

TONGANI TEA COMPANY LIMITED

Annual Report 2025-2026

BOARD OF DIRECTORS

Mr. Manoj Kumar Daga, *Chairman & Non-Executive Director*
Mr. Ranjan Kumar Jhalaria, *Independent Director*
Mrs. Swati Agarwal, *Independent Director*
Mrs. Shikha Gupta, *Non-Executive Director*

COMPANY SECRETARY

Mr. Arindam Roy Chowdhury

CHIEF FINANCIAL OFFICER

Mr. Ajay Kumar Agarwala

AUDITORS

M/s. Lilha & Associates
Chartered Accountants
Kolkata

BANKER

State Bank of India

REGISTRAR & SHARE TRANSFER AGENT

Niche Technologies Pvt. Ltd.
CIN: U74140WB1994PTC062636
3A, Auckland Place, 7th Floor, Room No.7A & 7B,
Kolkata - 700017
Telephone: 033 2280-6616/17/18; Fax: 033 2280-6619
E-mail: nichetechpl@nichetechpl.com, Website: www.nichetechpl.com

TONGANI TEA COMPANY LIMITED

CIN: L01132WB1893PLC000742
REGISTERED OFFICE & ADMINISTRATIVE OFFICE
15B, Hemanta Basu Sarani, 3rd Floor, Kolkata-700 001
Phone: 2248 7685, Fax: 2210 0541.
E-mail: info@tonganitea.com, Website: www.tonganitea.com

TONGANI TEA ESTATE

P.O. Dhula, Dist.Darrang,
Pin-784 146, Assam.

TONGANI TEA COMPANY LIMITED
CIN : L01132WB1893PLC000742
NOTICE

NOTICE is hereby given that the 133rd Annual General Meeting of the Members of the Company will be held on Monday, the 10th Day of August, 2026, at 11:30 A.M. IST through Video Conferencing ("VC") /Other Audio Visual Means ("OAVM") to transact the following business:

ORDINARY BUSINESS (Ordinary Resolution)

1. **To receive, consider and adopt the Audited Financial Statement of the Company for the year ended 31st March, 2026 together with the Report of Board of Directors and Auditors thereon and in this regard, pass the following resolution as an Ordinary Resolution:**

"RESOLVED THAT the Audited Financial Statement of the Company for the financial year ended March 31, 2026 and the reports of the Board of Directors and Auditors thereon laid before this meeting, be and are hereby considered and adopted."

2. **To declare dividend on Equity Share of the Company and in this regard, pass the following resolution as an Ordinary Resolution:**

"RESOLVED THAT a final dividend for financial year 2025-26 of Rs.7.00 per equity shares with applicable deduction of tax at source thereon to the eligible shareholders whose names will appear in the Register of Members, as recommended by the Board of Directors be and is hereby considered and approved."

3. **To appoint Mr. Manoj Kumar Daga (DIN:00123386), who retires by rotation and being eligible, offers himself for re-appointment as a Director and in this regard, pass the following resolution as an Ordinary Resolution:**

"RESOLVED THAT pursuant to the provisions of Section 152 of the Companies Act, 2013, Mr. Manoj Kumar Daga (DIN:00123386), who retires by rotation at this meeting and being eligible offered himself for re-appointment, be and is hereby re-appointed as a Director of the Company, liable to retire by rotation."

4. **Appointment of Statutory Auditors of the Company**

To consider and, if thought fit, to pass the following Resolution as an **Ordinary Resolution:**

"RESOLVED THAT pursuant to the provisions of Sections 139, 142 and all other applicable provisions, if any, of the Companies Act, 2013 ("the Act") read with the Companies (Audit and Auditors) Rules, 2014, the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable provisions, if any (including any statutory modification(s) or re-enactment thereof for the time being in force), and based on the recommendation of the Audit Committee and the Board of Directors, M/s. Agarwal Tibrewal & Co, Chartered Accountants (Firm Registration No.328977E) who have consented to their appointment and have confirmed that they satisfy the criteria prescribed under Section 141 of the Act and the applicable Rules framed thereunder, be and are hereby appointed as the Statutory Auditors of the Company to hold office for their **first term of five consecutive years** commencing from the conclusion of the Annual General Meeting for the Financial Year ended 2025-2026 until the conclusion of the Annual General Meeting for the Financial Year ended 2030-2031 of the Company, at such remuneration, reimbursement of out-of-pocket expenses and applicable taxes, as may be determined by the Board of Directors of the Company in consultation with the Statutory Auditors.

RESOLVED FURTHER THAT any of the Directors of the Company (including any Committee thereof) be and is hereby authorised to determine and revise the remuneration payable to the

Statutory Auditors, reimbursement of out-of-pocket expenses actually incurred by them in connection with the audit of the accounts of the Company and to do all such acts, deeds, matters and things as may be necessary to give effect to this Resolution."

