



ASIAN TEA & EXPORTS LTD.

CIN No. L24219WB1987PLC041876

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

Tel: +91 33 2287 9732 / 7334, 4006 3601 (15 Lines)

Email: info@asianteaexports.com, Website: www.asianteaexports.com

01-12-2023

To,

Bombay Stock Exchange Limited PhirozeJeejebhoy Towers Dalal Street, 25th Floor Mumbai- 400001 Script Code: 519532	Calcutta Stock Exchange Association Limited 7, Lyons Range Kolkata – 700001 Script Code: 011053
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Subject: Intimation of change in Company Secretary & Compliance officer Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Dear Sir/Madam,

Pursuant to 30 of SEBI (Listing Obligations and Disclosure) , 2015 read with Part A of III of said , this is to inform you that the Board of Directors in its meeting held today i.e, December 1, 2023, has approved/taken note of the following:

1. Letter dated 23rd November, 2023 from Ms. Annu Jain (No- A49846) from the post of Company & Officer of the Company w.e.f. December 1, 2023, due to personal reasons (**Copy enclosed as Annexure 1**). The Board has accepted her resignation and has relieved her from her responsibilities the w.e.f. December 1, 2023.

2. Appointment of Ms. Anjali Shaw (No. A48857) as Company Secretary and Compliance Office of the Company w.e.f. December 1, 2023, under Section 203 of Act,2013 and under Regulation 6 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Her brief profile is enclosed below:

Reason for change viz. Appointment	Ms. Anjali Shaw has been appointed as Company Secretary and Compliance officer of the company in place of Ms. Annu Jain, who resigned from the said post w.e.f. 01.12.2023
Date of Appointment	01.12.2023
Brief Profile (in case of Appointment)	Ms. Anjali Shaw is a qualified company secretary and having working experience of more than 5 years in corporate field. Previously She was working with Serious Fraud Investigation Office, a government



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	investigation unit dealing with corporate fraud. Her Role as an investigation unit to identify and provide a brief analysis on the corporate fraud to put up the concerned company for prosecution.
Disclosure of relationships between Directors (in case of appointment of a director)	Not Applicable

You are kindly requested to take the same on record.

Thanking You,

Asian Tea and Exports Limited

**HARIRAM
GARG**

Digitally signed by
HARIRAM GARG
Date: 2023.12.01
14:01:46 +05'30'

Hariram Garg
Managing Director
(DIN:00216053)

Annu Jain

5/3B, Chitrakut Dham, Chandiberia Power House, Kolkata-700102

Date: 23-11-2023

To,

The Board of Directors

(Asian Tea & Exports Limited)

Address: Sikkim Commerce House,

4/1, Middleton Street, Kolkata-700071

Subject: Resignation Letter from the post of Company Secretary of Asian Tea & Exports Limited (“the Company”)

Dear Sir/Ma’am,

This is to inform you that I, Ms. Annu Jain, hereby tender my resignation from the post of Company Secretary of the Company due to personal reason.

The Board is kindly requested to accept my resignation and take the same on your records. I would like to thank the Board and the fellow members for the support extended during my tenure as Company Secretary. Further, request you to file the necessary forms with the Registrar of Companies, Kolkata to give the effect of this resignation.

Thanking you,

Yours Faithfully

ANNU
JAIN

Digitally signed
by ANNU JAIN
Date: 2023.11.23
10:18:17 +05'30'

Annu Jain

(Company Secretary)



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CERTIFIED COPY OF THE RESOLUTION PASSED AT THE BOARD OF DIRECTORS' MEETING OF M/S ASIAN TEA AND EXPORT LTD HELD AT ITS REGISTERED OFFICE AT 4/1 MIDDLETON STREET, KOLKATA- 700071, WEST BENGAL, ON THE 1ST DAY OF DECEMBER 2023 AT 1.30 P.M.

4. RESIGNATION TENDERED BY COMPANY SECRETARY

The Chairman placed before the Board the resignation letter of Ms. Annu Jain, Secretary of the Company for their perusal. The Board expressed its appreciation of services and valuable advice rendered by her during the tenure of her service. The matter was discussed at length and following resolutions were passed:

"RESOLVED THAT the resignation of Ms. Annu Jain from the post of Company Secretary cum Compliance Officer of the Company be and is hereby accepted and noted w.e.f. 1st December 2023.

RESOLVED FURTHER THAT any one of the Director of the company be and is hereby authorized to digitally sign and submit necessary e-form with the Registrar of Companies, Kolkata and to do all such acts, deeds and things as may be necessary to give effect to the above resolution".

RESOLVED FURTHER THAT any of the Directors of the Company be and is hereby authorized to issue the certified true copy of the instant resolution."

5. APPOINTMENT OF MS. ANJALI SHAW AS COMPANY SECRETARY & COMPLIANCE OFFICER

RESOLVED THAT pursuant to section 203, read with rule 8 of Companies (Appointment & Remuneration) Rules 2014 and other applicable provision (including any modification or re-enactment thereof), if any, of the Companies Act, 2013 the consent of the Board be and is hereby accorded to appoint Ms. Anjali Shaw an Associate Member of The Institute of Company Secretaries of India holding the prescribed qualification under Rule 2(1) (Appointment and Qualification of Secretary) Rules,1988, as Whole time Secretary of the Company with effect from 1st December, 2023 at a remuneration to be determined by the Board of Directors of the company from time to time and to perform the duties which may be performed by a Secretary under the Companies Act, 2013 and any other duties assigned to her by the Board from time to time"

RESOLVED FURTHER that Ms. Anjali Shaw be and is hereby appointed as Compliance Officer of the company w.e.f 1st December, 2023 in compliance to Regulation 6(1) of the SEBI (LODR) Regulations, 2015."

RESOLVED FURTHER THAT any one of the Director of the company be and is hereby authorized to digitally sign and submit necessary e-form with the Registrar of Companies,





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Kolkata and to do all such acts, deeds and things as may be necessary to give effect to the above resolution”.

RESOLVED FURTHER THAT any of the Directors of the Company be and is hereby authorized to issue the certified true copy of the instant resolution.”

For Asian Tea and Exports Limited

ASIAN TEA & EXPORTS LTD


Managing Director
(Hariram Garg)
DIN: 00216053

DIRECTOR