



Registered Office : Dhoedaam Tea Estate, P.O. Borahapjan, Dist. Tinsukia, Assam 786150. **Tel:** 03759-247922, **Corporate Office:** 12, Pretoria Street, Kolkata 700071, **Tel:** 91-33-40341000, **Fax:** 91-33-40341015. **E-mail:** investors@jameswarrentea.com, **Website:** www.jameswarrentea.com

NOTICE

Notice is hereby given that the 11th Annual General Meeting ("AGM") of the Company will be held on **Saturday, the 5th day of September, 2020 at 11:00 A.M. (IST)** through Video Conferencing ('VC') / Other Audio-Visual Means ('OAVM'), in compliance with all the applicable provisions of the Companies Act, 2013 and the Rules made thereunder and the Securities and Exchange Board of India ("**SEBI**") (Listing and Obligations and Disclosure Requirements), Regulations, 2015, read with General Circular No. 14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020 and General Circular No. 20/2020 dated May 05, 2020 issued by the Ministry of Corporate affairs ("**MCA Circular**") and Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12th May 2020 issued by the Securities and Exchange Board of India ("**SEBI Circular**") (collectively referred to as "**relevant circulars**"), to transact the businesses as set out in the Notice of AGM dated **25th July, 2020**.

In compliance with the relevant circulars, the Annual Report for the Financial Year 2019-20 including the Notice of AGM has been sent to the Shareholders of the Company whose email addresses are registered with the Company/Depository participant(s) on **13th August, 2020**. The Company is providing e-voting facilities to the Members of the Company holding shares either in physical or in dematerialized form as on the cut-off date to cast their vote electronically through e-voting services provided by Central Depository Services (India) Ltd. (CDSL). Members are requested to note the following:

1. Members can attend and participate in the AGM through VC/OAVM facility only and shall be reckoned for the purpose of quorum under Section 103 of the Companies Act, 2013.
2. The manner of remote e-voting, attending AGM through VC/OAVM and e-voting during AGM by the members holding shares in dematerialized mode, physical mode and for members who have not registered their email addresses have been provided in detail in the Notice of the AGM.
3. The documents referred to in the notice of the AGM are available for inspection from the date of circulation of this Notice up to the date of AGM. Members seeking to inspect such documents can send an email to investors@jameswarrentea.com.
4. Pursuant to Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Section 108 of the Companies Act, 2013 and the Rules framed thereunder, the Company is providing e-voting facilities to the Members of the Company holding shares either in physical or in dematerialized form as on the cut-off date i.e. 28th August, 2020 to cast their vote electronically through e-voting services provided by CDSL on all resolutions set out in the Notice of the AGM. Members are requested to note the following:
 - i. **The Remote e-voting period shall commence on Wednesday, 2nd September, 2020 at 10.00 a.m. (IST) and shall end on Friday, 4th September, 2020 at 5.00 p.m. (IST).** The remote e-voting module shall be disabled thereafter and voting through electronic mode shall not be allowed beyond said date and time.
 - ii. **Cut-off date: 28th August, 2020.**
 - iii. Any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the cut-off date, may obtain the login-ID and sequence number by sending a request to Maheshwari Datamatics Pvt. Limited, the Registrar & Share Transfer Agents (RTA) at mdpldc@yahoo.com or to the Company at investors@jameswarrentea.com.
However, if the member is already registered with CDSL for e-voting then such member can use his/her existing User ID and password for casting his/her vote.
 - iv. The facility for e-voting shall also be made available during the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right during the meeting through e-voting.
 - v. A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again in the AGM.
5. 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 AGM.
6. Notice of the AGM and the Annual Report is available on the company's website i.e. www.jameswarrentea.com, website of CDSL at www.cdslindia.com and on the websites of Stock Exchanges i.e., BSE (www.bseindia.com) and CSE (www.cse-india.com).
7. The Company has appointed **Mr. Santosh Kumar Tibrewalla**, Practicing Company Secretary as Scrutiniser to scrutinize both the electronic voting process and voting process at the venue of AGM in fair and transparent manner.
8. In case of any query or grievances connected to e-voting, please contact CDSL: Mr. Moloy Biswas, Regional Manager, Kolkata at Phone (033) 2282-1375/1800-200-5533 or e-mail: helpdesk.evoting@cdslindia.com or moloyb@cdslindia.com
9. The Company has also published a communication on 30th July, 2020 to facilitate updation of email-IDs of members who have not registered the same.
10. Pursuant to section 91 of the Companies Act, 2013 and regulation 42 of SEBI LODR, the Register of Members and Share Transfer Books of the Company will remain closed from **29th August, 2020 to 5th September 2020** (both days inclusive) for the purpose of ensuing AGM.
11. 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 3 days prior to meeting mentioning their name, demat account number/folio number, email id, mobile number at investors@jameswarrentea.com. The shareholders who do not wish to speak during the AGM but have queries may send their queries in advance 3 days prior to meeting mentioning their name, demat account number/folio number, email ID, mobile number at investors@jameswarrentea.com. These queries will be replied to by the company suitably by email.

**By Order of the Board
For James Warren Tea Limited**

Place: Kolkata
Date: 13.08.2020

sd/-
Pooja Jaiswal
Company Secretary & Compliance Officer