SPECIAL BUSINESS (Ordinary Resolution)

5. **Prior approval for related party transactions repetitive in nature and in the ordinary course of business of the Company for the next 12 Months period**

To consider, and if thought fit, to pass the following Resolution as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to the provisions of Section 188 of the Companies Act, 2013 ("Act") and other applicable provisions, if any, read with Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014, as amended till date, Regulation 23(4) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and the Company's policy on Related Party transaction(s) and Materiality of Related Party Transactions, and basis the approval of the Audit Committee and recommendation of the Board of Directors of the Company, approval of Shareholders be and is hereby accorded to the Board of Directors of the Company to enter into contract(s)/ arrangement(s)/ transaction(s) with M/s. Norben Tea & Exports Ltd., a related party within the meaning of Section 2(76) of the Act and Regulation 2(1)(zb) of the Listing Regulations, to advance loan, on such terms and conditions as the Board of Directors may deem fit, up to a maximum aggregate value of Rs.5 Crore for the next 12 months period in one or more tranches, provided that the said contract(s)/ arrangement(s)/ transaction(s) so carried out shall be at arm's length basis and in the ordinary course of business of the Company.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds, matters and things as it may deem fit in its absolute discretion and to take all such steps as may be required in this connection including finalizing and executing necessary contract(s), arrangement(s), agreement(s) and such other documents as may be required, to finalize any documents and writings related thereto and to sign and file necessary documents, e-form with Registrar of Companies/MCA Portal, seeking all necessary approvals to give effect to this resolution, for and on behalf of the Company, to delegate all or any of its powers conferred under this resolution to any Director or Key Managerial Personnel or any Officer / executive of the Company and to resolve all such issues, questions, difficulties or doubts whatsoever that may arise in this regard and all action(s) taken by the Company in connection with any matter referred to or contemplated in this resolution, be and are hereby approved, ratified and confirmed in all respects."

6. **Appointment of Mr. Anupratim Baruah as the Manager of the Company**

To consider, and if thought fit, to pass the following Resolution as an **Ordinary Resolution**

"RESOLVED THAT pursuant to the provisions of Sections 196, 197, 203, and Schedule V, read with the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, and all other applicable provisions of the Companies Act, 2013 (including any statutory modification or re-enactment thereof), the consent of the Company be and is hereby accorded to the appointment of Mr. Anupratim Baruah as the 'Manager' of the Company.

RESOLVED FURTHER THAT the appointment of the said Manager shall be for a period of five years, effective from 14th July, 2026 to 13th July, 2031, on the terms and conditions, including remuneration, as set out in the Explanatory Statement annexed hereto and the draft appointment letter placed before this meeting.

RESOLVED FURTHER THAT any Director of the Company be and is hereby authorized to file the necessary e-forms with the Registrar of Companies (ROC), and to do all such acts, deeds, and things as may be necessary, expedient, or incidental to give effect to this resolution.”

SPECIAL BUSINESS (Special Resolution)

7. Approval to advance any loan u/s 185 of the Companies Act, 2013:

To consider and if thought fit, to pass with or without modification(s), the following resolution as **Special Resolution**:

“**RESOLVED THAT** pursuant to the provisions of Section 185 and other applicable provisions, if any of the Companies Act, 2013 (“Act”) (including any statutory modification(s) or re-enactment thereof for the time being in force) and subject to such approvals, consents, sanctions and permissions as may be necessary, approval of the members be and is hereby accorded to the Board of Directors of the Company (hereinafter referred to as the “Board” which term shall include any Committee constituted by the Board or any person(s) authorized by the Board to exercise its powers, including the powers conferred by this Resolution), for giving loan(s) on arm’s length basis in one or more tranches in connection with any Loan taken/to be taken by any other person in which any of the Directors of the Company is deemed to be interested as specified in the explanation to sub-section 2 of section 185 of the Act (collectively referred to as the “Entities”), of an aggregate amount not exceeding Rs. 5 Crores (Rupees Five Crores Only) for the financial year 2026-27, in its absolute discretion deem beneficial and in the best interest of the Company.

RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, any of the Directors of the Company be and is hereby authorized to negotiate, finalise and agree to the terms and conditions of the aforesaid Loans, and to take all necessary steps, to execute all such documents, instruments and writings and to do all necessary acts, deeds and things in order to comply with all the legal and procedural formalities and to do all such acts, deeds or things incidental or expedient thereto and as the Board may think fit and suitable.”

