

LONGVIEW TEA COMPANY LIMITED

TERMS AND CONDITIONS OF APPOINTMENT OF INDEPENDENT DIRECTORS

Pursuant to the Provisions of Sections 149, 150, 152 and any other applicable provisions of the Companies Act, 2013 and rules made there under read with Schedule IV to the Companies Act, 2013 and Regulation 16(1) (b) and other applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) regulations, 2015 (hereinafter known as Listing Regulations):

Shri Manoj Kumar Agrawal (DIN No.00067194) was appointed as an Independent Director of the Company for a term of 5 (Five) consecutive years upto 30th September, 2019 (“first term”). He has been re-appointed as Independent Director of the Company for a second term of 5 (five) consecutive years by the shareholders of the Company at the Annual General Meeting held on 17th September, 2019.

Smt. Santosh Devi Mall (DIN No. 07094393) was appointed as an Independent Director of the Company for a term of 5 (Five) consecutive years upto 31st March, 2020 (“first term”) She has been re-appointed as Independent Director of the Company for a second term of 5 (five) consecutive years by the shareholders of the Company at the Annual General Meeting held on 17th September, 2019.

The terms and conditions of appointment of aforesaid Independent Directors shall be governed by the applicable provisions of the Companies Act, 2013 and rules made there under, read with schedule IV to the Companies Act, 2013 and Securities and Exchange Board of India(Listing Obligations and Disclosure Requirements) regulations, 2015, as amended from time to time.

I) TERMS AND CONDITIONS OF APPOINTMENT:

1. A. Shri Manoj Kumar Agrawal

The re-appointment is for a further continuing period of 5 years effective 1st October, 2019 up to 30th September 2024 on non-rotational basis.

B. Smt. Santosh Devi Mall

The re-appointment is for a further continuing period of 5 years effective 1st April, 2020 up to 31st March, 2025 on non-rotational basis.

2. Unless decided otherwise, Independent Directors will be paid such sitting fees for each meeting of the Board and each Committee thereof as may be recommended by the Nomination and Remuneration Committee and approved by the Board from time to time in terms of provisions of Section 197 of the Companies Act, 2013 and Rules made there under.
3. Independent Directors will have no entitlement to any bonus during the appointment and no entitlement to participate in any share scheme and no stock options will be issued to them by the Company.
4. In addition to the fee described in 2 above, the Company will reimburse them for all reasonable and properly documented expenses they may incur in performing their role. They may submit any details of expenses incurred to the Company Secretary.
5. Both the Company and Independent Directors shall abide by the Code of Independent Directors specified in Schedule IV to the Companies Act, 2013, a copy of which is given to them for their perusal and appropriate action.

II) PERFORMANCE REVIEW PROCESS

The performance of individual Director and the whole Board and its Committees shall be evaluated

by the Nomination and Remuneration Committee. If, in the interim, there are any matters arising in connection with your role as a Non-Executive independent Director which cause them concern, they may discuss with the Company as soon as appropriate.

III) OTHER DIRECTORSHIPS AND BUSINESS INTEREST

1. The Company acknowledges that the Independent Directors may have business interest other than those of the Company and that they may have declared any conflicts that are apparent at present. In the event that they become aware of any potential conflicts of interest, not declared so far, these may be disclosed to the Chairman and Company Secretary as soon as they become apparent.
2. During the appointment, Independent Directors may please inform the Company immediately on accepting any other (or further) directorships of publicly quoted companies or any major external appointments, to avoid any conflict of interest with their current position in the Company.

IV) LEGAL COMPLIANCES

1. During the appointment, Independent Directors will comply with any relevant regulations as may be issued by the Government of India and such other authorized bodies as set up by the Government on its behalf, requirements under Companies Act, 2013 including 'Code for Independent Directors', Insider Trading Code, Corporate Governance and such other requirements as the Board of Directors may from time to time specify.
2. In terms of Section 149(7), at the first meeting of the Board in every financial year or whenever there is any change in the circumstances which may affect their status as an Independent director, Independent Directors shall give a declaration to that effect confirming that meet the criteria of independence as provided in section 149(6).
3. In accordance with Listing Regulations, the Company has adopted 'Code of Conduct and Ethics' for Directors and Senior Management Personnel, which is also available on Company's website, and requires adherence from all concerned.

V) VIGIL MECHANISM

In accordance with the provisions of Section 177 of the Companies Act, 2013 the Company has adopted a Vigil Mechanism which will also be available at the Company's Website: www.longviewtea.org.

The Company on its part agrees and assures, that, the Company and all its executives, officers and employees shall:

1. Provide to Independent Directors full co-operation and support and do all such acts and things as are reasonably required to enable you to perform your duties as an Independent Director;
2. Disclose to them, all facts and information as are relevant or material or necessary for them to discharge your duties as an Independent Director.
3. Comply with and abide by all applicable provisions of law, including all rules, regulations, orders passed by any government or other authority or any court or judicial authority;
4. Make available to Independent Directors all such documents, information, copies, details etc. as you may require in connection with the business or affairs of the company;

In accordance with the provisions of the Companies Act, 2013 and the Code for Independent Directors, the Company will make public the term and conditions of appointment of Independent Directors on its website on www.longviewtea.org.