

15<sup>th</sup> July, 2024

To,  
The Secretary  
BSE Limited  
Phiroze Jeejeebhoy Towers  
25<sup>th</sup> Floor, Dalal Street,  
MUMBAI – 400 001.  
**Scrip Code: 519528**

To,  
The Secretary  
National Stock Exchange of India Ltd.  
Exchange Plaza, 5<sup>th</sup> Floor,  
Plot No.C/1, `G' Block,  
Bandra (East)  
MUMBAI – 400 051.  
**Ref: ISIN - INE369C01017**

**Sub: Notice of 34<sup>th</sup> Annual General Meeting of Norben Tea & Exports Limited**

Respected Sir/Madam,

In terms of Regulation 30 of the SEBI (Listing Obligation and Disclosure Requirements) Regulation, 2015, we hereby submit the Notice convening the 34<sup>th</sup> Annual General Meeting (AGM) of the shareholders of the Company to be held through **Video Conferencing (“VC”) or Other Audio Visual Means (“OAVM”) on Friday, 9<sup>th</sup> August, 2024 at 11:00 A.M. (IST).**

AGM of the Company is being held through Video Conferencing (“VC”) or Other Audio Visual Means (“OAVM”) in accordance with the relevant circulars issued by the Ministry of Corporate Affairs, Government of India.

The Notice for the Annual General Meeting of the Company is being sent through electronic mode to those shareholders whose e-mail ID’s are registered with the Company, Share Transfer Agent and the Depositories. The aforesaid Notice has also been uploaded on the website of the Company i.e. [www.norbentea.com](http://www.norbentea.com).

This is for your information and record.

Yours faithfully,

**For Norben Tea & Exports Limited**

**NIRAJ  
TIWARI**

Digitally signed by  
NIRAJ TIWARI  
Date: 2024.07.15  
13:10:05 +05'30'

**Niraj Tiwari  
Company Secretary & Compliance Officer**

**Encl: As above**



Creating the leaves of a success story

**NORBEN TEA & EXPORTS LTD.**



*Annual Report 2023-2024*

**BOARD OF DIRECTORS**

Mr. Manoj Kumar Daga  
*Chairman & Mg. Director*

Mr. Ranjan Kumar Jhalaria, *Independent Director*  
Mrs. Swati Agarwal, *Independent Director*  
Mr. Balkrishan Agarwal, *Non-Executive Director*  
Mr. Deepak Tiwari, *Independent Director*  
Ms. Tanusree Chatterjee, *Independent Director*

**COMPANY SECRETARY**

Mr. Niraj Tiwari

**AUDITORS**

M/s. P. D. Rungta & Co.  
Chartered Accountants  
Kolkata

**BANKER**

State Bank of India

**REGISTRAR & SHARE TRANSFER AGENT**

MCS Share Transfer Agent Limited  
CIN : U67120WB2011PLC165872  
383, Lake Gardens, 1<sup>st</sup> Floor, Kolkata – 700045  
Telephone: 033-4072 4051; Fax: 033-4072 4050  
E-mail: mcssta@rediffmail.com  
Website: www.mcsregistrars.com

**NORBEN TEA & EXPORTS LIMITED**

CIN : L01132WB1990PLC048991  
REGISTERED OFFICE & ADMINISTRATIVE OFFICE  
15-B, Hemanta Basu Sarani, 3<sup>rd</sup> Floor, Kolkata-700001  
Phone: 2210 0553; Fax: 2210 0541  
E-mail: enquiry@norbentea.com  
Website: www.norbentea.com

**PLANTATION & FACTORY:**

P.O. Kuripara,  
Dist. Jalpaiguri, Pin-735 132, West Bengal

## NOTICE

NOTICE is hereby given that the 34<sup>th</sup> Annual General Meeting of the Members of the Company will be held on Friday, the 9<sup>th</sup> August, 2024 at 11:00 A.M. IST through Video Conferencing ("VC") /Other Audio Visual Means ("OAVM") to transact the following business:

### **ORDINARY BUSINESS**

1. To receive, consider and adopt the Audited Financial Statement of the Company for the year ended on 31<sup>st</sup> March, 2024 together with the Report of the Board of Directors and Auditors thereon and in this regard, pass the following resolutions as an **Ordinary Resolution**:

**"RESOLVED THAT** the audited financial statement of the Company for the financial year ended March 31, 2024 and the reports of the Board of Directors and Auditors thereon laid before this meeting, be and are hereby considered and adopted"

2. To appoint a Director in place of Mr. Manoj Kumar Daga (DIN:00123386), who retires by rotation and being eligible, offers himself for re-appointment as a Director and in this regard, pass the following resolution as an **Ordinary Resolution**:

**"RESOLVED THAT** pursuant to the provisions of Section 152 of the Companies Act, 2013, Mr. Manoj Kumar Daga (DIN:00123386), who retires by rotation at this meeting and being eligible has offered himself for re-appointment, be and is hereby re-appointed as a Director of the Company, liable to retire by rotation."

3. To appoint the Auditors and to fix their remuneration and in this regard pass with or without modification(s), the following resolution as **Ordinary Resolution**:

**RESOLVED THAT** pursuant to provisions of Section 139, 142 and other applicable provisions, if any, of the Companies Act, 2013 read with rules framed thereunder, SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 as amended from time to time including any statutory modification(s) or amendment(s) thereto or re-enactment(s) thereof for the time being in force, the consent of the members be and is hereby accorded to the Board of Directors of the Company to appoint M/s. A O MITTAL & ASSOCIATES, Chartered Accountants (FRNo.014640C) with the Institute of Chartered Accountants of India (ICAI) having a Peer review Certificate issued by the Peer Review Board of ICAI, as Statutory Auditors of the Company from the conclusion of this Annual General Meeting to hold office for a period of five (5) years till the conclusion of the Annual General Meeting for the financial year 2028-29, at a remuneration as mutually agreed upon by the Board of Directors and the Auditors.

**RESOLVED FURTHER THAT** any of the Director of the Company be and is hereby authorized to file, sign, verify and execute all such e-forms, papers or documents, as may be required and do all such acts, deeds, matters and things as may be necessary or incidental for giving effect to this resolution and as may be considered desirable or expedient by the Board in the best interest of the Company and its Members."