Regd. Office :
15B, Hemanta Basu Sarani, 3rd Floor
Kolkata – 700 001

By Order of the Board
For **TONGANI TEA COMPANY LIMITED**

Sd/-
MANOJ KUMAR DAGA
Chairman
DIN: 00123386

Date: 14th July, 2026

NOTES:

1. The relevant Statement pursuant to the provisions of Section 102 of the Companies Act, 2013 ('Act'), setting out the material facts relating to the aforesaid Resolutions and the reasons thereof is annexed hereto and forms part of this Notice.
2. The Ministry of Corporate Affairs ("MCA") vide its General Circular Nos. 20/2020, 02/2022, 10/2022, 09/2023, 09/2024 and 03/2025 dated 05.05.2020, 05.05.2022, 28.12.2022, 25.09.2023, 19.09.2024, 22.09.2025, respectively and other circulars issued in this respect ("MCA Circulars") allowed, inter-alia, conduct of AGMs through Video Conferencing/ Other Audio-Visual Means ("VC/ OAVM") facility till further orders, in accordance with the requirements provided in paragraphs 3 and 4 of the MCA General Circular No.20/2020 dated 05.05.2020. Securities and Exchange Board of India (SEBI) also vide its Circular No. SEBI/HO/CFD/PoD-2/P/CIR/2024/133 dated 3rd October 2024 ("SEBI Circular") has provided certain relaxations from compliance with certain provisions of the SEBI (Listing Obligations and Disclosure Requirements Regulations, 2015 ("Listing Regulations")). In compliance with these Circulars, provisions of the Companies Act, 2013 ("Act") and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the 133rd AGM of the Company is being held through VC/OAVM, which does not require physical presence of members at a common venue.
3. Pursuant to the provisions of Section 91 of the Companies Act, 2013 the Register of Members and the Share Transfer books of the Company will remain closed from Tuesday, 4th August, 2026 to Monday, 10th August, 2026 (both days inclusive) for *determining the entitlement of the shareholders for the dividend for Financial Year 2025-26, if declared at the meeting.*
4. Since the physical attendance of Members has been dispensed with, the facility for appointment of proxies by the members will not be available for this AGM and hence the Attendance Slip, Route Map and Proxy Form are not annexed to this notice.
5. The Company will conduct the AGM through VC/OAVM from its Registered Office i.e.15B Hemanta Basu Sarani, 3rd Floor, Kolkata – 700001 which shall be deemed to be venue of the meeting.
6. Corporate members intending to authorize their representative(s) to attend the Meeting are requested to send a scanned copy of the board resolution (pdf/jpeg format) authorizing their representative to attend and vote on their behalf at the Meeting. The said Board Resolution/Authorization shall be sent to the Company by email through its registered email address to investorcare@tonganitea.com
7. **The Company is providing facility for voting by electronic means (e-voting) through an electronic voting system which will include remote e-voting as prescribed by the Companies (Management and Administration) Rules, 2014 as presently in force and the business set out in the Notice will be transacted through such voting.** Information and instructions including details of user id and password relating to e-voting are provided in the Notice under Note No.23.
8. The dividend, if declared by the Members at the Annual General Meeting, will be paid to those Members whose names shall appear on the Company's Register of Members as on Monday, 03rd August, 2026. In respect of shares held in dematerialised form, the dividend will be payable on the basis of beneficial ownership as at the close of business hours on Monday, 03rd August, 2026, as per the details furnished by National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL).
9. Securities and Exchange Board of India vide their Master Circular No.SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 07, 2024 has mandated for all shareholders of physical securities in listed companies to furnish PAN, Choice of Nomination, Contact details (Postal Address with PIN

and Mobile Number), Bank A/c details and Specimen signature for their corresponding folio numbers. To lodge grievance or avail any service request from the RTA only after furnishing PAN, KYC details and Nomination. Relevant details and forms prescribed by SEBI in this regard are available on the website of the Company at www.tonganitea.com. For any payment including dividend, interest or redemption payment made only through electronic mode with effect from April 1, 2024.

10. Members are requested to note that under section 124 of Companies Act, 2013 read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 (IEPF Rules) the amount of dividend if any unpaid or unclaimed for a period of 7 (seven) years from the due date is required to be transferred to Investor Education and Protection Fund (IEPF) constituted by the Central Government of India. Further, all shares in respect of which dividend remain unclaimed for 7 consecutive years or more, are also required to be transferred to the IEPF.

The Company had accordingly transferred final dividend pertaining to the Financial Year 2017-18 to the IEPF within the stipulated time period. The unclaimed final dividend in respect of financial year 2018-19 is due for transfer to the IEPF in November, 2026. However, once transferred, the shareholders can still claim the shares from IEPF authority by filing Form No. IEPF-5 in the prescribed manner as available on www.iepf.gov.in.

