

LONGVIEW TEA COMPANY LIMITED

CIN No. : L15491WB1879PLC000377

Registered Office : 16, Hare Street, Kolkata - 700 001

Phone : 033-2248-2391/2/3 • Fax : 033-2248 9382

Website : www.longviewtea.org • E-mail : info@longviewtea.org

NOTICE

Notice is hereby given that the Annual General Meeting of the shareholders of Longview Tea Company Limited will be held at Committee Room of Calcutta Chamber of Commerce at 18H, Park Street, Kolkata 700071 on Tuesday the 17th September, 2019 at 10.30 a.m. to transact the following businesses:-

Ordinary Business:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the financial year ended on 31st March, 2019 together with the reports of the Board of Directors and Auditors thereon.
2. To appoint a Director in place of Mr. Pradip Kumar Daga (DIN: 00040692) who retires by rotation and being eligible offers himself for re-appointment.

Special Business:

3. To re-appoint Mr. Manoj Kumar Agrawal as an Independent Director and in this regard to consider and if thought fit, to pass with or without modification(s), the following as a Special Resolution:

“RESOLVED THAT pursuant to the provisions of Sections 149 and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013(“ Act”) and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification (s) or re-enactment(s) thereof for the time being in force), and Regulation 16 (1) (b) and other applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”) as amended from time to time , Mr. Manoj Kumar Agrawal(DIN:00067194) , holding office as an Independent Director up to 30th September, 2019 and who is eligible for re-appointment and who meets the criteria for independence as provided in the Act along with Rules framed thereunder and Listing Regulations and who has submitted a declaration to that effect be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation to hold office for a second term of five consecutive years with effect from 1st October, 2019 upto 30th September 2024.”

4. To re-appoint Mrs. Santosh Devi Mall as an Independent Director and in this regard to consider and if thought fit, to pass with or without modification(s), the following as a Special Resolution:

“RESOLVED THAT pursuant to the provisions of Sections 149 and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013(“ Act”) and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification (s) or re-enactment(s) thereof for the time being in force), and Regulation 16 (1) (b) and other applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”) as amended from time to time , Mrs. Santosh Devi Mall (DIN: 07094393), holding office as an Independent Director up to 31st March, 2020 and who is eligible for re-appointment and who meets the criteria for independence as provided in the Act along with Rules framed thereunder and Listing Regulations and who has submitted a declaration to that effect be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation to hold office for a second term of five consecutive years with effect from 1st April, 2020 upto 31st March, 2025.”

Place: Kolkata
Date: 29th May, 2019

By Order of the Board
Nikita Puria
Company Secretary

NOTES

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, which sets out details relating to Special Business at the meeting and Relevant details of the Director seeking appointment/re-appointment, as required under Regulation 36(3) of SEBI (LODR) Regulations, 2015 and Secretarial Standard on General Meetings (SS-2) is annexed to this notice. The Directors has furnished the requisite declarations for their appointment/re-appointment.
2. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY/ PROXIES TO ATTEND AND VOTE INSTEAD OF HIMSELF/HERSELF. SUCH A PROXY/ PROXIES NEED NOT BE A MEMBER OF THE COMPANY.** A person can act as proxy on behalf of members not exceeding fifty (50) and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A person holding more than 10% of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person can not act a proxy for any person or shareholder. A Proxy form is sent herewith

The instrument of Proxy in order to be effective, should be deposited at the Registered Office of the Company, duly completed and signed, not less than 48 hours before the commencement of the meeting. Proxies submitted on behalf of the companies, societies etc., must be supported by an appropriate resolution/ authority, as applicable.
3. The Register of Members and the Share Transfer books of the Company will remain closed from 11.09.2019 to 17.09.2019 (both days inclusive).
4. Members are requested to send all their correspondence to the Company's Registrar and Share Transfer Agent, M/s. Maheshwari Datamatics Private Limited, 23, R. N. Mukherjee Road, 5th Floor, Kolkata – 700 001. For any communication, the shareholders may also send requests to email ids: mdpldc@yahoo.com and info@longviewtea.org.
5. Members holding shares in the same name under different Ledger Folios are requested to apply for consolidation of such Folios and send the relevant share certificates to M/s. Maheshwari Datamatics Private Limited, for their doing the needful.
6. Members are requested to notify change in address, if any, immediately to the above referred Registrar quoting their Folio numbers.
7. 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.
8. In terms of circulars issued by The Securities and Exchange Board of India (SEBI), it is now mandatory to furnish a copy of Permanent Account Number Card (PAN Card) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit the PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the Company or its Registrars and Transfer Agents.
9. In terms of circulars issued by The Securities and Exchange Board of India (SEBI), it is now mandatory to furnish a copy of Permanent Account Number Card (PAN Card) to the Company or its Registrars and Transfer Agents in cases of Transfer of shares, Deletion of name, Transmission of shares and Transposition of shares. Shareholders are requested to furnish copy of PAN Card for all the above mentioned transactions. SEBI has also mandated that for registration of transfer of securities, the transferee(s) as well as transferor(s) shall furnish a copy of their PAN card to the Company for registration of transfer of securities.
10. In terms of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, securities of listed companies can only be transferred in dematerialized form with effect from 1st April 2019 except in case of transmission or transposition of securities. In view of the above, members are advised to dematerialize shares held by them in physical form
11. Annual Report for 2018-19 is being sent by electronic mode to all the members whose email IDs are registered with the Company/Depository Participants(s) for communication purposes unless any member