## **SPECIAL BUSINESS**

### **4. Appointment of Mr. Ashok Vardhan Bagree (holding DIN: 00421623), as an Independent Director**

To consider and, if thought fit, to pass with or without modification(s), the following resolution as a **Special Resolution**:

**“RESOLVED THAT** pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 (“the Act”) read with Schedule IV to the Act (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force) and the Companies (Appointment and Qualification of Directors) Rules, 2014, as amended from time to time, and pursuant to the recommendation of the Nomination & Remuneration Committee and the Board of Directors, Mr. Ashok Vardhan Bagree (holding DIN:00421623), who has submitted a declaration that he meets the criteria for independence as provided under Section 149(6) of the Act and Regulation 16(1) (b) of the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015, and who is eligible for appointment, and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) of the Act signifying his intention to propose Mr. Bagree’s candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation, for a 1<sup>st</sup> term of five consecutive years commencing from the conclusion of this Annual General Meeting till the Annual General Meeting for the Financial Year ended 31<sup>st</sup> March, 2029.

**RESOLVED FURTHER THAT** the Board of Directors of the Company (including its Committee thereof) and / or Company Secretary of the Company, be and are hereby authorised to do all such acts, deeds, matters and things as may be considered necessary, desirable or expedient to give effect to this resolution.”

### **5. Appointment of Ms. Komal Bhotika (holding DIN: 08845578), as an Independent Director**

To consider and if thought fit, to pass with or without modification(s), the following resolution as a **Special Resolution**:

**“RESOLVED THAT** pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 (“the Act”) read with Schedule IV to the Act (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force) and the Companies (Appointment and Qualification of Directors) Rules, 2014, as amended from time to time, and pursuant to the recommendation of the Nomination & Remuneration Committee and the Board of Directors, Ms. Komal Bhotika (holding DIN: 08845578), who has submitted a declaration that she meets the criteria for independence as provided under Section 149(6) of the Act and Regulation 16(1) (b) of the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015, and who is eligible for appointment, and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) of the Act signifying his intention to propose Ms. Bhotika’s candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation, for a 1<sup>st</sup> term of five consecutive years commencing from the conclusion of this Annual General Meeting till the Annual General Meeting for the Financial Year ended 31<sup>st</sup> March, 2029.

**RESOLVED FURTHER THAT** the Board of Directors of the Company (including its Committee thereof) and / or Company Secretary of the Company, be and are hereby authorised to do all such acts, deeds, matters and things as may be considered necessary, desirable or expedient to give effect to this resolution.”

6. **Prior Approval for Related Party Transactions with M/s Tongani Tea Co. Ltd., repetitive in nature and in the ordinary course of business of the Company for the next 12 months period**

To consider, and if thought fit, to pass the following Resolution as an **Ordinary Resolution**:

“**RESOLVED THAT** pursuant to the provisions of Section 188 of the Companies Act, 2013 (“Act”) and other applicable provisions, if any, read with Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014, as amended till date, Regulation 23 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) and the Company’s policy on Related Party transaction(s) and Materiality of Related Party Transactions, and basis the approval of the Audit Committee and recommendation of the Board of Directors of the Company, approval of Shareholders be and is hereby accorded to the Board of Directors of the Company to enter into contract(s)/ arrangement(s)/ transaction(s) with M/s. Tongani Tea Company Ltd., a related party within the meaning of Section 2(76) of the Act and Regulation 2(1)(zb) of the Listing Regulations, to avail loan, on such terms and conditions as the Board of Directors may deem fit, up to a maximum aggregate value of Rs.5 Crore for the next 12 months period in one or more tranches, provided that the said contract(s)/ arrangement(s)/ transaction(s) so carried out shall be at arm’s length basis and in the ordinary course of business of the Company.

**RESOLVED FURTHER THAT** the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds, matters and things as it may deem fit in its absolute discretion and to take all such steps as may be required in this connection including finalizing and executing necessary contract(s), arrangement(s), agreement(s) and such other documents as may be required, to finalize any documents and writings related thereto and to sign and file necessary documents, e-form with Registrar of Companies/MCA Portal, seeking all necessary approvals to give effect to this resolution, for and on behalf of the Company, to delegate all or any of its powers conferred under this resolution to any Director or Key Managerial Personnel or any Officer / executive of the Company and to resolve all such issues, questions, difficulties or doubts whatsoever that may arise in this regard and all action(s) taken by the Company in connection with any matter referred to or contemplated in this resolution, be and are hereby approved, ratified and confirmed in all respects.”

7. **Prior Approval for Related Party Transactions with M/s Mangalam Products Pvt. Ltd., repetitive in nature and in the ordinary course of business of the Company for the next 12 months period**

To consider, and if thought fit, to pass the following Resolution as an **Ordinary Resolution**:

“**RESOLVED THAT** pursuant to the provisions of Section 188 of the Companies Act, 2013 (“Act”) and other applicable provisions, if any, read with Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014, as amended till date, Regulation 23 of the Securities and Exchange Board of India (Listing Obligations and Disclosure

Requirements) Regulations, 2015 ("Listing Regulations") and the Company's policy on Related Party transaction(s) and Materiality of Related Party Transactions, and basis the approval of the Audit Committee and recommendation of the Board of Directors of the Company, approval of Shareholders be and is hereby accorded to the Board of Directors of the Company to enter into contract(s)/ arrangement(s)/ transaction(s) with M/s. Mangalam Products Pvt. Ltd, a related party within the meaning of Section 2(76) of the Act and Regulation 2(1)(zb) of the Listing Regulations, to avail loan, on such terms and conditions as the Board of Directors may deem fit, up to a maximum aggregate value of Rs.1 Crore for the next 12 months period in one or more tranches, provided that the said contract(s)/ arrangement(s)/ transaction(s) so carried out shall be at arm's length basis and in the ordinary course of business of the Company.

**RESOLVED FURTHER THAT** the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds, matters and things as it may deem fit in its absolute discretion and to take all such steps as may be required in this connection including finalizing and executing necessary contract(s), arrangement(s), agreement(s) and such other documents as may be required, to finalize any documents and writings related thereto and to sign and file necessary documents, e-form with Registrar of Companies/MCA Portal, seeking all necessary approvals to give effect to this resolution, for and on behalf of the Company, to delegate all or any of its powers conferred under this resolution to any Director or Key Managerial Personnel or any Officer / executive of the Company and to resolve all such issues, questions, difficulties or doubts whatsoever that may arise in this regard and all action(s) taken by the Company in connection with any matter referred to or contemplated in this resolution, be and are hereby approved, ratified and confirmed in all respects."