Members who have neither received nor encashed their dividend warrant(s) for the financial year 2018-19 or subsequent years, are requested to write to the Company, mentioning the relevant Folio number or DP ID and Client ID, for issuance of duplicate/revalidated dividend warrant(s).

11. Members holding shares in physical form may intimate the Company necessary particulars for ECS credit of the dividend directly to their bank accounts wherever ECS facility is available, or, for printing of their bank account details on the dividend warrants to prevent possibilities of fraud in encashing the warrants.
12. Members holding shares in physical mode are requested to intimate changes in their address alongwith proof of address/bank mandate to the Registrar and Share Transfer Agents (RTA), Niche Technologies Pvt. Ltd. Members holding shares in electronic mode are requested to send the intimation for change of address / bank mandate to their respective Depository Participant.
13. Members who hold shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to write to the Company's RTA, enclosing their share certificates to enable the Company to consolidate their holdings into a single folio. Requests for consolidation of share certificates shall be processed in dematerialized form.
14. Shareholders are also requested to take immediate action to demat their shares to avail easy liquidity since trading of shares of the Company are under compulsory demat mode as per the regulation of SEBI and also to prevent any loss of physical Share Certificate (if already complied with, please ignore this).

Members may please note that SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated 25th January 2022 and superseded by SEBI Master Circular No. HO/38/13/(4)2026-MIRSD-POD/I/4298/2026 dated February 06, 2026 has mandated the listed companies to issue securities in dematerialized form only while processing service requests, viz. Issue of duplicate securities certificate; renewal/ exchange of securities certificate; endorsement; sub-division/splitting of securities certificate; consolidation of securities certificates/folios; transmission and transposition. Further, SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/65 dated 18th May 2022 and superseded by SEBI Master Circular No. HO/38/13/(4)2026-MIRSD-POD/I/4298/2026 dated February 06, 2026 has

simplified the procedure and standardized the format of documents for transmission of securities. Accordingly, members are requested to make service requests by submitting a duly filled and signed Form ISR-4 & ISR-5, as the case may be. The said form can be downloaded from the website of the Company and RTA.

15. To prevent fraudulent transactions, members are advised to exercise due diligence and notify the Company of any change in address or demise of any member as soon as possible. Members are also advised not to leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the concerned Depository Participant and holdings should be verified.
16. Details under Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and as per Para 1.2.5 of Secretarial Standard 2, issued by The Institute of Company Secretaries of India, in respect of the Director seeking appointment and re-appointment at the Annual General Meeting, form an integral part of the notice. Directors have furnished the requisite declaration for their appointment and re-appointment.
17. Details under Regulation 36(5) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, in respect of the Statutory Auditors seeking appointment and re-appointment at the Annual General Meeting, form an integral part of the notice.
18. Electronic copy of the Notice and Annual Report of the 133rd Annual General Meeting of the Company inter alia indicating the process and manner of e-voting is being sent to all the members whose email IDs are registered with the Company/Depository Participants(s) for communication purposes.

In terms of SEBI Circular No.SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated 5th January, 2023 and dated 19th September, 2024 and MCA Circulars owing to the difficulties involved in despatching of physical/hard copies of full annual report to shareholders are being sent in electronic mode to members whose email address is registered with the Company or the Depository Participant (s). The members who have not updated their email address are requested to do so immediately since the requirement of sending physical copies of annual report are dispensed with.
19. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Companies Act, 2013 and the Register of Contracts and Arrangements in which Directors are interested maintained under Section 189 of the Act and all other documents referred to in the Notice will be available for inspection in electronic mode.
20. Members holding shares in physical form can now avail the facility of nomination in respect of shares held by them Pursuant to section 72 of the Companies Act 2013. The prescribed Form (Form SH 13) can be obtained from the website of the company i.e. www.tonganitea.com as well as from the Share Department of the Company. Members desiring to avail this facility, may send their Nomination Form (in duplicate) duly filled in, to the Company or its Share Transfer Agents M/s. Niche Technologies Pvt. Ltd. of 3A, Auckland Place, 7th Floor, Room No.7A & 7B, Kolkata – 700 017 by quoting their respective Folio Numbers.
21. SEBI and Ministry of Corporate Affairs encourages paperless communication as a contribution to Green environment. Members holding shares in physical mode are requested to register their e-mail address to the RTA for receiving all communications including annual reports, notices, circulars etc. from the company electronically. Members who wish to register their e-mail id can download the green initiative form from the company's website www.tonganitea.com.
22. Members may also note that the Notice of the 133rd Annual General Meeting and the Annual Report for 2025-26 will also be available on the Company's website www.tonganitea.com for their

download. For any communication, the shareholders may also send requests to the Company's investor email id: investorcare@tonganitea.com

