

THE BORMAH JAN TEA COMPANY (1936) LIMITED

3, Netaji Subhas Road, Kolkata – 700 001

Tel : 033 2248 3585/0313, 22482762 (Fax)

e-mail : accounts@teestavalley.com

website : www.bormahjantea.com

CIN : L01132WB1936PLC008535

NOTICE

Notice is hereby given that the 83rd Annual General Meeting of the Members of The Bormah Jan Tea Co (1936) Ltd. will be held at “McLeod House”, 3, Netaji Subhas Road, 2nd Floor, Kolkata: 700 001 on Thursday, 31st December, 2020 at 03.30 P. M to transact the following business :-

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statement, consisting of Balance Sheet as at 31st March, 2020 and the Profit & Loss Account and Cash Flow Statement for the year ended 31st March, 2020 and the reports of the Board of Directors and Auditors thereon.
2. To appoint a Director in place of Mrs. Namrata Bhartia (DIN 01179006) who retires by rotation and being eligible offers herself for re-appointment.
3. To appoint Branch Auditors and to fix their remuneration.

Special Business :

4. To Consider and, if thought fit, to pass, with or without modification (s), the following Resolution as an
ORDINARY RESOLUTION

“RESOLVED THAT pursuant to the provisions of Sec.149, 150 & 152 read with Schedule IV and any other applicable provisions of the Companies Act, 2013 and the Rules made thereunder (including any statutory modification (s) or re-enactment thereof for the time being in force) Mr. Jayanta Majumder (DIN: 07852581) who was appointed as an additional Director on 14.11.2019, to hold the office as an Independent Director be and is hereby appointed as an Independent Director of the Company to hold the office for a period of five years w.e.f. 14.11.2019 i.e. from 14.11.2019 to 13.11.2024 and shall not be liable to retire by rotation.

5. To Consider and, if thought fit, to pass, with or without modification (s), the following Resolution as an
ORDINARY RESOLUTION

“RESOLVED THAT pursuant to the provisions of Sec.149, 150 & 152 read with Schedule IV and any other applicable provisions of the Companies Act, 2013 and the Rules made thereunder (including any statutory modification (s) or re-enactment thereof for the time being in force) Mr. Dhruv Bajoria (DIN: 07935582) who was appointed as an additional Director on 14.11.2019, to hold the office as an Independent Director be and is hereby appointed as an Independent Director of the Company to hold the office for a period of five years w.e.f. 14.11.2019 i.e. from 14.11.2019 to 13.11.2024 and shall not be liable to retire by rotation.

Registered Office:
5 & 7, Netaji Subhas Road,
Kolkata: 700 001
Dated: 5th December, 2020

By Order of the Board
The Bormah Jan Tea Co (1936) Ltd.

Mudit Bajoria
Director
(DIN : 00015402)

THE BORMAH JAN TEA COMPANY (1936) LIMITED

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

ITEM NO. 4 & 5

At the Board Meeting held on 14.11.2019 Mr. Dhruv Bajoria and Mr. Jayanta Majumder were appointed as additional directors to hold office as Independent Directors, subject to the approval of the shareholders at the General Meeting.

In the opinion of the Board each of Mr. Dhruv Bajoria and Mr. Jayanta Majumder fulfill the conditions specified in the Act and meets the criteria of independence specified in Sec.149(6) of the Act. and Rules made thereunder for appointment as Independent Directors. The Board considers that the continued association of the aforesaid persons would be of immense benefit to the Company and it is desirable to continue to avail their services as Independent Directors. Accordingly, the Board recommends the resolution set out at Item No. 4 & 5 of the convening Notice for approval by the Share-holders of the Company.

Mr. Dhruv Bajoria and Mr. Jayanta Majumder and their relatives may be considered to be interested in the respective Resolution in so far as they relate to them individually. No other Director of the Key Managerial Personnel of the Company or their relatives is concerned or interested, financially or otherwise, in respect of the said resolutions.

