

o/c

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

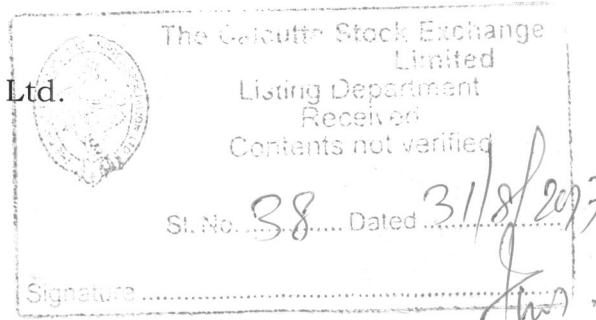
Email : methoni@methonitea.com

Website : www.methonitea.com

Ref. No.: SEC/1008/17/544

31.08.2017

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



Dear Sirs,

We are sending herewith Notice of 88th 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 OFFICER

Encl: a/a

GARDEN : METHONI TEA ESTATE

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

Email : methonite@rediffmail.com

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 88TH ANNUAL GENERAL MEETING
BOOK CLOSURE AND E-VOTING INFORMATION**

Notice is hereby given that the 88th Annual General Meeting (AGM) of the Members of The Methoni Tea Company limited will be held on Friday, 22nd September, 2017 at 10.30 A.M. at MCC 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, 2017 has been sent to the members on 30.08.2017 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 Saturday, 16th September to Friday, 22nd September, 2017 (both days inclusive).

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

- 1) Ordinary and Special 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 30.08.2017 by post at the address registered with Company.
- 3) Voting through electronic means shall commence from 19th September, 2017 9.00 A.M. (IST) and ends on 21st September'17 5.00 P.M. (IST). Shareholders of the Company, holding shares, as on the cut-off date of day, 15th September, 2017, may cast their vote electronically.
- 4) Voting through electronic means shall not be allowed beyond 5.00 P.M. on 21st September, 2017.
- 5) In case of any query, members may refer the Frequently Asked Questions (FACs) 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



**Rajendra Prasad Bubna
Whole-Time Director
DIN: 00180543**

**Place: Kolkata
Date: 31.08.2017**