23. CDSL e-Voting System – For e-voting and Joining Virtual meetings.

1. As you are aware, the general meetings of the companies shall be conducted as per the guidelines issued by the Ministry of Corporate Affairs (MCA) vide its General Circular Nos. 20/2020, 02/2022, 10/2022, 09/2023, 09/2024, 03/2025 dated 05.05.2020, 05.05.2022, 28.12.2022, 25.09.2023, 19.09.2024, 22.09.2025, respectively. The Annual General Meeting will thus be held through video conferencing (VC) or other audio-visual means (OAVM). Hence, Members can attend and participate in the ensuing Annual General Meeting through VC/OAVM.
2. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), and MCA Circulars dated April 08, 2020, April 13, 2020 and May 05, 2020 the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the Annual General Meeting. For this purpose, the Company has entered into an agreement with Central Depository Services (India) Limited (CDSL) for facilitating voting through electronic means, as the authorized e-Voting's agency. The facility of casting votes by a member using remote e-voting as well as the e-voting system on the date of the Annual General Meeting will be provided by CDSL.
3. The Members can join the Annual General Meeting in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the Annual General Meeting through VC/OAVM will be made available to atleast 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the Annual General Meeting without restriction on account of first come first served basis.
4. The attendance of the Members attending the Annual General Meeting through VC/OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013.
5. Pursuant to MCA Circular No. 14/2020 dated April 08, 2020, the facility to appoint proxy to attend and cast vote for the members is not available for this Annual General Meeting. However, in pursuance of Section 112 and Section 113 of the Companies Act, 2013, representatives of the members such as the President of India or the Governor of a State or body corporate can attend the Annual General Meeting through VC/OAVM and cast their votes through e-voting.
6. In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020, the Notice calling the Annual General Meeting has been uploaded on the website of the Company at www.tonganitea.com. The Notice can also be accessed from the websites of the Stock Exchange i.e. CSE Limited at www.cse-india.com. The Annual General Meeting Notice is also disseminated on the website of CDSL (agency for providing the Remote e-Voting facility and e-voting system during the Annual General Meeting) i.e. www.evotingindia.com.

THE INTRUCTIONS OF SHAREHOLDERS FOR E-VOTING AND JOINING VIRTUAL MEETING ARE AS UNDER:

- Step 1** : Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.

Step 2 : Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.

- (i) The voting period begins on 07th August, 2026 (9.00 a.m.) and ends on 9th August, 2026 (5.00 p.m.). During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date 03rd August, 2026 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- (iii) Pursuant to SEBI Circular No. **SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020**, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to **all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants**. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

Step 1 : Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.

- (iv) In terms of **SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020** on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

Pursuant to abovesaid SEBI Circular, Login method for e-Voting and joining virtual meetings for **Individual shareholders holding securities in Demat mode CDSL/NSDL** is given below:

Type of shareholders	Login Method
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Individual Shareholders holding securities in Demat mode with CDSL Depository	1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login to Easi / Easiest are requested to visit cdsi website www.cdslindia.com and click on login icon & My Easi New (Token) Tab. 2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly. 3) If the user is not registered for Easi/Easiest, option to register is available at cdsi website www.cdslindia.com and click on login & My Easi New (Token) Tab and then click on registration option. 4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.
Individual Shareholders holding securities in demat mode with NSDL Depository	1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsdl.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. 2) If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select "Register Online for IDeAS "Portal or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp 3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a

	mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting 4) For OTP based login you can click on https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp. You will have to enter your 8-digit DP ID, 8-digit Client Id, PAN No., Verification code and generate OTP. Enter the OTP received on registered email id/mobile number and click on login. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.
Individual Shareholders (holding securities in demat mode) login through their Depository Participants (DP)	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e.CDSL and NSDL

Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 21 09911
Individual Shareholders holding securities in Demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at : 022 - 4886 7000 and 022 - 2499 7000

Step 2 : Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.

- (v) Login method for e-Voting and joining virtual meetings for **Physical shareholders and shareholders other than individual holding in Demat form.**

- 1) The shareholders should log on to the e-voting website www.evotingindia.com.
- 2) Click on “Shareholders” module.
- 3) 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. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- 4) Next enter the Image Verification as displayed and Click on Login.
- 5) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier e-voting of any company, then your existing password is to be used.
- 6) If you are a first-time user follow the steps given below:

	For Physical shareholders and other than individual shareholders holding shares in Demat.
PAN	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.
Dividend Bank Details OR Date of Birth (DOB)	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. If both the details are not recorded with the depository or company, please enter the member id / folio number in the Dividend Bank details field.

- (vi) After entering these details appropriately, click on “SUBMIT” tab.
- (vii) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders 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.
- (viii) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (ix) Click on the EVSN for the relevant <Company Name> on which you choose to vote.
- (x) 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.
- (xi) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (xii) 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.
- (xiii) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.

