

TONGANI TEA COMPANY LIMITED

CIN : L01132WB1893PLC000742

03rd August, 2026

The Secretary
The Calcutta Stock Exchange Ltd.
7, Lyons Range,
KOLKATA —700 001

Sub: Intimation to the holders of physical shares to furnish KYC details

Dear Sir,

Pursuant to Regulation 30 of the Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015, as amended, read with applicable Circulars, please find enclosed herewith a copy of the letter sent to the identified shareholders holding shares in physical form and whose Bank Account details are not updated for furnishing their KYC details for updation to Niche Technologies Private Limited - Registrar and Transfer Agent ('RTA') of Tongani Tea Company Limited ('Company').

The prescribed forms for furnishing KYC details are available on the website of the Company at <https://tonganitea.com/> and the website of the RTA at <https://nichetechpl.com/downloads/>

This is for your information and records.

Thanking you,

Yours faithfully,

For TONGANI TEA COMPANY LIMITED

Indrani Roy
Company Secretary

Encl: As above.

15-B, HEMANTA BASU SARANI, 3rd FLOOR, KOLKATA - 700 001 INDIA
PHONE : 2248-7685,2210-0540 FAX : 91-33-2210 0541 E-mail : info@tonganitea.com
Website : www.tonganitea.com

TONGANI TEA COMPANY LIMITED

CIN : L01132WB1893PLC000742

Date: 03.08.2026

Dear Shareholder(s),

Sub: Intimation to furnish valid PAN, KYC details and Nomination.

In compliance with SEBI Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024, as amended from time to time, it is mandatory for all holders 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. The security holder(s) whose folio(s) do not have PAN, Choice of Nomination, Contact Details, Bank Account Details and Specimen Signature updated, shall be eligible:

- to lodge grievance or avail any service request from the RTA only after furnishing PAN, KYC details and Nomination.
- for any payment including dividend, interest or redemption payment in respect of such folios, only through electronic mode with effect from **April 01, 2024**, for which the Bank details of the Shareholders need to be updated with the Company/RTA.

The Company wishes to inform its physical shareholders that its Annual General Meeting (AGM) is scheduled to be held on **10th August, 2026**. Subject to the approval of the shareholders at the AGM, the dividend declared at the meeting will be paid only through electronic mode to the eligible shareholders whose PAN, KYC details, Nomination, Bank Account details and Specimen Signature are duly updated in accordance with the aforesaid SEBI Master Circular.

Accordingly, physical shareholders are requested to complete the required PAN, KYC and Nomination formalities at the earliest to ensure timely receipt of the dividend and to continue availing shareholder-related services without interruption.

The shareholders are requested to update the requisite information by filling the following forms:

Sr. No.	Form	Purpose
1	Form ISR-1	Request for registering PAN, KYC details or changes / updation thereof.
2	Form ISR-2	Confirmation of Signature of securities holder by the Banker
3	Form ISR-3	Declaration Form for Opting-out of Nomination by holders of physical securities (if any)
4	Form ISR-4	Request for issue of Duplicate Certificate and other Service Requests
5	Form No. SH-13	Nomination Form
6	Form No. SH-14	Cancellation or Variation of Nomination (if any)

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The modes of submission of documents to the Company/RTA are any one of the following:

1. In Person Verification (IPV): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s)
2. In hard copy: by furnishing self-attested photo copy(ies) of the relevant document, with date
3. Through e-mail address already registered with the RTA, **with e-sign of scanned copies of documents**
4. Service portal of the RTA **with e-sign with scanned copies of documents**, if the RTA is providing such facility

Explanation: E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder/claimant may approach any of the empanelled eSign Service Provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

Further please note that, the RTA shall not process any service requests received from the holder(s) / claimant(s), till PAN, KYC and Nomination documents/details are received.

In view of the above, you are advised to furnish the aforesaid documents / forms / details to the Company or the RTA at the earliest possible at the following address:

Company	Registrar and Share Transfer Agent (RTA)
Tongani Tea Company Limited 15B, Hemanta Basu Sarani, 3 rd Floor, Kolkata-700001 Tel: 2248-7685,2210-0540 E-mail: info@tonganitea.com Website: www.tonganitea.com	Niche Technologies Private Limited 3A, Auckland Place, 7 th Floor, Room No. 7A & 7B, Kolkata-700017 Tel: 033-22806616/6617/6618; 98306 59635 Fax: 033-22806619 E-mail: nichetechpl@nichetechpl.com Website: www.nichetechpl.com

All the above mentioned forms are available on the website of the Company <https://tonganitea.com/> and the RTA at <https://nichetechpl.com/downloads/>.

Yours Truly,
For **Tongani Tea Company Limited**

Indrani Roy
Company Secretary

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