Regd.Office :  
15B, HemantaBasuSarani, 3<sup>rd</sup> Floor  
Kolkata – 700 001.

Date :29<sup>th</sup> May, 2024 .

By Order of the Board  
For **NORBEN TEA & EXPORTS LTD.**

Sd/-

**MANOJ KUMAR DAGA**  
(Mg.Director)  
DIN: 00123386

**NOTES:**

1. The relevant Statement pursuant to the provisions of Section 102 of the Companies Act, 2013 ('Act'), setting out the material facts relating to the aforesaid Resolutions and the reasons thereof is annexed hereto and forms part of this Notice.
2. The Ministry of Corporate Affairs ("MCA") vide its Circular Nos.20/2020, 10/2022 and 09/2023 dated May 5, 2020,28<sup>th</sup> December, 2022 and 25<sup>th</sup> September, 2023, respectively, and other circulars issued in this respect ("MCA Circulars") allowed, inter-alia, conduct of AGMs through Video Conferencing/ Other Audio-Visual Means ("VC/ OAVM") facility on or before 30<sup>th</sup>September 2024, in accordance with the requirements provided in paragraphs 3 and 4 of the MCA General Circular No.20/2020.Securities and Exchange Board of India (SEBI) also vide its Circular No.SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated 5<sup>th</sup>January 2023 ("SEBI Circular") has provided certain relaxations from compliance with certain provisions of the SEBI (Listing Obligations and Disclosure Requirements Regulations, 2015 ("Listing Regulations")). In compliance with these Circulars, provisions of the Companies Act, 2013 ("Act") and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the 34<sup>th</sup>AGM of the Company is being held through VC/OAVM, which does not require physical presence of members at a common venue.

3. Pursuant to the provisions of section 91 of the Companies Act, 2013 the Register of Members and the Share Transfer books of the Company will remain closed from Saturday, 3<sup>rd</sup> August, 2024 to Friday, 9<sup>th</sup> August, 2024(both days inclusive) for annual closing.
4. Since the physical attendance of Members has been dispensed with, the facility for appointment of proxies by the members will not be available for this AGM and hence the Attendance Slip, Route Map and Proxy Form are not annexed to this notice.
5. The Company will conduct the AGM through VC/OAVM from its Registered Office i.e. 15B Hemanta Basu Sarani, 3<sup>rd</sup> Floor, Kolkata-700001. Which shall be deemed to be venue of the meeting.
6. Corporate members intending to authorize their representative(s) to attend the Meeting are requested to send a scanned copy of the board resolution (pdf/jpeg format) authorizing their representative to attend and vote on their behalf at the Meeting. The said Board Resolution/Authorization shall be sent to the Company by email through its registered email address to investorcare@norbentea.com.
7. **The Company is providing facility for voting by electronic means (e-voting) through an electronic voting system which will include remote e-voting as prescribed by the Companies (Management and Administration) Rules, 2014 as presently in force and the business set out in the Notice will be transacted through such voting.** Information and instructions including details of user id and password relating to e-voting are provided in the Notice under Note No.19.
8. Members holding shares in physical mode are requested to intimate changes in their address alongwith proof of address/bank mandate to the Registrar and Share Transfer Agents (RTA), MCS Share Transfer Agent Limited. Members holding shares in electronic mode are requested to send the intimation for change of address / bank mandate to their respective Depository Participant.
9. Members who hold shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to write to the Company's RTA, enclosing their share certificates to enable the Company to consolidate their holdings into a single folio. Requests for consolidation of share certificates shall be processed in dematerialized form.
10. Shareholders are also requested to take immediate action to demat their shares to avail easy liquidity since trading of shares of the Company are under compulsory demat mode as per the regulation of SEBI and also to prevent any loss of physical Share Certificate (if already complied with, please ignore this).

Members may please note that SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated 25<sup>th</sup> January, 2022 has mandated the listed companies to issue securities in dematerialized form only while processing service requests, viz. Issue of duplicate securities certificate; renewal/ exchange of securities certificate; endorsement; sub-division/splitting of securities certificate; consolidation of securities certificates/folios; transmission and transposition. Further SEBI vide its circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/65 dated 18<sup>th</sup> May, 2022 has simplified the procedure and standardized the format of documents for transmission of securities. Accordingly, members are requested to make service requests by submitting a duly filled and signed Form ISR-4 & ISR-5, as the case may be. The said form can be downloaded from the website of the Company and RTA.

11. The Securities and Exchange Board of India ("SEBI") vide its Circular dated 16<sup>th</sup> March, 2023 has mandated furnishing of PAN, KYC details (i.e. Postal Address with PIN Code, email address, mobile number, bank account details) and nomination details by physical holders of securities in prescribed forms. Relevant details and forms prescribed by SEBI in this regard are available on the website of the Company at <https://www.norbentea.com/financials.html>
12. To prevent fraudulent transactions, members are advised to exercise due diligence and notify the Company of any change in address or demise of any member as soon as possible. Members are also advised not to leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the concerned Depository Participant and holdings should be verified.
13. Details under Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and as per Para 1.2.5 of Secretarial Standard 2, issued by The Institute of Company Secretaries of India, in respect of the Director seeking appointment and re-appointment at the Annual General Meeting, form an integral part of the notice. The Director has furnished the requisite declaration for his re-appointment.
14. Details under Regulation 36(5) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, in respect of the Statutory Auditors seeking appointment and re-appointment at the Annual General Meeting, form an integral part of the notice.
15. Electronic copy of the Notice and Annual Report of the 34<sup>th</sup> Annual General Meeting of the Company inter alia indicating the process and manner of e-voting is being sent to all the members whose email IDs are registered with the Company/Depository Participants(s) for communication purposes.

In terms of SEBI Circular No. SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated 5th January 2023 and MCA Circulars owing to the difficulties involved in despatching of physical/hard copies of full annual report to shareholders are being sent in electronic mode to members whose email address is registered with the Company or the Depository Participant (s). The members who have not updated their email address are requested to do so immediately since the requirement of sending physical copies of annual report are dispensed with.

16. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Companies Act, 2013 and the Register of Contracts and Arrangements in which Directors are interested maintained under Section 189 of the Act and all other documents referred to in the Notice will be available for inspection in electronic mode.
17. Members holding shares in physical form can now avail the facility of nomination in respect of shares held by them pursuant to the Companies Act, 2013. The prescribed Form (Form SH 13) can be obtained from the website of the Company and RTA. If a member desires to opt out or cancel the earlier nomination and record a fresh nomination, he/ she may submit the same in Form ISR-3 or SH-14 as the case may be. The said forms can be downloaded from the website of the Company and RTA. Members holding shares in electronic form may approach their respective DPs for completing the nomination formalities.



Members desiring to avail this facility may send their Nomination Form (in duplicate) duly filled in, to the Company or its Share Transfer Agents, MCS Share Transfer Agent Limited of 383, Lake Gardens, 1<sup>st</sup> Floor, Kolkata – 700045, by quoting their respective Folio Numbers.

18. Members may also note that the Notice of the 34<sup>th</sup> Annual General Meeting, the Annual Report for 2023-24 will also be available on the Company's website [www.norbentea.com](http://www.norbentea.com). Even after registering for e-communication, members are entitled to receive such communication in physical form, upon making a request for the same, by post free of cost. For any communication, the shareholders may also send requests to the Company's investor email id: [investorcare@norbentea.com](mailto:investorcare@norbentea.com).

**19. CDSL e-Voting System – For e-voting and Joining Virtual meetings.**

1. As you are aware, the general meetings of the companies shall be conducted as per the guidelines issued by the Ministry of Corporate Affairs (MCA) vide Circular No.20/2020, 10/2022 and 09/2023 dated May 5, 2020, 28<sup>th</sup> December, 2022 and 25<sup>th</sup> September, 2023, respectively. The Annual General Meeting will thus be held through video conferencing (VC) or other audio visual means (OAVM). Hence, Members can attend and participate in the Annual General Meeting through VC/OAVM.
2. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), and MCA Circulars the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the Annual General Meeting. For this purpose, the Company has entered into an agreement with Central Depository Services (India) Limited (CDSL) for facilitating voting through electronic means, as the authorized e-Voting's agency. The facility of casting votes by a member using remote e-voting as well as the e-voting system on the date of the Annual General Meeting will be provided by CDSL.
3. The Members can join the Annual General Meeting in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the Annual General Meeting through VC/OAVM will be made available to at least 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the Annual General Meeting without restriction on account of first come first served basis.
4. The attendance of the Members attending the Annual General Meeting through VC/OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013.
5. Pursuant to MCA Circulars, the facility to appoint proxy to attend and cast vote for the members is not available for this Annual General Meeting. However, in pursuance of Section 112 and Section 113 of the Companies Act, 2013, representatives of the members such as the President of India or the Governor of a State or body corporate can attend the Annual General Meeting through VC/OAVM and cast their votes through e-voting.

6. In line with the Ministry of Corporate Affairs (MCA) Circulars, the Notice calling the Annual General Meeting has been uploaded on the website of the Company at [www.norbentea.com](http://www.norbentea.com). The Notice can also be accessed from the websites of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) respectively. The Annual General Meeting Notice is also disseminated on the website of CDSL (agency for providing the Remote e-Voting facility and e-voting system during the Annual General Meeting) i.e. [www.evotingindia.com](http://www.evotingindia.com).

**THE INTRUCTIONS OF SHAREHOLDERS FOR E-VOTING AND JOINING VIRTUAL MEETINGS ARE AS UNDER:**

**Step 1** : Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.

**Step 2** : Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.

- (i) The voting period begins on 6<sup>th</sup> August, 2024 (9.00 a.m.) and ends on 8<sup>th</sup> August, 2024 (5.00 p.m.). During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date 2<sup>nd</sup> August, 2024 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- (iii) Pursuant to the provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014, Secretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India ("ICSI") and Regulation 44 of Listing Regulations read with MCA Circulars, as amended, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to **all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants**. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

**Step 1** : Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.

- (iv) In terms of **SEBI Circulars** on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

Pursuant to above said SEBI Circular, Login method for e-Voting and joining virtual meetings for **Individual shareholders holding securities in Demat mode CDSL/NSDL** is given below:



Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL Depository	<ol style="list-style-type: none"> <li>1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or visit <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on Login icon and select New System Myeasi.</li> <li>2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers i.e. CDSL/NSDL/KARVY/LINKINTIME, so that the user can visit the e-Voting service providers' website directly.</li> <li>3) If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page or click on <a href="https://evoting.cdslindia.com/Evoting/EvotingLogin">https://evoting.cdslindia.com/Evoting/EvotingLogin</a>. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</li> </ol>
Individual Shareholders holding securities in demat mode with NSDL Depository	<ol style="list-style-type: none"> <li>1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: <a href="https://eservices.nsd.com">https://eservices.nsd.com</a> either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</li> </ol>

	<p>2) If the user is not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nSDL.com">https://eservices.nSDL.com</a>. Select “Register Online for IDeAS “Portal or click at <a href="https://eservices.nSDL.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nSDL.com/SecureWeb/IdeasDirectReg.jsp</a></p> <p>3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nSDL.com/">https://www.evoting.nSDL.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting</p>
<p>Individual Shareholders (holding securities in demat mode) login through their Depository Participants (DP)</p>	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</p>

**Important note:** Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

**Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e.CDSL and NSDL**

<b>Login type</b>	<b>Helpdesk details</b>
Individual Shareholders holding securities in Demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800 22 55 33
Individual Shareholders holding securities in Demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at toll free no.: 1800 1020 990 and 1800 22 44 30

**Step 2 :** Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.

(v) Login method for e-Voting and joining virtual meetings for **Physical shareholders and shareholders other than individual holding in Demat form.**

- 1) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- 2) Click on "Shareholders" module.
- 3) Now enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- 4) Next enter the Image Verification as displayed and Click on Login.
- 5) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier e-voting of any company, then your existing password is to be used.
- 6) If you are a first-time user follow the steps given below:

	<b>For Physical shareholders and other than individual shareholders holding shares in Demat.</b>
PAN	<p>Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"> <li>• Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.</li> </ul>
Dividend Bank Details OR Date of Birth (DOB)	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login.</p> <ul style="list-style-type: none"> <li>• If both the details are not recorded with the depository or company, please enter the member id / folio number in the Dividend Bank details field.</li> </ul>

