

KANCO TEA & INDUSTRIES LIMITED

CIN: L15491WB1983PLC035793

"Jasmine Tower", 3rd Floor, 31 Shakespeare Sarani, Kolkata - 700017

Telefax: 2281-5217; E-mail: contact@kancotea.in Website: www.kancotea.in**40th Annual General Meeting of Kanco Tea & Industries Limited to be held through Video Conferencing / Other Audio Visual Means, Book Closure**

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.

Notice of the AGM along with the Annual Report 2022-2023 will be sent only through email to those members whose email addresses are registered with the Company/Depository Participant(s). Members may note that the notice of the AGM along with the Annual Report 2022-2023 is available on <https://kancotea.in/pdf/2022-2023/Annual%20Report%20for%20the%20year%20ended%2031st%20March%202023.pdf> and will also be made available on the websites of the Stock Exchanges i.e. Calcutta Stock Exchange Limited and BSE Limited at www.cse-india.com and www.bseindia.com respectively and on the website of CDSL i.e. <https://kancotea.in/pdf/2022-2023/Notice%20of%20the%2040th%20AGM.pdf>.

In compliance with the provisions of Section 108 of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time, Regulation 44 of the SEBI Listing Regulations and in terms of SEBI vide circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 in relation to e-Voting Facility provided by Listed Entities, 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.

Manner of casting vote(s) through remote e-voting or through e-voting system during the AGM:

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. The facility for voting through electronic voting system will also be made available at the AGM and Members attending the AGM who have not cast their vote(s) by remote e-voting will be able to vote at the AGM. The login credentials for e-voting shall be sent to members who have registered their email addresses with the Company / Depository Participants.

Manner of registering / updating email addresses:

Members who have not registered / updated their email addresses with the Company or Depository Participants, are requested to follow the instructions as stated below:

- Members holding shares in Physical form: Register / update the details in prescribed Form ISR 1 duly filed and signed with C.B Management Services Pvt. Ltd., Registrar and Share Transfer Agent ("RTA") of the Company at rtat@cbmsl.com. Members may download the prescribed forms from www.kancotea.in/www.cbmsl.com.
- Members holding shares in Demat form: Please contact your Depository Participant (DP), and register/update your email address and/or bank account details as per the advice given by your DP.

The Board of Directors have recommended Dividend for the year ended 31st March, 2023 for the approval of the members at the 40th AGM. Pursuant to the changes introduced by the Finance Act, 2020 in the Income-tax Act, 1961 (the IT Act) w.e.f. April 1, 2020, the dividend paid or distributed by a company shall be taxable in the hands of the members. Accordingly, the Company is required to deduct tax at source ("TDS") while making payment of dividend as per the provisions of the Income Tax Act, 1961. Members are requested to provide/update their residential status, PAN and category with the Company/ Depository Participants on or before Thursday, 20th July, 2023.

Further pursuant to Section 91 of the Companies Act, 2013 read with Companies (Management and Administration) Rules, 2014, as amended the Register of Members and Share Transfer Books of the Company will remain closed from Friday, 21st July, 2023 to Thursday, 27th July, 2023 (both days inclusive) for the purpose of payment of the dividend for the financial year ended 31st March, 2023 and the 40th Annual General Meeting.

For Kanco Tea & Industries Limited

Sd/-

Charulata Kabra
Company Secretary

Place: Kolkata

Date: 30th June, 2023



