



INDONG TEA COMPANY LIMITED

CIN No.: L01122WB1990PLC050506

Sikkim Commerce House, 4/1, Middleton Street, Kolkata - 700 071, India

Phone: 91-33 4006 3601 / 3602

E-mail: indongtea@asiangroup.in

Website: www.indongteaco.com

Garden: P.O. - Matelli, Dist.: Jalpaiguri (W.B.) Pin: 735223. Rly. Station: Chalsa

Date: 20th July, 2024

To,
BSE Limited
Department of Corporate Services
Floor 25, P. J. Towers, Dalal Street
Mumbai - 400 001

Scrip Code and ID: 543769 (INDONG)

Sub: **Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 - Appointment of Secretarial Auditor for the F.Y. 2024-25**

Dear Sir/ Madam,

Pursuant to Regulation 30 read with Schedule III of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, we would like to inform you that Board of Directors of Indong Tea Company Limited at its meeting held on 20th July, 2024 at its registered office situated at 4/1, Middleton Street, Sikkim Commerce House, Kolkata- 700071, has transacted and approved the appointment of M/s Puja Pujari & Associates, (Proprietor: Puja Pujari), Practicing Company Secretary (M. No FCS - 13102 & COP No.: 20171), the Secretarial Auditor of the company for the FY 2024-25 based on the recommendations received from the Audit Committee.

Disclosure of information pursuant to Regulation 30 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 read with SEBI Circular No SEBI/HO/CFD/CFD-PoD1/P/CIR/2023/123 dated 13th July, 2023 is attached herewith as '**Annexure A**'.

Thanking You,

Yours faithfully,

For, Indong Tea Company Limited

Chandan Gupta
Company Secretary cum Compliance Officer



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ANNEXURE-A

Disclosure of information pursuant to Regulation 30 of SEBI LODR Regulations read with SEBI circular No. SEBI/HO/CFD/CFD-PoD1/P/CIR/2023/123 dated July 13, 2023

APPOINTMENT OF M/S PUJA PUJARI & ASSOCIATES (PROPRIETOR: PUJA PUJARI), PRACTICING COMPANY SECRETARY AS SECRETARIAL AUDITOR OF THE COMPANY

Sl. No.	Particulars	Disclosure
1.	Name	Puja Pujari & Associates (Proprietor: Puja Pujari)
2.	Reason for change viz., appointment, resignation, removal, death or otherwise	<p>The tenure of existing Secretarial Auditor CS Prachi Todi, Practicing Company Secretary has come to an end.</p> <p>Therefore, in order to comply with the provisions of the Companies Act, 2013 and the requirements under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company has appointed M/s Puja Pujari & Associates (Proprietor: Puja Pujari) Practicing Company Secretary (COP No. - 20171), as Secretarial Auditor for the financial year 2024-25 onwards.</p>
3.	Date of appointment/ cessation (as applicable) & terms of appointment	<p>Date: 20th July, 2024</p> <p>M/s Puja Pujari & Associates (Proprietor: Puja Pujari), Practicing Company Secretary (COP No. - 20171) are appointed as Secretarial Audit for the financial year 2024-25 onwards.</p>
4.	Brief profile (in case of appointment)	<p>CS Puja Pujari is the Fellow member of the Institute of Company Secretaries of India and is also Commerce & Law Graduate. She also possesses post-qualification degree in Business Policy & Corporate Governance.</p> <p>She has over 7 years of experience in the fields of Corporate Laws, RBI Laws, SEBI Laws, NCLT, regular compliances, Liquidation & Merger and Demerger of Unlisted and Private Companies.</p> <p>She has also Peer Review Certificate vide certificate no 3636/2023 dated 15.06.2023 by the Institute of Company Secretaries of India and the same is valid till 30th June 2028.</p>
5.	Disclosure of relationships between directors (in case of appointment of a director)	Not Applicable