

# 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](mailto:methoni@methonitea.com)

Website : [www.methonitea.com](http://www.methonitea.com)

Ref. No.: SEC/1008/20/47

26.08.2020

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

SCRIP CODE 10023015

We are sending herewith Notice of 91<sup>st</sup> Annual General Meeting 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

	<p>Sl. No. 05</p> <p>Dated 01/9/20</p> <p>Signature </p>
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**GARDEN : METHONI TEA ESTATE**

PO - Bokakhat, Dist. Golaghat, Assam 785612. Tel. : +91 3776 268230

Email : [methonite@rediffmail.com](mailto:methonite@rediffmail.com)

**THE METHONI TEA CO. LTD.**  
**REGD. OFFICE : 75C PARK STREET, 1<sup>ST</sup> FLOOR**  
**KOLKATA – 700 016**  
**CIN No : L15492WB1929PLC006618**  
**Email : [methoni@methonitea.com](mailto:methoni@methonitea.com)**  
**Website : [www.methonitea.com](http://www.methonitea.com)**  
**Phone : 91 -33 40076728**

## **NOTICE TO THE MEMBERS OF 91ST ANNUAL GENERAL MEETING**

NOTICE is hereby given that the Ninety First Annual General Meeting (AGM) of the company will be held on Monday, 21<sup>st</sup> September, 2020 at 11 A.M. IST through video conference (“VC”)/other Audio Visual Means (“OAVM”) to transact the business as set out in the Notice of the AGM which is being circulated for convening the AGM.

In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs (MCA) has vide its circular dated May 5, 2020 read with circular dated April 13<sup>th</sup> 2020 and April 8, 2020 (collectively referred to as MCA Circulars) permitted the holding of AGM through VC or OAVM, without the physical presence of the Members at a common venue. In compliance with the MCA Circulars and the relevant provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 the AGM of the Members of the Company will be held through VC/OAVM on 21<sup>st</sup> September, 2020 at 11 A.M. without the physical presence.

The Notice of the Annual General Meeting along with the Annual Report for the FY 2019-20 is being sent only by electronic mode to those Members whose email addresses are registered with the Company/Depositories in accordance with the aforesaid MCA circulars. Members may note that the Notice of the AGM and Annual Report 2019-20 will also be available on the company’s website [www.methonitea.com](http://www.methonitea.com). Members can attend and participate in the AGM through the VC/OAVM facility only. The instructions for joining the AGM are provided in the AGM Notice. Members attending the meeting through VC/OVAM shall be counted for the purpose of reckoning quorum under section 103 of the Companies Act, 2013.

The Company is providing remote e-voting (\*remote e-voting\*) facility to all the Members to cast their votes on resolutions set out in the Notice of the AGM. Additionally, the Company is providing the facility of voting through e-voting system during the AGM (\*e-voting\*). Detailed procedure for remote e-voting is provided in the Notice of the AGM. If your email ID is already registered with Company/Depository, login details for e-voting are being sent on your registered email address.

Members holding shares in physical mode or whose e-mail addresses are not registered may cast their vote through e-voting system, after registering their email addresses by sending the Scanned copy of signed request letter mentioning Folio No., Name of Shareholder, scanned copy of the Share Certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned of the Aadhar Card) along with self-attested copy of latest electricity bill, AADHAR/PASSPORT copy in support of latest address to the Company at [methoni@methonitea.com](mailto:methoni@methonitea.com). Further link for registration of email id and updation of PAN for physical shareholders are as follows :

Link for email registration - <http://mdpl.in/form/email-update>

Link for PAN Updation - <http://mdpl.in/form/pan-update>

Members holding shares in demat form should contact their Depository Participant (DP) and register the email address in the demat account, as per the process advised by your DP.

**The cut-off date for remote e-voting will on 14<sup>th</sup> September, 2020. Any person, who is a member of the company as on 14<sup>th</sup> September, 2020 shall be entitled to vote through remote e-voting. The remote e-voting period commences on 18<sup>th</sup> September, 2020 (9.00 a.m.) and ends on 20<sup>th</sup> September, 2020 (5.00 p.m.).** The remote e-voting module shall be disabled by CDSL, for voting thereafter.

**For THE METHONI TEA COMPANY LIMTIED**



**Sd/- Rajendra Prasad Bubna  
Whole Time Director**

**Date: 25<sup>th</sup> August, 2020  
Place : Kolkata**