

1st July, 2023

## KANCO TEA & INDUSTRIES LIMITED

CIN: L15491WB1983PLC035793

"Jasmine Tower", 3rd Floor, 31 Shakespeare Sarani, Kolkata - 700017  
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### E-VOTING INFORMATION FOR 40TH ANNUAL GENERAL MEETING

NOTICE is hereby given that the 40th Annual General Meeting (AGM) of the Members of Kanco Tea & Industries Limited will be held on Thursday, 27th July, 2023 at 11:30 A.M. (IST) through Video Conferencing (VC) / Other Audio Visual Means (OAVM), to transact the business set out in the Notice of the 40th AGM.

In view of the ongoing Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its circular dated 8th April, 2020, 13th April, 2020, 5th May, 2020, 13th January, 2021, 5th May, 2022 and 28th December, 2022 (collectively referred to as "MCA Circulars"), Securities and Exchange Board of India ("SEBI") vide circulars dated 12th May, 2020, 15th January, 2021, 13th May, 2022 and 5th January, 2023 (collectively referred to as "SEBI Circulars") permitted the holding of the Annual General Meeting ("AGM") through VC / OAVM, without the physical presence of the Members at a common venue. In compliance with the MCA Circulars and SEBI Circulars, the AGM of the members of the Company is held through VC / OAVM.

Members will be able to attend the AGM through VC / OAVM. Physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM. Members participating through the VC / OAVM facility shall be reckoned for the purpose of quorum under Section 103 of the Companies Act, 2013.

In compliance with the aforesaid circulars, the notice of the 40th AGM along with the Annual Report 2022-2023 has been sent on 30th June, 2023 to all the members whose email addresses are registered with the Company / Depository Participant(s). The notice of the 40th AGM along with the Annual Report, 2022-2023, instructions for e-voting and instructions for attending AGM through VC/OAVM can be downloaded from <https://kancotea.in/pdf/2022-2023/Annual%20Report%20for%20the%20year%20ended%2031st%20March%202023.pdf> and is also available on the websites of the Stock Exchanges i.e. Calcutta Stock Exchange Limited and BSE Limited at [www.cse-india.com](http://www.cse-india.com) and [www.bseindia.com](http://www.bseindia.com) respectively and on the website of CDSL i.e. [www.evotingindia.com](http://www.evotingindia.com).

In compliance with the provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014, circulars and Regulation 44 of the Listing Regulations, the Company is pleased to provide its members, the facility of remote e-voting and e-voting during AGM in respect of the business to be transacted at the 40th AGM using electronic voting system provided by Central Depository Services Limited (CDSL).

Members are hereby informed,

- Date and time of commencement of remote E-voting: Monday, 24th July, 2023 at 9.00 a.m.
- Date and time of end of remote E-voting: Wednesday, 26th July, 2023 at 5.00 p.m.
- Remote E-Voting shall not be allowed beyond 5.00 p.m. on Wednesday, 26th July, 2023.
- The Cut-off date for determining the eligibility to vote by remote e-voting or e-voting during AGM is Thursday, 20th July, 2023
- Any person, who acquires shares of the Company and becomes a Member of the Company after sending the Notice and holding shares as of the cut-off date i.e. Thursday, 20th July, 2023 may obtain the login ID and password by sending a request at [compliance@kancotea.in](mailto:compliance@kancotea.in) / [fta@cbmsl.com](mailto:fta@cbmsl.com).
- The voting rights of Members shall be in proportion to their shares in the paid-up equity share capital of the Company as on Thursday, 20th July, 2023.
- Only those members, who are present in the AGM through VC/OAVM facility and have not casted their vote on the resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system available during the AGM.
- A member may participate in the meeting even after exercising his right to vote through remote e-voting but shall not be allowed to vote again in the meeting.
- A person whose name is recorded in the register of members or in the register of beneficial owners maintained by the Depositories as on the cut-off date only, shall be entitled to avail the facility of remote e-voting as well as e-voting during the meeting.
- Detailed instructions for remote e-voting / e-voting during AGM by members holding shares in dematerialised mode, physical mode and for members who have not registered their email addresses has been provided in the Notice of the AGM.
- Members holding shares in physical mode, who have not registered / updated their email address, bank details, dividend mandate for receiving dividend directly in their bank accounts through electronic clearing system and contact details with the Company / RTA, may get the same updated by sending a request in Form ISR-1. The form is available on the website of the Company - [www.kancotea.in](http://www.kancotea.in). Members holding shares in Demat mode, who have not registered / updated their email address, bank details, dividend mandate for receiving dividend directly in their bank accounts through electronic clearing system and contact details are requested to contact their Depository Participant and register/update the same in your demat account, as per the process to be advised by your Depository Participants.
- If you have any queries or issues regarding attending AGM & e-Voting from the CDSL e-Voting System, you can write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact at 022-23058739 and 022-23058542/43. All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or call on 022-23058542/43.

By order of the Board,  
Sd/-

Charulata Kabra

Place: Kolkata  
Date: 1st July, 2023

Company Secretary & Compliance Officer