has requested for a physical copy of the same. For members who have not registered their email addresses, physical copies of the Annual Report for 2018-19 is being sent in the permitted mode.

12. Notice of the Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip and Proxy Form, is being sent by electronic mode to all the members whose email addresses are registered with the Company/Depository Participants(s) for communication purposes unless any member has requested for a printed copy of the same. For members who have not registered their e-mail addresses, physical copies of the Notice of the Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip and Proxy Form is being sent by the permitted mode.
13. Members seeking any information are requested to write to the Company at least 7 days before the Meeting, so as to enable the Management to keep the information ready at the meeting.
14. Members/Proxies are requested to bring their attendance slip sent herewith duly filled in to the meeting.
15. To support the 'Green Initiative', those members, holding shares in physical mode, and who have not registered their e-mail addresses are requested to do so by providing their e-mail addresses.
16. Notice of the Annual General Meeting and the Annual Report for 2018-19 will also be available on the Company's website www.longviewtea.org for their download. The physical copies of the aforesaid documents will also be available at the Company's Registered Office for inspection during normal business hours on working days, up to and including the date of the Annual General Meeting of the Company.

VOTING THROUGH ELECTRONIC MEANS

1. 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 by the Companies (Management and Administration) Amendment Rules, 2015, and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standards on General Meetings (SS-2) issued by the Institute of Company Secretaries of India, the Company is providing its members, the facility to exercise their right to vote on resolutions proposed to be considered at the Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") will be provided by Central Depository Services (India) Limited (CDSL).
2. The facility for E-voting through electronic voting system or through ballot paper shall also be made available at the venue of the AGM and the members attending the meeting, who have not cast their vote through remote e-voting shall be able to exercise their voting rights at the meeting. The members who have already cast their vote through remote e-voting prior to the AGM may attend the AGM but shall not be able to cast their vote again at the AGM.
3. Shri Pravin Kumar Drolia, Practicing Company Secretary has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
4. The Scrutinizer shall, immediately after the conclusion of voting at the general meeting, would first count the votes cast at the meeting, thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in employment of the Company and submit, not later than three days of conclusion of the meeting, a consolidated Scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman of the meeting or a person authorised by him in writing who shall countersign the same.
5. The results declared along with the Scrutinizer's Report shall be placed on the Company's website (www.longviewtea.org) and on the website of CDSL (www.evotingindia.com) after the result is declared. The Company shall simultaneously forward the results to BSE Limited ("BSE") where the shares of the Company are listed.
6. The voting rights of the members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date (record date) of 10.09.2019.
7. The instructions for shareholders voting electronically are as under:
 - (i) The remote E-voting period commences on 14.09.2019 at 9.00 A.M. and ends on 16.09.2019 at 5.00

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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 (record date) of 10.09.2019, may cast their vote by remote e-voting. The e-voting module shall be disabled by CDSL for voting after 5.00 P M on 16.09.2019. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.

- (ii) The shareholders should log on to the e-voting website www.evotingindia.com during the voting period.
- (iii) Click on “Shareholders” tab.
- (iv) 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. Members holding shares in Physical Form should enter Folio Number registered with the Company, excluding the special characters.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any Company, then your existing password is to be used.
- (vii) If you are a first time user follow the steps given below :

	For Members holding shares in Demat Form and Physical Form
PAN	Enter your 10 digit alpha-numeric * PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none">• Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two characters of their name and the eight digit sequence number in the PAN field.• In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters in CAPITAL letters. Eg. if your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.
DOB	Enter the Date of Birth as recorded in your demat account or in the Company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details	Enter the Dividend Bank Details as recorded in your demat account or in the Company records for the said demat account or folio. Please enter the DOB or Dividend Bank Details in order to login. If both details are not recorded with the depository or Company please enter the member id/folio number in the Dividend Bank details field as mentioned in instruction (iv)

- (viii) After entering these details appropriately, click on “SUBMIT” tab.
- (ix) Members holding shares in physical form will then directly reach the Company selection screen. However, members 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.
- (x) For Members holding shares in physical form, the details can be used only for e voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN for the relevant “Longview Tea Company Limited” on which you choose to vote.