- (vi) After entering these details appropriately, click on "SUBMIT" tab.
- (vii) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

- (viii) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (ix) Click on the EVSN for the relevant <Company Name> on which you choose to vote.
- (x) On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xi) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (xii) After selecting the resolution, you have decided to vote on, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.
- (xiii) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xiv) You can also take a print of the votes cast by clicking on “Click here to print” option on the Voting page.
- (xv) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xvi) There is also an optional provision to upload BR/POA if any uploaded, which will be made available to scrutinizer for verification.
- (xvii) **Additional Facility for Non – Individual Shareholders and Custodians – For Remote Voting only.**
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves in the “Corporates” module.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
  - The list of accounts linked in the login will be mapped automatically & can be delink in case of any wrong mapping.
  - It is Mandatory that, a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
  - Alternatively Non Individual shareholders are required mandatory to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz;[investorcare@norbentea.com](mailto:investorcare@norbentea.com), if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

**INSTRUCTIONS FOR SHAREHOLDERS ATTENDING THE ANNUAL GENERAL MEETING THROUGH VC/OAVM & E-VOTING DURING MEETING ARE AS UNDER:**

1. The procedure for attending meeting & e-Voting on the day of the Annual General Meeting is same as the instructions mentioned above for e-voting.
2. The link for VC/OAVM to attend meeting will be available where the EVSN of Company will be displayed after successful login as per the instructions mentioned above for e-voting.
3. Shareholders who have voted through Remote e-Voting will be eligible to attend the meeting. However, they will not be eligible to vote at the Annual General Meeting.
4. Shareholders are encouraged to join the Meeting through Laptops / IPads for better experience.
5. Further shareholders will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
6. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
7. Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker by sending their request in advance atleast **10 days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at investorcare@norbentea.com. The shareholders who do not wish to speak during the AGM but have queries may send their queries in advance **10 days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at investorcare@norbentea.com. These queries will be replied to by the company suitably by email.
8. Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting.
9. Only those shareholders, who are present in the Annual General Meeting 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 Annual General Meeting.
10. If any Votes are cast by the shareholders through the e-voting available during the Annual General Meeting and if the same shareholders have not participated in the meeting through VC/OAVM facility, then the votes cast by such shareholders may be considered invalid as the facility of e-voting during the meeting is available only to the shareholders attending the meeting.

**PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/DEPOSITORIES.**

1. For Physical shareholders- please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to **Company/RTA email id**.
2. For Demat shareholders - Please update your email id & mobile no. with your respective **Depository Participant (DP)**
3. For Individual Demat shareholders – Please update your email id & mobile no. with your respective **Depository Participant (DP)** which is mandatory while e-Voting & joining virtual meetings through Depository.

If you have any queries or issues regarding attending Annual General Meeting & 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 toll free no. 1800 22 55 33

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, Mafatlal 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 toll free no. 1800 22 55 33.

- I. Members who have cast their vote by remote e-voting prior to the AGM and are attending the meeting will not be entitled to cast their vote again.
- II. Investors who became members of the Company subsequent to the dispatch of the Notice / Email and holds the shares as on the cut-off date i.e. 2<sup>nd</sup> August, 2024, are requested to send the written / email communication to the Company at [investorcare@norbentea.com](mailto:investorcare@norbentea.com) by mentioning their Folio No. / DP ID and Client ID to obtain the Login-ID and Password for e-voting.
- III. Shareholders can also update your mobile number and email id in the user profile details of the folio which may be used for sending future communication(s).
- IV. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of 2<sup>nd</sup> August, 2024. A person who is not a member as on cut off date should treat this notice for information purpose only.
- V. Agarwal A & Associates, Company Secretaries of Plot No.IID/31/1, Street No. 1111, PS Qube, Unit No. 1015A, 10<sup>th</sup> Floor, Kolkata- 700161 has been appointed as the Scrutinizer to scrutinize the remote e-voting and voting process to be carried out at the Annual General Meeting in a fair and transparent manner.
- VI. The Scrutinizer will submit a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman of the Company within 2 working days from the conclusion of the Annual General Meeting.
- VII. The Chairman shall declare the result forthwith. The Results declared alongwith the Scrutinizer's Report shall be placed on the Company's website [www.norbentea.com](http://www.norbentea.com) and on the website of CDSL and communicated to the stock exchange(s), immediately.



**Annexure to Notice**

**Details of Directors seeking appointment and re-appointment at the forthcoming Annual General Meeting [Pursuant to Regulation 36(3) of the SEBI (Listing Obligation and Disclosure Requirement) Regulations, 2015 and Secretarial Standard 2 on General Meetings]**

<b>Name of the Director</b>	<b>Mr. Manoj Kumar Daga</b>	<b>Ashok Vardhan Bagree</b>	<b>Komal Bhotika</b>
<b>Director Identification Number (DIN)</b>	00123386	00421623	08845578
<b>Date of Birth</b>	06-01-1963	29-12-1966	18-05-1988
<b>Nationality</b>	Indian	Indian	Indian
<b>Date of Appointment on the Board</b>	25 <sup>th</sup> April, 1994	-	-
<b>Designation</b>	Chairman & Mg. Director	Non-executive Independent Director	Non-executive Independent Director
<b>Qualifications</b>	Bachelor of Commerce	Bachelor of Commerce	Chartered Accountant
<b>Expertise in specific functional area</b>	Accounts, Finance	Accounts, Finance	Accounts, Finance
<b>Number of shares held in the Company</b>	120501	2036	Nil
<b>List of the directorships held in other listed companies</b>	Tongani Tea Company Limited	Tongani Tea Company Limited Shri Vasuprada Plantations Limited (Formerly : Joonktollee Tea & Industries Limited)	Shri Vasuprada Plantations Limited (Formerly : Joonktollee Tea & Industries Limited)
<b>Number of Board Meetings attended during the year 2023-24</b>	7	NA	NA
<b>Chairmanships / Memberships of Committees of other listed companies*</b>	<u>Stakeholders Relationship Committee</u> Tongani Tea Company Ltd. (Chairman)	<u>Audit Committee</u> Tongani Tea Company Ltd (Chairman)  <u>Stakeholders Relationship Committee</u> Tongani Tea Company Ltd. (Member)  <u>Audit Committee</u> Shri Vasuprada Plantations Limited (Member)  <u>Stakeholders Relationship Committee</u> Shri Vasuprada Plantations Limited (Chairman)	<u>Audit Committee</u> Shri Vasuprada Plantations Limited (Chairman)
<b>Relationships between Directors inter-se</b>	None	None	None
<b>Remuneration details (Including Sitting Fees &amp; Commission)</b>	Rs.6,60,000/-	-	-

\* Committee positions only Audit Committee and Stakeholders' Relationship Committee in Public Companies have been considered.