Information on Directors seeking Appointment / Re-appointment Pursuant to the Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Item No.2 of the Notice

Sl. No.	Particulars	Mrs. Namrata Bhartia
1	Director Identification No. (DIN)	01179006
2	Date of Birth	21.10.1977
3	Date of First Appointment	29.09.2015
4	Qualification	Graduate
5	No. of Shares held	3700
6	Nature of Expertise	20 years in General Administration
7	Relationship Between Directors Inter –Se	Daughter of Mg. Director – Mr. Bharat Bajoria
8	Other Directorship	Jubilant Enpro Services Private Limited

THE BORMAH JAN TEA COMPANY (1936) LIMITED

Item No.4 of the Notice

Sl. No.	Particulars	Mr. Dhruv Bajoria
1	Director Identification No. (DIN)	07935582
2	Date of Birth	21.11.1994
3	Date of First Appointment	14.11.2019
4	Qualification	Graduate
5	No. of Shares held	NIL
6	Nature of Expertise	5 years of Industrial & Administration Experience
7	Relationship Between Directors Inter –Se	Son of Other Director – Mr. Mudit Bajoria
8	Other Directorship	The Teesta Valley Tea Co. Ltd. Langlai Tea And Industries Ltd. Baghmari Tea Co. Ltd. Classique Trade Holdings Ltd. Sabrang Steel Private Limited

Item No.5 of the Notice

Sl. No.	Particulars	Mr. Jayanta Majumder
1	Director Identification No. (DIN)	07852581
2	Date of Birth	14.06.1963
3	Date of First Appointment	14.11.2019
4	Qualification	BSC (Hons)
5	No. of Shares held	NIL
6	Nature of Expertise	33 years in Tea Marketing (Domestic & International)
7	Relationship Between Directors Inter –Se	None
8	Other Directorship	Teesta Valley Exports Limited

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Director
(DIN : 00015402)

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NOTES:

- a) A Member entitled to attend and vote at the Annual General Meeting may appoint a Proxy to attend and vote thereat instead of himself/herself. A Proxy need not be a Member of the Company. Proxies, in order to be effective, must be received at the Company's Registered Office situated at 3, Netaji Subhas Road, Kolkata: 700 001 not less than forty-eight hours before the Meeting.

In terms of Rule 19 of the Companies (Management and Administration) Rules, 2014, a person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the share capital of the Company carrying voting rights. A member holding more than ten percent of the total share capital of the company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.

- b) The Register of Members and Share Transfer Books of the Company will remain closed from 24th December, 2020 to 31st December, 2020 (both days inclusive).
- c) A Member desirous of getting any information on the accounts or operations of the Company is requested to forward his queries to the Company at least seven days prior to the Meeting so that the required information can be made available at the Meeting.
- d) Members who have not registered their e-mail addresses so far are requested to register their e-mail addresses for receiving all communication including Annual Report, Notices, Circulars, etc. from the Company electronically.
- e) In case of joint holders, attending the meeting, only such joint holder, who is higher in the order of names, will be entitled to vote at the meeting.
- f) **Instruction on e-voting :** In compliance with section 108 of the Companies Act 2013, Rule 20 of the Companies (Management and Administration) Rule 2014 and amended and Clause 35B of the Listing Agreement, the company has provided a facility to the members to exercise their votes electronically (remote e-voting) through electronic voting service facility arranged by CDSL. The facility for voting, through ballot paper, will also be made available at the AGM and the members attending the AGM who not already cast their votes by remote e-voting shall be able to exercise their right at the AGM through ballot paper. Members who have cast their votes by remote e-voting prior to the AGM may attend the AGM but shall not be entitled to cast their votes again
- g) The voting rights of the members shall be in proportion to their shares in the paid up equity share capital of the company as on the cutoff date of 24th December 2020 i.e. the cut off date, are entitled to vote on the Resolutions set forth in this notice.
- h) The members may cast their votes on electronic voting system from a place other than the venue of the meeting (remote e-voting). The remote e-voting period will commence at 9.00 a.m. on Monday 28th December 2020 and will end at 5.00 p.m. on Wednesday 30th December 2020. In addition, the facility for physical voting shall also be made available at the AGM and the members attending the AGM who

have not cast their vote by remote e-voting or through Ballot form, shall be eligible to vote at the AGM. The company has appointed Mr. Babulal Patni (FCS-2304) Practicing Company Secretary, to act as the Scrutinizer, to scrutinise the entire e-voting process in a fair and transparent manner. The members desiring to vote through remote e-voting are requested to refer to the detailed procedure given as under :

