

NORBEN TEA & EXPORTS LIMITED
CIN : L01132WB1990PLC048991
15B, Hemanta Basu Sarani, 3rd Floor, Kolkata-700001
Phone No.22100553, Fax No.033 22100541.
E-mail:enquiry@norbentea.com; Website : www.norbentea.com

NOTICE

Members are hereby informed that the Company has completed dispatch of the Notice of the 26th Annual General Meeting of the Company to be held on Friday, the 2nd September, 2016 at 10.30 A.M., at Indian Council for Cultural Relations, 9A, Ho Chi Minh Sarani, Kolkata-700071, by e-mail/physical mode within 9th August, 2016.

As per Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Amendment Rules, 2015, the Company is pleased to provide its Shareholders the facility to cast their vote by electronic means on all the resolutions set forth in the Notice. The details pursuant to the provisions of the Companies Act, 2013 and the Rules are given here under :

- a) Date and time of commencement of remote E-voting: 30th August, 2016 at 9.00 a.m.
- b) Date and time of end of remote E-voting: 1st September, 2016 at 5.00 p.m.
- c) Cut-off date: 26th August, 2016.
- d) 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. 26th August, 2016, are requested to send the written / email communication to the Company at investorcare@norbentea.com by mentioning their Folio No. / DP ID and Client ID to obtain the Login-ID and Password for e-voting.
- e) Remote E-Voting shall not be allowed beyond 5.00 p.m. on 1st September, 2016.
- f) Voting by members present at the meeting, will be done through Physical ballot paper/ polling paper.
- g) A member may participate in the meeting even after exercising his right to vote through remote e-voting but shall not be allowed to vote again in the meeting.
- h) 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 voting in the General Meeting.
- i) The Notice of 26th Annual General Meeting is available on the Company's website at www.tonganitea.com and on the website of CDSL at: www.evotingindia.com.
- j) For electronic voting instructions, Shareholders may go through the instructions in the Notice of 26th Annual General Meeting and in case of any queries / grievances connected with electronic voting, Shareholders may refer the Frequently Asked Questions ("FAQs") and e-voting user manual for the Shareholders available at : www.evotingindia.com under help section or contact Mr. Pawan Kothari, Company Secretary, 15B, Hemanta Basu Sarani, 3rd Floor, Kolkata-700 001 or write an email to investorcare@norbentea.com or call +91 33 22100553.

For **NORBEN TEA & EXPORTS LTD.**

Sd/-

Date : 9th August, 2016
Place: Kolkata

PAWAN KOTHARI
(Company Secretary)
Membership No.A14339