**Details of Statutory Auditors seeking appointment and re-appointment at the forthcoming Annual General Meeting [Pursuant to Regulation 36(5) of the SEBI (Listing Obligation and Disclosure Requirement) Regulations, 2015.**

The Members of the Company appointed M/s. P. D. Rungta & Co, Chartered Accountants (Firm Registration No.001150C) in its meeting held on November 1, 2023, to fill the casual vacancy caused by the resignation of M/s. L. K. Bohania & Co., Chartered Accountants (Firm Registration No. 317136E) for the current Financial Year 2023-24 w.e.f. 25<sup>th</sup> September, 2023 to hold office till the conclusion of this Annual General Meeting.

The Board of Directors of the Company based on recommendation of Audit Committee of the Board of the Company has recommended the appointment of M/s. A O MITTAL & ASSOCIATES, Chartered Accountants (FR No.014640C) in its meeting held on May 29, 2024, subject to approval of members of the Company at the ensuing Annual General Meeting (AGM) as the term of appointment of M/s. P. D. Rungta & Co, Chartered Accountants (Firm Registration No.001150C), was coming to an end at the conclusion of 34<sup>th</sup> AGM.

Brief profile and the terms of appointment are detailed as under:

**Brief Profile**

M/s. A O Mittal & Associates is a professional practising CA firm in Jaipur registered with the Institute of Chartered Accountant of India (ICAI), established in 2008 by CA Om Prakash Mittal with aim of providing a wide range of Auditing, accounting & financial services to the clients. Firm with its present name came into existence since 2008. Currently having full time working partner strength of 7 FCA & 5 ACA along with 3 Full Associate Professional.

**Terms of appointment and fee**

To hold office of the statutory auditors from conclusion of the 34<sup>th</sup> AGM until the conclusion of 39<sup>th</sup> AGM on such remuneration as may be mutually determined between the said Auditors and the Board of Directors of the Company.

The fee for the year 2024-25 for various services of M/s A O Mittal & Associates, Chartered Accountants, which includes Statutory Audit, Limited Reviews and Certification work is being discussed and once approved by Board, is expected to be up to Rs.75,000/- excluding out of pocket expenses and taxes. The fees paid to M/s. P. D. Rungta & Co, Chartered Accountants, the outgoing Auditors, for the year 2023-24 is detailed in the Corporate Governance Report.

M/s. A O Mittal & Associates, Chartered Accountants, have confirmed that their appointment, if made, would be in accordance with the conditions as prescribed in Rule 4 of Companies (Audit and Auditors) Rules, 2014 and that they satisfy the criteria provided in Section 141 of the Companies Act, 2013.

The Board of Directors upon recommendation of Audit Committee have recommended the appointment of M/s. A O Mittal & Associates, Chartered Accountants as the Statutory Auditors of the Company.

Annexure to Notice

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013 ("Act")

IN RESPECT OF ITEM NO.4&5

The Board of Directors of the Company (based on the recommendation of Nomination and Remuneration Committee) at its meeting held on May 29, 2024, recommended for the approval of the Members, the appointment of Mr. Ashok Vardhan Bagree (holding DIN:00421623)&Ms. Komal Bhotika (holding DIN: 08845578) as an Independent Director of the Company, in terms of section 149 read with Schedule IV of the Companies Act, 2013.

- Mr. Ashok Vardhan Bagree, aged about 57 years is Bachelor of Commerce with Honours in Accountancy. He is an eminent share broker in Kolkata and is also associated with various Companies as Director.

He is a Director in M/s. Tongani Tea Company Ltd., M/s. Shri Vasuprada Plantations Limited and M/s. Keshava Plantations Private Limited. He is a member of Tongani Tea Company Ltd. Mr. Bagree holds 2036 Equity shares of the Company. He does not hold for any other person on a beneficial basis, any shares in the Company.

The other details of Mr. Ashok Vardhan Bagree in terms of Regulation 36(3) of the Listing Regulation and Secretarial Standard 2 is annexed to this Notice. The Nomination & Remuneration Committee and the Board of Directors is of the opinion that Mr. Ashok Vardhan Bagree's vast knowledge and varied experience will be of great value to the Company and has recommended the Resolution at Item No.4 of this Notice relating to the appointment of Mr. Ashok Vardhan Bagree as an Independent Director, not be liable to retire by rotation, for your approval.

Except Mr. Bagree being an appointee, none of the Directors and Key Managerial Personnel of the Company and their relatives is concerned or interested, financial or otherwise, in the resolution set out at Item No.4.

- Ms. Komal Bhotika aged about 36 years, is a fellow member of Institute of Chartered Accountant of India (ICAI) and member of Institute of Company Secretaries of India (ICSI) and has over 12 years of extensive and varied experience in the field of registrar & share transfer agent services, finance, law & allied matters.

She is a Director in M/s. Shri Vasuprada Plantations Limited. She is not a member in any other Company in India. Ms. Bhotika does not hold by herself or for any other person on a beneficial basis, any shares in the Company.

She is not a Director or a Member in any other Company.

The other details of Ms. Komal Bhotika in terms of Regulation 36(3) of the Listing Regulation and Secretarial Standard 2 is annexed to this Notice. The Nomination & Remuneration Committee and the Board of Directors is of the opinion that Ms. Komal Bhotika's vast knowledge and varied experience will be of great value to the Company and has recommended the Resolution at Item No.5 of this Notice relating to the appointment of Ms. Komal Bhotika as an Independent Director, not be liable to retire by rotation, for your approval.

Except Ms. Bhotika being an appointee, none of the Directors and Key Managerial Personnel of the Company and their relatives is concerned or interested, financial or otherwise, in the resolution set out at Item No.5.

The other details of Mr. Ashok Vardhan Bagree & Ms. Komal Bhotika in terms of Regulation 36(3) of the Listing Regulation and Secretarial Standard 2 is annexed to this Notice. Mr. Ashok Vardhan Bagree & Ms. Komal Bhotika are not related to any Director of the Company.

