

THE METHONI TEA COMPANY LIMITED

CIN : L15492WB1929PLC006618

REGISTERD OFFICE : 75C PARK STREET, 1ST FLOOR, KOLKATA 700016.

TEL. : +91 33 4007 6728, E-mail : methoni@methonitea.com

Website : www.methonitea.com

Ref. No.: SEC/1008/21/

31.08.2021

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


Dear Sirs,

SCRIP CODE 10023015

We are sending herewith Notice of 92nd 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

THE METHONI TEA CO. LTD.
REGD. OFFICE : 75C PARK STREET, 1ST FLOOR
KOLKATA – 700 016
CIN No.: L15492WB1929PLC006618
Email: methoni@methonitea.com
Website: www.methonitea.com
Phone: 91-33-40076728

**NOTICE TO MEMBERS IN RESPECT OF 92ND ANNUAL GENERAL MEETING
OF THE COMPANY**

In view of continuing COVID-19 pandemic, the Ministry of Corporate Affairs (MCA) has vide its Circular dated 13.02.2021 read with Circular dated 05.05.2020, 08.04.2020 and 13.04.2020 (collectively referred to as ,MCA Circulars) permitted the holding of Annual General Meeting (AGM or Meeting) through Video Conferencing (VC facility or other audio visual means (OAVM) without the physical presence of the Members at a common venue, which shall be in compliance with the provisions of Companies Act, 2013 read with rules thereunder (Act). Further, Securities and Exchange Board of India, (SEBI) has vide its Circular dated January 15, 2021 read with Circular 12.05.2020 (collectively referred to as (SEBI Circular) also granted certain relaxations in compliace with the provisions of the Companies Act, 2013 (the Act), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) and MCA Circulars Accordingly, the 92nd Annual General Meeting of the Company will be held through VC/OAVM on Tuesday, 28th September, 2021 at 11.00 A.M. (IST).

Further, pursuant to Section 91 of the Companies Act, 2013 and Regulation 42 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Register of Members and the Share Transfer book of the Company will remain closed from 22nd Septemner, 2021 to 28th Septemebr, 2021 (both days inclusive) (Book Closure dates) for the purpose of forthcoming AGM. The cut off date/record date to determine the entitlement of voting rights of memebtrs for e-voting is 21st September, 2021.

In compliance with provisions of MCA Circulars and SEBI Circular, the notice of 92nd AGM including details and instructions for remote e-voting/e-voting of AGM. Financial Statements including Auditor' Report, Board's Report and related Annexures attached therewith (Collectively referred to as Annual Report 2020-21 or Annual Report), will be dispatched electronically to the respective E-mail address of those members whsoe E-mail IDs are registered with the Company/Register and Share Transfer Agents RTA) of the Company or with their respective Depository Participants (DP).

In case of any member has not registered their email address and/or Updated PAN with the Company/RTA/Depository Participant, please follow the below instructions to:

Register your email address to receive notice of the AGM, Annual Report for the year ended 31st March, 2021 and the login credentials for e-voting.

- **Members holding share(s) in physical form:** Please visit the link given below of the Register and Share Trnasfer Agent of the Company (Maheshwari Datamatics Pvt. Ltd.) and submit the details as required.
Link for updation of PAN-htt<http://mdpl.in/form/pan-update> and Link for registration of E-mail Id- <http://mdpl.in/form/email-update>

- **Members holding shares in DEMAT mode** – Please contact your Depository Participant to register/update your email address/PAN details in your DEMAT Account as per the process advised by your DP.

The AGM notice for the 92nd AGM and Annual Report for FY 2020-2021 of the Company, will also be made available on the website of the Company at www.methontea.com . Members can join the 92nd AGM only through VC/OAVM and instruction for join the AGM are provided in the Notice of 92nd AGM. Members participating in the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum, under section 103 of the Company Act 2013.

The company is also providing the Remote E-voting facility (prior to AGM) as well as E-voting facility (during the meeting) to all its members to cast vote on all resolutions set out in the Notice of 92nd AGM. Members who have not cast their vote through Remote E-voting will be allowed to cast vote through E-Voting at AGM. Instructions for E-voting (both Remote and at the meeting) is provided in the Notice of 92nd AGM.

**By order of the Board
For THE METHONI TEA COMPANY LIMITED**

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

**Place: Kolkata
Date: 30th August, 2021**

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01.09.2021

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

SCRIP CODE 10023015

Dear Sir,

Sub: Publication of Notice of 92nd Annual General Meeting

The Company hereby informs that Notice of 92nd Annual General Meeting and E-Voting information has been published in the Business Standard and Bengali paper Lipi both dated 1st September, 2021. Paper cuttings are being attached herewith for your perusal.

Kindly take the same on record.

Thanking you,

Yours faithfully,
For THE METHONI TEA CO LTD.



CHIEF FINANCIAL OFFICER

Encl: a/a

GARDEN : METHONI TEA ESTATE

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

Email : methonitea@rediffmail.com