- (xiv) You can also take a print of the votes cast by clicking on “Click here to print” option on the Voting page.
- (xv) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xvi) There is also an optional provision to upload BR/POA if any uploaded, which will be made available to scrutinizer for verification.
- (xvii) **Additional Facility for Non – Individual Shareholders and Custodians –For Remote Voting only.**
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to www.evotingindia.com and register themselves in the “Corporates” module.
 - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
 - 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.
 - The list of accounts linked in the login will be mapped automatically & can be delink in case of any wrong mapping.
 - It is Mandatory that, a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
 - Alternatively Non Individual shareholders are required mandatory to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz;investorcare@tonganitea.com, if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

INSTRUCTIONS FOR SHAREHOLDERS ATTENDING THE ANNUAL GENERAL MEETING THROUGH VC/OAVM & E-VOTING DURING MEETING ARE AS UNDER:

1. The procedure for attending meeting & e-Voting on the day of the Annual General Meeting is same as the instructions mentioned above for e-voting.
2. The link for VC/OAVM to attend meeting will be available where the EVSN of Company will be displayed after successful login as per the instructions mentioned above for e-voting.
3. Shareholders who have voted through Remote e-Voting will be eligible to attend the meeting. However, they will not be eligible to vote at the Annual General Meeting.
4. Shareholders are encouraged to join the Meeting through Laptops / IPads for better experience.
5. Further shareholders will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
6. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
7. 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 **at least 10 days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at

investorcare@tonganitea.com. The shareholders who do not wish to speak during the Annual General Meeting but have queries may send their queries in advance **10 days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at investorcare@tonganitea.com. These queries will be replied to by the company suitably by email.

8. Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting.
9. Only those shareholders, who are present in the Annual General Meeting through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system available during the Annual General Meeting.
10. If any Votes are cast by the shareholders through the e-voting available during the Annual General Meeting and if the same shareholders have not participated in the meeting through VC/OAVM facility, then the votes cast by such shareholders may be considered invalid as the facility of e-voting during the meeting is available only to the shareholders attending the meeting.

PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/DEPOSITORIES

1. For Physical shareholders- please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to **Company/RTA email id**.
2. For Demat shareholders -, Please update your email id & mobile no. with your respective **Depository Participant (DP)**
3. **For Individual Demat shareholders – Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.**

If you have any queries or issues regarding attending Annual General Meeting & e-Voting from the CDSL e-Voting System, you can write an email to helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 21 09911

All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL,) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to helpdesk.evoting@cdslindia.com or call toll free no. 1800 21 09911.

- I. Members who have cast their vote by remote e-voting prior to the AGM and are attending the meeting will not be entitled to cast their vote again.
- II. Investors who became members of the Company subsequent to the Notice of Annual General Meeting by Email and holds the shares as on the cut-off date i.e. 03rd August, 2026 are requested to send the written / email communication to the Company at investorcare@tonganitea.com by mentioning their Folio No. / DP ID and Client ID to obtain the Login-ID and Password for e-voting.
- III. Shareholder can also update his/her mobile number and email id in the user profile details of the folio which may be used for sending future communication(s).

- IV. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of 03rd August, 2026. A person who is not a member as on cut-off date should treat this notice for information purpose only.
- V. Agarwal A & Associates, Company Secretaries of Plot No.IID/31/1, Street No. 1111, PS Qube, Unit No. 1015A, 10th Floor, Kolkata- 700161 has been appointed as the Scrutinizer to scrutinize the remote e-voting and voting process to be carried out at the Annual General Meeting in a fair and transparent manner.
- VI. The Scrutinizer will submit a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman of the Company within 2 working days from the conclusion of the meeting.
- VII. The Chairman shall declare the result forthwith. The Results declared along with the Scrutinizer's Report shall be placed on the Company's website www.tonganitea.com and on the website of CDSL and communicated to Stock Exchange, immediately.

Annexure to Notice

Details of Directors seeking appointment and re-appointment at the forthcoming Annual General Meeting [Pursuant to Regulation 36(3) of the SEBI (Listing Obligation and Disclosure Requirement) Regulations, 2015 and Secretarial Standard 2 on General Meetings]

Name of the Director	Mr. Manoj Kumar Daga
Director Identification Number (DIN)	00123386
Date of Birth	06-01-1963
Nationality	Indian
Date of Appointment on the Board	31-07-1998
Designation	Non-Executive Director
Qualifications	Bachelor of Commerce
Terms of Appointment	Appointment as NED liable to retire by rotation
Expertise in specific functional area	Accounts, Finance
Number of shares held in the Company	43383
List of the directorships held in other companies	Norben Tea & Exports Ltd.
Number of Board Meetings attended during the year 2025-26	7 (Seven)
Chairmanships / Memberships of Committees of other listed companies*	<u>Stakeholders Relationship Committee</u> Norben Tea & Exports Ltd. (Member)
Relationships between Directors inter-se	None
Remuneration details (Including Sitting Fees & Commission)	19,000/-

* Committee positions only Audit Committee and Stakeholders' Relationship Committee in Public Companies have been considered.