- 1) The shareholders should log on to the e-voting website www.evotingindia.com.
- 2) Click on the Shareholders.
- 3) Now, select the “The Bormah Jan Tea Co (1936) Limited”, from the drop down menu and click on “SUBMIT”.
- 4) 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) Members holding shares in physical form should enter folio number registered with the company.
- 5) Next enter the image verification as displayed and click on login.
- 6) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used.
- 7) If you are first time user follow the steps given below :

	For Members holding shares in Demat form and physical form
PAN	<p>Enter your 10 digits 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"> - Members who have not updated their PAN with the Company/Depository participant are requested to use the first two letters of their name and the 8 digit of the sequence number in the PAN field. - In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Tarun Dutta with the sequence number 1 then enter TA00000001 in the PAN field.
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"> - If both the details are not recorded with the depository or company please enter the member id/folio number in the Dividend Bank Details filed as mentioned in instruction (3).

- 8) After entering these details appropriately, click on “SUBMIT” tab.
- 9) Members holding shares in physical form will then directly reach the company selection screen. However, members 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.

- 10) For members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this notice.
 - 11) Click on the EVSN for the relevant {The Bormah Jan Tea Co (1936) Limited} on which you choose to vote.
 - 12) 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.
 - 13) Click on the “RESOLUTION FILE LINK” if you wish to view the entire Resolution details.
 - 14) 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.
 - 15) Once your “CONFIRM” your vote on the Resolution, you will not be allowed to modify your vote.
 - 16) You can also take a print of the votes cast by clicking on “Click here to print” option on the voting page.
 - 17) If a demat account holder has forgotten the login password the enter the user ID and the image verification code and click on Forgot Password and enter the details as promoted by the system.
 - 18) Note for Non-Individual Shareholders and Custodians :
 - a) Non-individual Shareholders (i.e. other than Individuals, HUF,NRI etc.) and Custodian are required to log on to www.evotingindia.com and registered themselves as Corporates.
 - b) A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
 - c) 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.
 - d) The list of accounts linked in the login should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - e) A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in the favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
 - 19) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (FAQ) and e-voting manual available at www.evotingindia.com under help section or write an email to helpdesk.evoting@cdslindia.com or contact them at 1800 200 5533.
- i. The notice of annual general meeting will be sent to the members electronically, whose names appear in the register of members/depositories as at closing hours of business on 5th December, 2020 and who have registered their email id with the Company/Registrar. Members may download the notice from the website of the Company.
- j. The shareholders shall have one vote per equity share held by them as on the cut-off date (record date) of 24th December, 2020. The facility of e-voting would be provided once for every folio/client id, irrespective of the number of joint holders.

- k. Any person, who acquires shares of the Company and become member of the as of the cut-off date, i.e., 24th December, 2020, may obtain the login ID and password by sending a request at [**helpdesk.evoting@cdslindia.com**](mailto:helpdesk.evoting@cdslindia.com).. However, if you are already registered with CDSL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using “Forgot User Details / Password” option available on [**helpdesk.evoting@cdslindia.com**](mailto:helpdesk.evoting@cdslindia.com).
- l. 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, voting through Ballot Form, as well as voting at the Annual General Meeting through polling paper.
- m. Mr Babulal Patni, Practicing Company Secretary (Membership No. FCS 2304), has been appointed as the Scrutinizer to scrutinize the remote e-voting process (including the Ballot Form received from the Members who do not have access to the remote e-voting process) in a fair and transparent manner.
- n. At the Annual General Meeting, at the end of the discussion of the resolutions on which voting is to be held, the Chairman shall with the assistance of the Scrutinizer order voting for all those members who are present but have not cast their vote electronically using the remote e-voting facility or Ballot Form.
- o. The Scrutinizer shall immediately after the conclusion of voting at the Annual General Meeting, first count the votes at the Annual General Meeting, thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and make not later than 48 hours of conclusion of the meeting, a consolidated Scrutinizer;s Report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing who shall countersign the same.
- p. The Chairman or a person authorized by him in writing shall declare the result of voting forthwith.
- q. The results declared along with the Scrutinizer’s Report shall be placed on the Company’s website [**www.bormahjantea.com**](http://www.bormahjantea.com) and on the website of CDSL [**helpdesk.evoting@cdslindia.com**](mailto:helpdesk.evoting@cdslindia.com) immediately after the result declared by the Chairman or any other person authorized by the Chairman and the same shall be communicated to The Calcutta Stock Exchange Limited, where the shares of the Company are listed.

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Dated: 5th December, 2020

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Director
(DIN : 00015402)