



(SERIAL NO. MCON-BMN-06/2024-25)

Date: 06.01.2025

To,
The Board of Directors,
Mcon Rasayan India Limited
Invitees

Dear Sir/Madam,

Sub: Notice and agenda of 06th Board Meeting to be held on Monday, 13th January 2025 for the FY 2024-25

Notice is hereby given that the 6th Meeting for the financial year 2024-25 of the Board of Directors of the Company shall be held on Monday, 13th January, 2025 at 02.00 p.m. at the Registered Office of the Company at 101/A, 1st Floor, Maxheal House, Plot-169, CTS-104 Bangur Nagar, Goregaon West, Near Ayyappa Temple, Mumbai MH 400090 to consider the following business:

1. To take note of the Chairman of the Meeting.
2. To grant 'leave of absence', if any.
3. To ascertain the quorum of the meeting.
4. To take note of the minutes of the previous meeting of the Audit Committee of the Company held on 13th November, 2024.
5. To take note of the minutes of the previous meeting of the Board of Directors of the Company held on 13th November, 2024.
6. To approve variation in the Mcon Rasayan India Limited Employee Stock Option Scheme 2023 as per SEBI (Share based Employee Benefits and Sweat Equity) Regulation, 2021.
7. To consider and fix the date & time of 1st Extra Ordinary General Meeting of Mcon Rasayan India Limited.
8. To approve the notice convening the Extra Ordinary General Meeting.

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9. To consider and approve the appointment of CS Payal Gupta, Practicing Company Secretary, as the Scrutinizer for Extra Ordinary General Meeting.
10. To consider and approve the appointment of MUFG Intime India Private Limited as service provider for providing services of e-voting facilities for the E-Voting Process.
11. To approve authorization of Mr. Mahesh Ravji Bhanushali Chairman and Managing Director and Mr. Chetan Ravji Bhanushali Whole Time Director of the company for signing and submitting all necessary papers, letters, and forms for import and export purposes.
12. To consider and approve the issuance of a Letter of Credit (LC) in favor of Mcon Rasayan India Limited for the purpose of importing raw materials.
13. To consider and approve the Employees' Group Gratuity Cash Accumulation Scheme.
14. To consider for application of Credit Card facility in the name of the company.
15. To consider and transact any other businesses, if any, which may be placed before the Board with the permission of the Chairman.

In case any director is unable to attend the said meeting in person, due to his prior commitments, he/she can join the meeting through Video Conferencing or Audio Conferencing. Kindly let us know well in advance your availability and suitability for making further arrangements in that regard.

We request you to make it convenient to attend the Meeting.

You are requested to attend the meeting.

For Mcon Rasayan India Limited,



Aesha Shah

Company Secretary & Compliance Officer

Mem. No.: A62487

Add: B-501 Himachal CHS,

S.V. Road, Malad West, 400064

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MCON RASAYAN INDIA LIMITED

**{NOTE PURSUANT TO CLAUSE 1.3.8 OF THE
SECRETARIAL STANDARD (SS-1)}**

AGENDA ITEM NO. 1:

TO TAKE NOTE OF THE CHAIRMAN OF THE MEETING.

Mr. Mahesh Bhanushali shall be appointed as the Chairman of the Meeting.

AGENDA ITEM NO. 2:

TO GRANT 'LEAVE OF ABSENCE', IF ANY.

Leave of absence shall be granted to a Director only when a request for such leave has been communicated to the Company Secretary or to the Chairman or to any other person authorised by the Board to issue Notice of the Meeting. The request/s for granting of leave of absence (if any) that may be received by the Company from Directors who may be unable to attend the meeting, shall be placed before the Board for consideration and approval.

AGENDA ITEM NO. 3:

TO ASCERTAIN THE QUORUM OF THE MEETING.

The chairman shall check the total strength of directors present in the meeting and call the meeting in order if the strength of meeting satisfies the provisions contained in Section 174 of the Companies Act, 2013. Quorum shall be present throughout the Meeting.

