers, 3rd Floor, Century Bazaar, Prabhadevi, Mumbai, Maharashtra 400025

Call + 91 022 2437 7877 / +91 022 2436 0802 / +91 022 2432 7656 / +91 022 2436 3471

CIN no. U99999MH1986PLC040873

www.surajestate.com