In terms of proviso to sub-section (5) of Section 152, the Board of Directors is of the opinion that Mr. Mr. Ashok Vardhan Bagree & Ms. Komal Bhotika fulfills the conditions specified in the Act for their appointment as an Independent Director. After taking into consideration the recommendation of the Nomination & Remuneration Committee, the Board is of the opinion that Mr. Ashok Vardhan Bagree & Ms. Komal Bhotika vast knowledge and varied experience will be of great value to the Company and has recommended the Resolution at Item No.4 & 5 of this Notice relating to the appointment of Mr. Ashok Vardhan Bagree & Ms. Komal Bhotika, as an "Independent Director", not liable to retire by rotation for a period of five consecutive years commencing from the conclusion of the Annual General Meeting for the Financial Year ended 31<sup>st</sup> March, 2024 till the Annual General Meeting for the Financial Year ended 31<sup>st</sup> March, 2029, for your approval.

Mr. Ashok Vardhan Bagree & Ms. Komal Bhotika have given a declaration to the Board that they meet the criteria of independence as provided in Section 149(6) of the Companies Act, 2013 and Regulation 16 of the SEBI Listing Regulations. The Company has also received:-

- (i) the consent in writing to act as Director and
- (ii) intimation that he/she is not disqualified under section 164(2) of the Companies Act, 2013.
- (iii) a declaration to the effect that he/she is not debarred from holding the office of Director pursuant to any Order issued by the Securities and Exchange Board of India (SEBI).

A copy of the draft letter for the appointment of Mr. Ashok Vardhan Bagree & Ms. Komal Bhotika, as Independent Director setting out the terms & conditions would be available for inspection without any fee by the members at the Registered Office of the Company during normal business hours on any working day.

Mr. Ashok Vardhan Bagree & Ms. Komal Bhotika respectively are concerned or interested in the resolutions of the accompanying notice relating to their own appointment.

None of the other Directors, Key Managerial Personnel and relatives thereof is concerned or interested in the Resolutions at item nos.4 to 5.

## IN RESPECT OF ITEM NO.6&7

In terms of Regulation 23 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, ('SEBI Listing Regulations'), as amended, any transactions with a related party shall be considered material, if the transaction (s) entered into/ to be entered into individually or taken together with the previous transactions during a financial year exceeds Rs. 1,000 crore or 10% of annual consolidated turnover of the Company as per the last audited financial statements of the Company, whichever is lower, shall require prior approval of shareholders by means of an ordinary resolution. The said limits are applicable, even if the transactions are in the ordinary course of business of the concerned company and at an arm's length basis. The amended Regulation 2(1)(zc) of the SEBI Listing Regulation has also enhanced the definition of related party transaction which now includes a transaction involving a transfer of resources, services or obligations between (i) a listed entity or any of its subsidiaries on one hand and a related party of the listed entity or any of its subsidiaries on the other hand, as well as (ii) a listed entity or any of its subsidiaries on one hand and any other person or entity on the other hand, the purpose and effect of which is to benefit any related party of the listed entity or any of its subsidiaries, regardless of whether a price is charged or not. Further contract(s)/ arrangement(s)/ transaction(s) proposed to be entered into with the related party in the ordinary course of business of the Company & on arms' length basis for the next 12 months period are required to be placed before the Members for their approval before such contract(s)/ arrangement(s)/ transaction(s) are given effect to.

It is in the above context that, Resolution No(s) 6 and 7 are placed for the approval of the Members of the Company.

### **Background, details and benefits of the transaction:**

**M/s Tongani Tea Company Ltd (TTCL)** is engaged in the business of growing & manufacturing of tea. Tongani Tea Estate situated in Mangaldoi Tea District of Assam belongs to **M/s Tongani Tea Company Ltd**. TTCL is your Promoter Group Company. To meet the business requirements and with an object to reduce the debt financing cost of the Company, your Company proposes to enter into transaction(s) with **M/s Tongani Tea Company Ltd.**, which is a Promoter Group Company of your Company. Accordingly, transaction(s) with TTCL comes within the meaning of Related Party transaction(s) in terms of provisions of the Act, applicable Rules framed thereunder read with the Listing Regulations. The amount to be borrowed from TTCL will be unsecured and payable on demand at an interest rate prevailing in the market. The total value of the proposed transaction(s) could reach Rs. 5 Crore during the next 12 months period.

The Management has provided the Audit Committee with the relevant details, as required under law, of RPTs proposed to be entered into by your Company with TTCL for the next 12 months period including rationale, material terms and basis of pricing. The Audit Committee, after discussion and deliberation, has granted approval for RPTs with TTCL for an aggregate value of up to Rs. 5 crore to be entered during the next 12 months period. The Committee has noted that the said transactions will be on an arms' length basis and in the ordinary course of business of the Company.

Now, approval of the shareholders is being sought for the said Related Party Transaction(s) proposed to be entered into by your Company with TTCL for the next 12 months period.

Details of the transactions with TTCL, being a related party of the Company, including the information Pursuant to Rule 15 of Companies (Meetings of Board and its Powers) Rules, 2014, as amended till date, and SEBI Master Circular No.SEBI/HO/CFD/PoD2/CIR/P/2023/120 dated July 11, 2023, are as follows:

Sl.	Description	Details
1	Details of Summary of information provided by the Management to the Audit Committee	
a	Name of the related party and its relationship with the listed entity or its subsidiary, including nature of its concern or interest (financial or otherwise);	M/s Tongani Tea Company Ltd. is a Promoter Group Company of M/s Norben Tea & Exports Ltd. ("Company")
b	Name of the Director or KMP who is related	Manoj Kumar Daga, Managing Director of M/s. Norben Tea & Exports Ltd. ("Company")
c	Nature, material terms, monetary value and particulars of the contract or arrangement	Contract to borrow money not exceeding Rs. 5 crore in one or more tranches (up to a value of Rs.1 Crore per transaction). Amount to be borrowed shall be unsecured, payable on demand and rate of interest shall not exceed 10% per annum.
d	Tenure of the Transaction	Not fixed. The loan shall be repayable on availability of liquidity.
e	Value of transaction	Up to Rs. 5 crore
f	Percentage of annual consolidated turnover of M/s Norben Tea & Exports Ltd considering FY2023-24 as the immediately preceding financial year.	76.04%
2	Justification for the transaction	Please refer to 'Background, details and benefits of the transaction' which forms part of the statement to the resolution No.6
3	Details of transaction relating to any loans, inter-corporate deposits, advances or investments made or given by the listed entity or its subsidiary: Not Applicable	
i.	details of the source of funds in connection with the proposed transaction	Not Applicable
ii.	where any financial indebtedness is incurred to make or give loans, inter-corporate deposits, advances or investments - nature of indebtedness; - cost of funds; and - tenure	
iii.	applicable terms, including covenants, tenure, interest rate and repayment schedule, whether secured or unsecured; if secured, the nature of security	