AGENDA ITEM NO.4:

**TO TAKE NOTE OF THE MINUTES OF THE PREVIOUS MEETING OF THE
AUDIT COMMITTEE OF THE COMPANY HELD ON 13TH NOVEMBER, 2024.**

The Minutes of the previous meeting of the Audit Committee of the Company held on November 13, 2024 is enclosed herewith for the perusal of the Board.

The Board is requested to consider and take note of the same.

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**AGENDA ITEM NO.5:****TO TAKE NOTE OF THE MINUTES OF THE PREVIOUS MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY HELD ON 13TH NOVEMBER, 2024.**

The Minutes of the previous meeting of the Board of Directors of the Company held on November 13, 2024 is enclosed herewith for the perusal of the Board.

The Board is requested to consider and take note of the same.

AGENDA ITEM NO.6:**TO APPROVE VARIATION IN THE MCON RASAYAN INDIA LIMITED EMPLOYEE STOCK OPTION SCHEME 2023 AS PER SEBI (SHARE BASED EMPLOYEE BENEFITS AND SWEAT EQUITY) REGULATION, 2021.**

The Chairman shall inform the Board that the Company intends to Approve variation in Employee Stock option Scheme 2023 as per SEBI (Share based Employee Benefits and Sweat Equity) Regulation, 2021.

The Board is requested to discuss the matter and pass the following Resolution:

“RESOLVED THAT, pursuant to the provisions of Regulation 7 of the Securities and Exchange Board of India (Share Based Employee Benefits and Sweat Equity) Regulations, 2021, and Section 62(1)(b) and other applicable provisions of the Companies Act, 2013, and the rules made thereunder, the approval of the Board of Directors be and is hereby accorded to vary the terms of the existing Employee Stock Option Scheme (ESOP), as approved by the members of the Company, by reducing the vesting period from the earlier defined timeline to a revised timeline as mentioned in the amended scheme, in accordance with the applicable laws.

RESOLVED FURTHER THAT, the aforesaid variation shall ensure compliance with all applicable provisions of the SEBI (Share Based Employee Benefits and Sweat Equity) Regulations, 2021, and that such variation does not adversely affect the interests of employees to whom stock options have already been granted under the existing ESOP scheme.

RESOLVED FURTHER THAT, Mr. Mahesh Ravji Bhanushali, Managing Director and Chairman, and Mr. Chetan Ravji Bhanushali, Whole Time Director, be and are hereby jointly and/or severally authorized to prepare and execute all necessary documents, forms, and deeds as may be required, and to file the necessary intimation(s) with the stock exchanges, SEBI, and other regulatory authorities to give effect to this resolution.

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RESOLVED FURTHER THAT, the Board hereby authorizes **NRC Committee** to oversee the implementation of the revised ESOP scheme and ensure adherence to applicable laws and the Company's internal policies.”

AGENDA ITEM NO.7:

TO CONSIDER AND FIX THE DATE & TIME OF EXTRA ORDINARY GENERAL MEETING OF MCON RASAYAN INDIA LIMITED.

The Chairman shall discuss with the Board and fix the date, time and venue for the 1st Extra Ordinary General Meeting (EGM) of the Company.

AGENDA ITEM NO. 8:

TO APPROVE THE NOTICE CONVENING THE EXTRA ORDINARY GENERAL MEETING.

The Chairman shall place before the Board the draft Notice of Extra Ordinary General Meeting for approval and inform the Board that the Extra Ordinary General Meeting of the Company be convened on the date as discussed and decided by the members of the Board.

It is proposed to pass the following resolution:

"RESOLVED THAT the Extra Ordinary General Meeting of the Company be convened as decided by the members of the Board and that the Draft Notice convening the said Meeting placed before the Board and initialed by the Chairman for the purpose of identification be and is hereby approved and that the Company Secretary and Compliance Officer Mrs. Aesha Shah be and is hereby authorized to issue the said notice to the members for convening the said Meeting”.

