

ALIPURDUAR TEA CO. LTD.

BABUPARA (NEAR BABUPARA GIRLS HIGH SCHOOL), P.O & DIST: ALIPURDUAR,
PIN-736121 (W.B), CIN: L01132WB1912PLC002308, GST NO.: 19AACCA2002K1Z2
E-MAIL:- alipurduarteacoltd@gmail.com, Mob:- 9434744510 / 9126676610

Alipurduar Tea Co. Limited held at the Tea Garden of the Company at
Turturi Tea Estate, P.O. Hatipotha, P.S. Samuktala, Dist: Alipurduar, Pin -736201

Ref. No.....

Date:.....

Notice is hereby given that the 112th Annual General Meeting of the shareholders of Alipurduar Tea Company Limited will be held on Monday, September 30, 2024 at 11.20 a.m. (IST) through Video Conferencing/Other Audio-Visual Means. The venue of the Meeting shall be deemed to be the Registered Office of the Company at Babupara, Babupara Girls High School, Alipurduar, Jalpaiguri, West Bengal-736121 to transact the following business: -

Ordinary Business:

1. To consider and adopt the Annual Audited financial statements of the Company for the financial year ended March 31, 2024 consisting of the Balance Sheet, Statement of Profit and Loss and Cash Flow Statement together with the reports of the Board of Directors and Auditors thereon and if thought fit, to pass, with or without modification(s) the following resolution as Ordinary Resolution:

“RESOLVED THAT the Annual Audited financial statements of the Company for the financial year ended March 31, 2024 consisting of the Balance Sheet, Statement of Profit and Loss and Cash Flow Statement together with accounting policies and notes forming part of the accounts, as circulated to the shareholders and now laid before the meeting be and are hereby approved and adopted;

RESOLVED FURTHER THAT the Auditors' Report as received from M/s. N. B. Bal & Associates Chartered Accountants, Chartered Accountants and the Directors' Report on the Annual Accounts of the Company for the financial year ended March 31, 2024, as circulated to the shareholders and now laid before the meeting be and are hereby approved and adopted;

RESOLVED FURTHER THAT any director of the Company be and is hereby authorized to issue a copy of this resolution as certified true copy to the relevant authorities.”

2. To approve the appointment of M/s. N. B. Bal & Associates, Chartered Accountants (Firm Registration Number-318041E) as the Statutory Auditors for the Company and in this regard, to consider and if thought to, to pass the following Resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to the provisions of Section 139 and other applicable provisions, if any, of the Companies Act 2013 read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modifications or re-enactment thereof for the time being in force), N. B. Bal & Associates, Chartered Accountants (Firm Registration Number-318041E) be and are hereby reappointed as Statutory Auditors of the Company to hold office for a term of five years from the conclusion of this Annual General Meeting till the conclusion of Annual General Meeting to be held for the financial year ended March 31, 2027 on such remuneration as may be determined by the Board of Directors in consultation with the Statutory Auditors of the Company;

RESOLVED FURTHER THAT Board of Directors be and is hereby authorized to do all such acts, deeds and things which are required to give effect to the aforesaid resolution.”

Notes: The shareholders are requested to note that:

1. An Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 relating to the Special Business to be transacted at the Annual General Meeting (‘AGM’ or ‘Meeting’) is annexed hereto.
2. Corporate Members intending to send their authorised representatives to attend the Meeting, pursuant to Section 113 of the Companies Act, 2013, are requested to send to the Company, a certified copy of relevant Board Resolution together with the respective specimen signatures of those representative(s) authorised under the said resolution to attend and vote on their behalf at the Meeting. Special business:
3. The Company is pleased to inform that the AGM of the Company will be held through the two-way Video Conferencing facility.
4. The web-link of the meeting shall be provided separately. To access and participate in the meeting, shareholders and other participating stakeholders are requested to install Webex application and then click on the link provided.
5. The proceedings of the meeting shall be recorded and shall be kept in the safe custody of the Company. Such recording shall be made available at the request of the members.
6. The notice of the Annual General Meeting is being sent by electronic mode to those members whose e-mail addresses are registered with the Company.
7. The facility for joining the meeting shall be kept open 15 minutes before the time scheduled to start the meeting and shall not be closed till the expiry of 15 minutes after the scheduled time of the meeting.

8. Attendance of members is allowed at the meeting through Video Conferencing and the same shall be counted for quorum as requirement for physical quorum has been dispensed with because of the ongoing pandemic of Covid-19, wherein maintaining and following the protocol of social distancing has been mandated by the Government. Therefore, proxy shall not be allowed to attend and vote at the meeting.

9. All relevant documents (copies thereof) referred to in the accompanying Notice and the Statement including Register of Directors and Key Managerial Personnel and their shareholding (as may be applicable) under Section 170 and Register of Contracts or Arrangements in which Directors are interested, maintained under Section 189 of the Companies Act, 2013 and their shareholding, shall remain open for inspection in the physical or electronic mode, by the Members at the Registered Office of the Company on all working days during business hours i.e. 9 a.m. to 6p.m. up to the date of the meeting.

10. All the other relevant documents in relation to the items of the Agenda are made available for inspection on demand made by members via screen shared through Video Conferencing.

11. The Voting at the meeting shall be conducted by show of hands unless a poll in accordance with section 109 of the Companies Act, 2013 is demanded by any member.

12. The members can pose questions concurrently at the Meeting or they can submit questions or queries regarding the agenda items on the designated email address through which the notice has been sent.

13. The Directors of the Company have not proposed any dividend for the FY 2023-24.

14. None of the Directors of the Company are liable to retire by rotation.

Date: - 04.09.2024

Place: - Alipurduar

By Order of the Board
Alipurduar Tea Co. Limited

Sd/-

Rokhsar Parveen
Company Secretary