Details of Statutory Auditors seeking re-appointment at the forthcoming Annual General Meeting [Pursuant to Regulation 36(5) of the SEBI (Listing Obligation and Disclosure Requirement) Regulations, 2015.

The Members of the Company at its EGM held on 25th October, 2021 had appointed M/s. Lilha & Associates, Chartered Accountants (Firm Registration No.328627E) as the Statutory Auditors of the

Company to hold office from the conclusion of the AGM for the financial year 2020-21 till the conclusion of the Annual General Meeting for the financial year 2025-26 of the Company. M/s. Lilha & Associates, Chartered Accountants (Firm Registration No.328627E) vide their letter dated 14th May, 2026 had resigned from the position of Statutory Auditors of the Company, resulting into a casual vacancy in the office of Statutory Auditors of the Company. The Board of Directors at its meeting held on 14th May, 2026, as per the recommendation of the Audit Committee, and pursuant to the provisions of Section 139(8) of the Companies Act, 2013, had recommended for appointment M/s. Agarwal Tibrewal & Co, Chartered Accountants (Firm Registration No.328977E), to hold office as the Statutory Auditors of the Company as the Statutory Auditors of the Company under Section 139(1) of the Companies Act, 2013 for their **first term of five consecutive years**, commencing from the conclusion of this Annual General Meeting (ie, AGM for the Financial Year 2025-26) until the conclusion of the Annual General Meeting of the Company to be held for the financial Year **2030- 2031**, subject to the approval by the members at this Annual General Meeting of the Company. The Company had received Consent Letter, eligibility, independence and valid Peer Review certificate from M/s. Agarwal Tibrewal & Co, Chartered Accountants (Firm Registration No.328977E), to act as Statutory Auditors of the Company along with a confirmation that, their appointment, if made, would be within the limits prescribed under the Companies Act, 2013.

Brief profile and the terms of appointment are detailed as under:

Brief Profile

M/s. Agarwal Tibrewal & Co. is a professional practicing CA firm registered with the Institute of Chartered Accountants of India (ICAI) having a Peer review Certificate issued by the Peer Review Board of ICAI with aim of providing a wide range of Auditing, accounting & financial services to the clients.

Terms of appointment and fee

To hold office of the Statutory Auditors of the Company for a 1st term of five (5) consecutive years from the conclusion of the Annual General Meeting for the financial year 2026-27 till the conclusion of the Annual General Meeting for the financial year 2030-31, at a remuneration as mutually agreed upon by the Board of Directors and the Auditors.

The fee for the year 2026-27 for various services of M/s. Agarwal Tibrewal & Co Chartered Accountants, which includes Statutory Audit, Limited Reviews and Certification work is being discussed and once approved by Board, is expected to be up to Rs.1,50,000/- (One Lakhs Fifty Thousand only) excluding out of pocket expenses and taxes.

M/s. Agarwal Tibrewal & Co, Chartered Accountants, have confirmed that their appointment, if made, would be in accordance with the conditions as prescribed in Rule 4 of Companies (Audit and Auditors) Rules, 2014 and that they satisfy the criteria provided in Section 141 of the Companies Act, 2013.

The Board of Directors upon recommendation of Audit Committee have recommended the appointment of M/s. Agarwal Tibrewal & Co., Chartered Accountants as the Statutory Auditors of the Company at its Meeting held on 14th May, 2026.

Annexure to Notice

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013 ("Act")

IN RESPECT OF ITEM NO. 5

None of the Directors and Key Managerial Personnel of the Company or their respective relatives, other than as mentioned above is concerned or interested, financially or otherwise, in the resolution mentioned at Item No.5 of the Notice.

Basis the consideration and approval of the Audit Committee, the Board of Directors recommend the Ordinary Resolution forming part of Item No.5 of the accompanying Notice to the shareholders for approval.

IN RESPECT OF ITEM NO.6

Appointment of Mr. Anupratim Baruah as Manager of the Company

The Board of Directors, at its meeting held on 14th July, 2026, approved the appointment of **Mr. Anupratim Baruah** as the **Manager** of the Company within the meaning of Section 2(53) of the Companies Act, 2013, subject to the approval of the Members.