AGENDA ITEM NO. 9:

TO CONSIDER AND APPROVE THE APPOINTMENT OF CS PAYAL GUPTA, PRACTICING COMPANY SECRETARY, AS THE SCRUTINIZER FOR EXTRA ORDINARY GENERAL MEETING.

The chairman shall propose to the Board the appointment of CS Payal Gupta, Practicing Company Secretary as scrutinizer for scrutinizing the e-voting process and giving report for the upcoming Extra Ordinary General Meeting.

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It is proposed to pass the following resolution:

"RESOLVED THAT pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time, and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Ms. Payal Gupta, Practicing Company Secretary (Membership No: A-50674) be and is hereby appointed as the Scrutinizer for conducting the e-voting process in a fair and transparent manner.

RESOLVED FURTHER THAT the Scrutinizer shall submit her report on the e-voting process to the Chairman. The results of the e-voting shall be announced by the Chairman or any other person authorized by the Board and shall be placed on the website of the Company and on the website of the agency providing e-voting facility within two working days of the passing of the resolution at the Extra Ordinary General Meeting of the Company and shall also be communicated to the Stock Exchanges where the shares of the Company are listed. "

AGENDA ITEM NO.10:

TO CONSIDER AND APPROVE THE APPOINTMENT OF MUFG INTIME INDIA PRIVATE LIMITED AS SERVICE PROVIDER FOR PROVIDING SERVICES OF E-VOTING FACILITIES FOR THE E-VOTING PROCESS.

This is to inform the members of the Board of Directors that as per provisions of Section 108 of Companies Act 2013 and Companies (Management & Administration) Rules, 2014 and other applicable provisions if any, read with Rules made there under, the Board of Directors may appoint service provider for providing services of e-voting facilities for the upcoming Extra Ordinary General Meeting (EGM). This service provider would be responsible for providing a Video Conferencing platform, e-voting platform, and other necessary facilities to conduct the EGM through Video Conferencing or Other Audio-Visual Means (OAVM).

It is proposed to pass the following resolution:

"RESOLVED THAT pursuant to Section 108 of the Companies Act, 2013 and Companies (Management & Administration) Rules, 2014 and other applicable provisions if any, read with Rules made there under, MUFG Intime India Private Limited (Formerly known as Linkintime India Pvt Ltd) be and is hereby appointed as agency to provide Video Conferencing Platform, e-voting platform and other Facilities to conduct EGM through Video Conferencing / OAVM and SMS alert to the shareholders who have registered their mobile number with RTA on actual basis."

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FURTHER RESOLVED THAT, any of the Director, CFO and Company Secretary of the Company be and is hereby authorized to take necessary actions as may be required in this connection."

AGENDA ITEM NO.11:

TO APPROVE AUTHORIZATION OF MR. MAHESH RAVJI BHANUSHALI CHAIRMAN AND MANAGING DIRECTOR AND MR. CHETAN RAVJI BHANUSHALI WHOLE TIME DIRECTOR OF THE COMPANY FOR SIGNING AND SUBMITTING ALL NECESSARY PAPERS, LETTERS, AND FORMS FOR IMPORT AND EXPORT PURPOSES.

As the Company is planning in the business of engaging in import and export activities related to its products and services, and it is necessary for the Company to appoint an authorized representative to handle the day-to-day operations and decision-making for such import-export activities.

It is proposed to pass the following resolution:

RESOLVED THAT, the Board of Directors hereby authorizes Mr. Mahesh Ravji Bhanushali Chairman & Managing Director and Mr. Chetan Ravji Bhanushali, Whole Time Director, to act as the authorized representative of the Company for all import-export activities, including but not limited to:

- Entering into contracts, agreements, and other necessary documentation related to imports and exports on behalf of the Company.
- Coordinating with customs authorities, logistics partners, and freight forwarders to facilitate smooth import-export operations.
- Ensuring compliance with all relevant regulations, laws, and policies governing international trade and customs.
- Managing and overseeing the documentation related to the import-export process, including invoices, bills of lading, customs declarations, etc.
- Representing the Company before government authorities, regulatory bodies, and other stakeholders in matters related to import-export activities.
- Taking necessary actions to ensure the successful execution and timely completion of import-export transactions.

