

THE METHONI TEA COMPANY LIMITED

CIN : L15492WB1929PLC006618

REGISTERED OFFICE : 75C PARK STREET, 1ST FLOOR, KOLKATA 700016.
TEL. : +91 33 4007 6728 / 2229 3241 / 7638 / 1258. FAX : +91 33 2249 6587

Email : methoni@methonitea.com
Website : www.methonitea.com

Ref. No.: SEC/1008/18/345

23.08.2018

To
The Calcutta Stock Exchange Ltd.
7, Lyons Range,
Kolkata - 700 001

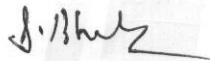
Dear Sirs,

SCRIP CODE 10023015

We are sending herewith Notice of 89th Annual General Meeting, Book Closure and E-Voting information for your doing the needful. Please also note that we are arranging to publish the Notice in the newspapers.

Thanking you,

Yours faithfully,
For THE METHONI TEA CO LTD



CHIEF FINANCIAL OFFICEER

Encl: a/a



GARDEN : METHONI TEA ESTATE

PO - Bokakhat, Dist. Golaghat, Assam 785612. Tel. : +91 3776 268230
Email : methonite@rediffmail.com

THE METHONI TEA COMPANY LIMITED
CIN: L15492WB1929PLC006618
Registered Office: 75C, Park Street, 1st Floor, Kolkata – 700 016
Phone: +91 3322293241/7638, Fax: +91 33 22496587
Email: methoni@methonitea.com
Website: www.methonitea.com

**NOTICE OF 89TH ANNUAL GENERAL MEETING
BOOK CLOSURE AND E-VOTING INFORMATION**

Notice is hereby given that the 89th Annual General Meeting (AGM) of the Members of The Methoni Tea Company limited will be held on Saturday, 22nd September, 2018 at 10.30 A.M. at Merchants' Chamber of Commerce & Industry, 15B, Hemanta Basu Sarani, 2nd Floor, Kolkata – 700 001.


Notice of the AGM along with Audited Balance Sheet, Profit & Loss Account, Cash Flow Statement, Notes and Schedule to the accounts, Auditors Report, Directors Report & Secretarial Audit Report annexed with Directors Report as on 31st March, 2018 has been sent to the members on 21st August, 2018 by post at the address registered with Company.

Pursuant to Section 91 of the Companies Act, 2013 read with Rule 10 of the companies (Management & Administration) Rules, 2014 and Clause 16 of the Listing Agreement the Register of Members and Share Transfer Books of the company shall remain closed from Monday, 17th September, 2018 to Saturday, 22nd September, 2018 (both days inclusive).

Pursuant to Rule 20 (v) of the Companies (Management and Administration) Rule, 2014 all members are hereby informed that:

- 1) Ordinary Business as set out in the Notice of the AGM may be transacted by electronic means.
- 2) Notice of AGM has been sent to the members on 21st August, 2018 by post at the address registered with Company.
- 3) Voting through electronic means shall commence from 19th September, 2018 9.00 A.M. (IST) and ends on 21st September'18 5.00 P.M. (IST). Shareholders of the Company, holding shares, as on the cut-off date of day, 15th September, 2018, may cast their vote electronically.
- 4) Voting through electronic means shall not be allowed beyond 5.00 P.M. on 21st September, 2018.
- 5) In case of any query, members may refer the Frequently Asked Questions (FAQs) or E-Voting Manual, available at the download section of www.cdslindia.com or mail at id methoni@methonitea.com.

For The Methoni Tea Company Limited


Anirudha Bubna
Managing Director
DIN: 06842250

Place: Kolkata
Date: 23.08.2018