iv.	the purpose for which the funds will be utilized by the ultimate beneficiary of such funds pursuant to the RPT	
4.	A statement that the valuation or other external report, if any, relied upon by the listed entity in relation to the proposed transaction will be made available through registered e-mail address of the shareholder	Not Applicable
5.	Any other information that may be relevant	All important information forms part of the statement setting out material facts, pursuant to Section 102(1) of the Companies Act, 2013 forming part of this Notice.

The Members may note that in terms of the provisions of the SEBI Listing Regulations, the related parties as defined thereunder (whether such related party(ies) is a party to the aforesaid transactions or not), shall not vote to approve resolutions under Item No.6.

None of the Directors and Key Managerial Personnel of the Company or their respective relatives, other than as mentioned above is concerned or interested, financially or otherwise, in the resolution mentioned at Item No.6 of the Notice.

Basis the consideration and approval of the Audit Committee, the Board of Directors recommend the Ordinary Resolution forming part of Item No.6 of the accompanying Notice to the shareholders for approval.

#### **Background, details and benefits of the transaction:**

M/s. Mangalam Products Pvt. Ltd. (MPPL) is engaged in the business of real estate is your Promoter Group Company. To meet the business requirements and with an object to reduce the debt financing cost of the Company, your Company proposes to enter into transaction(s) with M/s. Mangalam Products Pvt. Ltd., which is a Promoter Group Company of your Company. Accordingly, transaction(s) with MPPL comes within the meaning of Related Party transaction(s) in terms of provisions of the Act, applicable Rules framed thereunder read with the Listing Regulations. The amount to be borrowed from MPPL will be unsecured and payable on demand at an interest rate prevailing in the market. The total value of the proposed transaction(s) could reach Rs. 1 Crore during the next 12 months period.

The Management has provided the Audit Committee with the relevant details, as required under law, of RPTs proposed to be entered into by your Company with MPPL for the next 12 months period including rationale, material terms and basis of pricing. The Audit Committee, after discussion and deliberation, has granted approval for RPTs with MPPL for an aggregate value of up to Rs. 1 crore to be entered during the next 12 months period. The Committee has noted that the said transactions will be on an arms' length basis and in the ordinary course of business of the Company.

Now, approval of the shareholders is being sought for the said Related Party Transaction(s) proposed to be entered into by your Company with MPPL for the next 12 months period.

Details of the transactions with MPPL, being a related party of the Company, including the information Pursuant to Rule 15 of Companies (Meetings of Board and its Powers) Rules, 2014, as amended till date, and SEBI Master Circular no. SEBI/HO/CFD/PoD2/CIR/P/2023/120 dated July 11, 2023, are as follows:

Sl.	Description	Details
1	Details of Summary of information provided by the Management to the Audit Committee	
a	Name of the related party and its relationship with the listed entity or its subsidiary, including nature of its concern or interest (financial or otherwise);	M/s. Mangalam Products Pvt Ltd. is a Promoter Group Company of M/s. Norben Tea & Exports Ltd. ("Company")
b	Name of the Director or KMP who is related	NIL
c	Nature, material terms, monetary value and particulars of the contract or arrangement	Contract to borrow money not exceeding Rs. 1 crore in one or more tranches (up to a value of Rs. 50 Lakhs per transaction). Amount to be borrowed shall be unsecured, payable on demand and rate of interest shall not exceed 10% per annum.
d	Tenure of the Transaction	Not fixed. The loan shall be repayable on availability of liquidity.
e	Value of transaction	Up to Rs. 1 crore
f	Percentage of annual consolidated turnover of M/s Norben Tea & Exports Ltd considering FY2023-24 as the immediately preceding financial year.	15.21%
2	Justification for the transaction	Please refer to 'Background, details and benefits of the transaction' which forms part of the statement to the resolution No.7
3	Details of transaction relating to any loans, inter-corporate deposits, advances or investments made or given by the listed entity or its subsidiary: Not Applicable	
i.	details of the source of funds in connection with the proposed transaction	Not Applicable
ii.	where any financial indebtedness is incurred to make or give loans, inter-corporate deposits, advances or investments - nature of indebtedness; - cost of funds; and - tenure	
iii.	applicable terms, including covenants, tenure, interest rate and repayment schedule, whether secured or unsecured; if secured, the nature of security	



iv.	the purpose for which the funds will be utilized by the ultimate beneficiary of such funds pursuant to the RPT	
4.	A statement that the valuation or other external report, if any, relied upon by the listed entity in relation to the proposed transaction will be made available through registered e-mail address of the shareholder	Not Applicable
5.	Any other information that may be relevant	All important information forms part of the statement setting out material facts, pursuant to Section 102(1) of the Companies Act, 2013 forming part of this Notice.

The Members may note that in terms of the provisions of the SEBI Listing Regulations, the related parties as defined thereunder (whether such related party(ies) is a party to the aforesaid transactions or not), shall not vote to approve resolutions under Item No.7.

None of the Directors and Key Managerial Personnel of the Company or their respective relatives, other than as mentioned above is concerned or interested, financially or otherwise, in the resolution mentioned at Item No.7 of the Notice.

Basis the consideration and approval of the Audit Committee, the Board of Directors recommend the Ordinary Resolution forming part of Item No.7 of the accompanying Notice to the shareholders for approval.

By Order of the Board  
For **NORBEN TEA & EXPORTS LTD.**

Regd. Office:  
15B, Hemanta Basu Sarani, 3rd Floor,  
Kolkata-700001.

Date: 29<sup>th</sup> May, 2024

Sd/-  
**MANOJ KUMAR DAGA**  
(Mg. Director)  
DIN: 00123386