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FURTHER RESOLVED THAT, the Board of Directors hereby grants Mr. Mahesh Ravji Bhanushali Chairman & Managing Director and Mr. Chetan Ravji Bhanushali, Whole Time Director, full authority to sign all necessary documents, agreements, and contracts in connection with the import-export activities on behalf of the Company.

FURTHER RESOLVED THAT, the Board of Directors hereby ratifies and confirms any actions taken by Mr. Mahesh Ravji Bhanushali Chairman & Managing Director and Mr. Chetan Ravji Bhanushali, Whole Time Director, under the authority of this resolution and acknowledges the importance of the successful conduct of import-export activities to the growth and success of the Company.

FURTHER RESOLVED THAT, this resolution shall remain in full force and effect until modified, rescinded, or replaced by a subsequent resolution of the Board of Directors.

AGENDA ITEM NO.12:

TO CONSIDER AND APPROVE THE ISSUANCE OF A LETTER OF CREDIT (LC) IN FAVOR OF MCON RASAYAN INDIA LIMITED FOR THE PURPOSE OF IMPORTING RAW MATERIALS.

The Company's business operations require the import of raw materials essential for production and continuity of operations. To facilitate this, the terms of the import transaction mandate the issuance of a **Letter of Credit (LC)** as a secure financial instrument to ensure payment to the supplier. The Board of Directors is requested to review the proposed terms of the Letter of Credit, evaluate its adequacy for the transaction, and provide approval to proceed with its issuance. The resolution seeks to authorize the necessary personnel to liaise with the bank, execute the required documentation, and take actions to implement and manage the issuance of the Letter of Credit.

It is proposed to pass the following resolution:

RESOLVED THAT, pursuant to the provisions of Section 179(3) and other applicable provisions of the Companies Act, 2013, the Board of Directors of the Company, hereby approve the issuance of a Letter of Credit (LC) in favor of Mcon Rasayan India Limited for the purpose of importing raw materials.

FURTHER RESOLVED THAT, Mr. Mahesh Ravji Bhanushali Chairman and Managing Director, and Mrs. Rupa Bhandarkar General Manager, be and are hereby authorized to execute all necessary documents, including the Letter of Credit application, with banks and to liaise

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with the bank for processing and issuance of the said Letter of Credit, in accordance with the provisions of Section 179 of the Companies Act, 2013.

FURTHER RESOLVED THAT, the Company's Mr. Chetan Ravji Bhanushali Whole Time Director, be and are hereby authorized to sign any documents and take all actions necessary to give effect to this resolution, including making payments related to the Letter of Credit, if required.

FURTHER RESOLVED THAT, a copy of this resolution be provided to the bank, and any other parties as may be required for the purpose of facilitating the issuance of the Letter of Credit.

RESOLVED FURTHER THAT, the Company's Authorized Signatory be and is hereby authorized to do all such acts, deeds, and things necessary to implement this resolution, including amendments, modifications, or updates to the Letter of Credit as required by the bank or the Company's interests.

AGENDA ITEM NO.13:

TO CONSIDER AND APPROVE THE EMPLOYEES' GROUP GRATUITY CASH ACCUMULATION SCHEME.

Board will deliberate on the proposal to establish an **Employees' Group Gratuity Cash Accumulation Scheme**, also referred to as the **Gratuity Cum Life Assurance Scheme**, in collaboration with the **Life Insurance Corporation of India (LIC)**. This scheme is designed to fund gratuity benefits through an irrevocable trust. The Trustees, who will be appointed for the administration of the Scheme, will ensure that gratuity benefits are insured with LIC, with an effective date of 15.01.2025. Additionally, the Scheme will incorporate life assurance coverage for employees who pass away while in service, ensuring their beneficiaries receive a gratuity amount equivalent to what the employee would have accrued had they continued until the Normal Retirement Age.

The Board will consider drafts of the **Trust Deed and Rules**, which will be placed before them for review and approval. A resolution will be discussed to formally approve these documents and authorize any two Trustees of the Company to sign the Trust Deed on behalf of the Company.