The appointment has been proposed consequent upon the retirement of the existing Chief Executive Officer and with a view to ensuring continuity in the management and administration of the affairs of the Company.

Mr. Anupratim Baruah has been associated with the Company for over 14 years and has served in various capacities, including as Assistant Manager and Deputy Manager. During his tenure, he has gained extensive knowledge of the Company's operations and has demonstrated leadership, administrative capability, and sound managerial expertise. Considering his qualifications, experience, integrity, and long association with the Company, the Board is of the opinion that his appointment as Manager is in the best interests of the Company.

The principal terms and conditions of his appointment are as follows:

1. **Designation:** Manager (within the meaning of Section 2(53) of the Companies Act, 2013).
2. **Tenure:** Five (5) years commencing from **14th July, 2026** and ending on **13th July, 2031**, unless terminated earlier in accordance with the terms of appointment and the provisions of the Companies Act, 2013.
3. **Remuneration:** Salary, allowances, perquisites and other benefits as approved by the Board and set out in the draft Appointment Letter placed before the Members for inspection.
4. **Minimum Remuneration:** In the event of absence or inadequacy of profits in any financial year during the tenure of his appointment, Mr. Anupratim Baruah shall be paid remuneration by way of salary, allowances, perquisites and other benefits as minimum remuneration, subject to the limits and conditions prescribed under Section II of Part II of Schedule V to the Companies Act, 2013, or any statutory modification or re-enactment thereof.
5. **Duties and Responsibilities:** He shall be entrusted with the overall management and day-to-day affairs of the Company under the supervision, control and direction of the Board of Directors and shall perform such duties and exercise such powers as may be entrusted to him by the Board from time to time.

A copy of the draft Appointment Letter setting out the terms and conditions of appointment of Mr. Anupratim Baruah is available for inspection by the Members at the Registered Office of the Company during business hours on all working days up to the date of the Annual General Meeting.

Except Mr. Anupratim Baruah, none of the Directors, Key Managerial Personnel of the Company or their relatives is, in any way, concerned or interested, financially or otherwise, in the proposed resolution.

The Board of Directors recommends the Ordinary Resolution set out at Item No. 6 of the Notice for approval by the Members.

Details of Manager seeking appointment at the forthcoming Annual General Meeting [Pursuant to Section 102 of the Companies Act, 2013]

Name of the Director	Mr. Anupratim Baruah
Director Identification Number (DIN)	N.A.
Date of Birth	01-05-1966
Nationality	Indian
Date of Appointment on the Board	14-07-2026
Designation	Manager
Qualifications	B.com (Honours) Management
Terms of Appointment	5 years
Expertise in specific functional area	Mr. Anupratim Barua possesses the requisite qualifications, experience and expertise to discharge the responsibilities of the office of Manager. He has earlier served the company as Assistant Manager and Deputy Manager for over 14 years.
Number of shares held in the Company	None
List of the directorships held in other companies	None
Number of Board Meetings attended during the year 2025-26	None
Chairmanships / Memberships of Committees of other listed companies*	None
Relationships between Directors inter-se	None
Remuneration details (Including Sitting Fees & Commission)	As per Appointment Letter

IN RESPECT OF ITEM NO. 7

Approval to advance any loan u/s 185 of the Companies Act, 2013:

Pursuant to Section 185 of the Companies Act, 2013 ("the Act"), a Company may advance any loan taken by any entity (said entity(ies) covered under the category of 'a person in whom any of the director of the Company is interested' as specified in the explanation to Section 185(2)(b) of the Companies Act, 2013, after passing a Special Resolution in the general meeting.

It is proposed to make loan(s) to be taken by any other person in whom any of the Director of the Company is deemed to be interested as specified in the explanation to Section 185(2)(b) of the Act (collectively referred to as the "Entities"), from time to time for its principal business activities and other matters connected and incidental thereto (on arm's length basis), within the limits as mentioned in the Item no. 7 of the notice.

The members may note that Board of Directors would carefully evaluate the proposals and provide such loan, out of internal resources/accruals and/or any other appropriate sources, from time to time, and the proposed loan shall be at such rate of interest as agreed by the parties in the best interest of the Company and shall be used by the borrowing company for its principal business activities only.

The Board of Directors recommend the resolution set forth in Item no. 7 of the notice for your approval as a Special Resolution.

None of the Directors or Key Managerial Personnel or their relatives are in any way concerned with or interested, in the said resolution except to the extent of their shareholding in the Company, if any.

Regd.Office :
15B, Hemanta Basu Sarani, 3rd Floor,
Kolkata – 700 001

By Order of the Board
For TONGANI TEA COMPANY LIMITED
Sd/-

Date : 14th July , 2026

MANOJ KUMAR DAGA
Chairman
DIN:00123386