



**NORBEN TEA & EXPORTS LTD**  
**CIN : L01132WB1990PLC048991**

Date: 07-07-2025

Dear Shareholders,

**Sub: Special Window for Re-lodgement of Transfer Requests of Physical Shares**

The Securities and Exchange Board of India ('SEBI') vide its circular no SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/97 dated July 02, 2025 has announced a special 6-month window for investors to re-lodge transfer deeds for physical shares. This applies to requests submitted before April 1, 2019, but returned, rejected, or left unprocessed due to document-related issues.

The window will remain open from July 7, 2025, to January 6, 2026. Only transfer requests that were lodged prior to April 1, 2019, and faced issues due to incomplete or incorrect documentation are covered under this provision.

Physical transfer of securities was discontinued starting April 1, 2019. SEBI had earlier allowed re-lodgement until March 31, 2021.

During a special 6-month window period, the securities that are re-lodged for transfer (including those requests that are pending with our RTA, as on July 02, 2025) shall be issued only in demat mode. Due process shall be followed for such transfer-cum-demat requests.

In case of any queries or assistance, you are requested to contact our RTA at the details provided below:

MCS Share Transfer Agent Limited  
(Unit: M/s. Norben Tea & Exports Limited)  
383, Lake Gardens, 1<sup>st</sup> Floor,  
Kolkata-700045  
E-mail: mcssta@rediffmail.com  
Website: www.mcsregistrars.com  
Phone No.033-4072 4051/52/53

Yours faithfully,  
For Norben Tea & Exports Limited

Sd/-  
Niraj Tiwari  
Company Secretary  
ACS No.ACS70479

Place: Kolkata

**15B, Hemanta Basu Sarani 3rd Floor, Kolkata - 700 001 ☎ 2210 0553 Fax 2210 0541**  
**E-mail : enquiry@norbentea.com Website : www.norbentea.com**