The Board will also consider and approve the nomination of Trustees to oversee and administer the Scheme on behalf of the Company. These Trustees will play a critical role in ensuring the smooth operation of the Scheme and compliance with its terms as outlined in the Trust Deed and Rules. The finalization of Trustees will form an essential part of the discussions.

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It is proposed to pass the following resolution:

RESOLVED THAT

1. The Company do establish an **Employees' Group Gratuity Cash Accumulation Scheme**, also referred to as the **Gratuity Cum Life Assurance Scheme**, in collaboration with the **Life Insurance Corporation of India (LIC)**, effective from 15/01/2025, to fund gratuity benefits under an irrevocable trust.
2. The Trustees appointed for the administration of the Scheme be and are hereby authorized to insure the gratuity benefits with LIC and ensure life assurance cover for employees who pass away while in service, such that their beneficiaries receive a gratuity equivalent to what would have been accrued had the employee served until the **Normal Retirement Age**.
3. The **Trust Deed and Rules**, as drafted and placed before the Board, be and are hereby approved, and any two Trustees of the Company are authorized to sign the Trust Deed on behalf of the Company.
4. The following persons be and are hereby appointed as **Trustees** of the Scheme to oversee and administer its operations:
 - o **Mr. Mahesh Ravji Bhanushali**
 - o **Mr. Chetan Ravji Bhanushali**
 - o **Mrs. Puja Mahesh Bhanushali**
5. The Company shall contribute the necessary amounts to the trust to secure the benefits, and the Trustees shall ensure the proper administration and compliance of the Scheme as per the terms of the Trust Deed and applicable laws.

RESOLVED FURTHER THAT Mr. Chetan Ravji Bhanushali Whole Time Director, be and is hereby authorized to do all such acts, deeds, and things, and to sign and execute any documents or agreements as may be necessary to give effect to the above resolutions.

AGENDA ITEM NO.14:

TO CONSIDER FOR APPLICATION OF CREDIT CARD FACILITY IN THE NAME OF THE COMPANY.

The company requires a credit card facility to streamline its financial operations and support various business-related expenses, including but not limited to office supplies, travel expenses, and other operational costs. The management has identified the need for a credit card facility in the name of the company, in order to improve efficiency in managing payments and cash flow;

It is proposed to pass the following resolution:

RESOLVED THAT

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1. **Approval of Credit Card Application:** The Board of Directors hereby approves the application for a credit card facility in the name of the company to meet business-related expenses and improve financial efficiency.
2. **Authorized Signatories:** Mr. Mahesh Ravji Bhanushali Chairman and Managing Director and Mr. Chetan Ravji Bhanushali, Whole Time Director are hereby authorized to apply for the credit card facility and execute any necessary documents required by the bank or financial institution to initiate the application process.
3. **Usage and Management:** The credit card facility shall be used solely for legitimate business purposes, and all expenditures made using the credit card shall be reported and accounted for in the company's financial records. Mr. Mahesh Ravji Bhanushali Chairman and Managing Director and Mrs. Rupa Bhandarkar General Manager shall be responsible for overseeing and monitoring the usage of the credit card facility.
4. **Further Actions:** Any further actions required to finalize the application or setup of the credit card facility, including but not limited to coordinating with the bank, providing necessary documentation, and ensuring compliance with the company's internal policies, shall be taken by the authorized personnel.

FURTHER RESOLVED THAT any actions taken by the authorized signatories in connection with the credit card facility application, prior to this resolution, be and hereby are ratified and approved.

AGENDA ITEM NO.15:

TO CONSIDER AND TRANSACT ANY OTHER BUSINESSES, IF ANY, WHICH MAY BE PLACED BEFORE THE BOARD WITH THE PERMISSION OF THE CHAIRMAN.

Any other matter shall be taken up for discussion with the permission of the Chair.

For Mcon Rasayan India Limited,



Aesha Shah

Company Secretary & Compliance Officer

Mem. No.: A62487

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