- (xii) 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.
- (xiii) Click on the “RESOLUTION FILE LINK” if you wish to view the entire Resolution details.
- (xiv) 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.
- (xv) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take out print of the voting done by you by clicking on “Click here to print” option on the Voting page.
- (xvii) If Demat account holder has forgotten the same password then enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) Shareholders can also cast their vote using CDSL’s mobile app e-voting available for android based mobiles. The m-voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively Please follow the instructions as prompted by the mobile app while voting on your mobile.
- (xix) Note for Non – Individual Shareholders and Custodians:
- Non-individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to www.evotingindia.com and register themselves as Corporates.
 - 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 they have to create 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 should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - 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.
- (xx) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at www.evotingindia.com under help section or write an email to helpdesk.evoting@cdslindia.com.

By Order of the Board

Place: Kolkata
Date: 29th May, 2019

Nikita Puria
Company Secretary

ANNEXURE TO THE NOTICE

EXPLANATORY STATEMENT PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013

Item No.3

Mr. Manoj Kumar Agrawal was appointed as an Independent Director of the Company and he holds office as an Independent Director of the Company upto 30th September, 2019 (“first term”)

As per Section 149(10) of the Act, an Independent Director shall hold office for a term of upto five consecutive years on the Board of a Company, but shall be eligible for re-appointment on passing a special resolution by the Company for another term of upto five consecutive years on the Board of the Company. The Nomination & Remuneration Committee of the Board of Directors, on the basis of the report of performance evaluation, has recommended re-appointment of Mr. Manoj Kumar Agrawal (DIN:00067194) as an Independent Director for a further consecutive period of five years on the Board of the Company.

The Board, based on the performance evaluation and as per the recommendation of Nomination and Remuneration Committee and in terms of the provisions of Sections 149, 150, 152 read with Schedule IV and any other applicable provisions of the Act and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, has proposed to re-appoint Mr. Manoj Kumar Agrawal, being eligible for re-appointment as an Independent Director and offering himself for re-appointment, as an Independent Director for second term of five consecutive years from 1st October, 2019 upto 30th September, 2024

Mr. Manoj Kumar Agrawal is not disqualified from being appointed as a Director in terms of Section 164 of the Act and has given his consent to act as an Independent Director of the Company. The Company has also received declaration from him stating that he meets the criteria of Independence as prescribed both under section Section 149 of the Companies Act, 2013 read with the Companies (Appointment and Qualification of Directors) Rules, 2014 and Regulation 16 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.

In the opinion of the Board, Mr. Manoj Kumar Agrawal fulfills the conditions specified in the Act, the Rules thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, for his re-appointment as an Independent Director of the Company and that he is independent of the management of the Company. The terms and conditions of his appointment would be available for inspection by the members at the Registered Office of the Company during normal business hours (10:00 am to 6:00 pm) on any working day, except Saturday, upto and including the date of AGM of the Company.

The Board considers that his continued association would be of immense benefit to the Company and it is desirable to continue to avail services of Mr. Manoj Kumar Agrawal as an Independent Director.

The necessary particulars and details as required for re-appointment of Mr. Manoj Kumar Agrawal are provided in the “Annexure” to the Notice.

Accordingly, the Board recommends passing of the Special Resolution in relation to re-appointment of Mr. Manoj Kumar Agrawal as an Independent Director for another term of five consecutive years with effect from 1st October, 2019 to 30th September, 2024, for the approval by the shareholders of the Company.

Except Mr. Manoj Kumar Agrawal, being an appointee, none of the Directors and Key Managerial Personnel of the Company and their relatives is concerned or interested, financially or otherwise, in the resolution set out at Item No. 3 of the accompanying Notice of the AGM.

Item No.4

Mrs. Santosh Devi Mall was appointed as an Independent Director of the Company and he holds office as an Independent Director of the Company upto 31st March, 2020 (“first term”)

As per Section 149(10) of the Act, an Independent Director shall hold office for a term of upto five consecutive years on the Board of a Company, but shall be eligible for re-appointment on passing a special resolution by the Company for another term of upto five consecutive years on the Board of the Company. The Nomination & Remuneration Committee of the Board of Directors, on the basis of the report of performance evaluation, has recommended re-appointment of Mrs. Santosh Devi Mall (DIN: 07094393) as an Independent Director for a further consecutive period of five years on the Board of the Company.

The Board, based on the performance evaluation and as per the recommendation of Nomination and Remuneration Committee and in terms of the provisions of Sections 149, 150, 152 read with Schedule IV and any other applicable provisions of the Act and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, has proposed to re-appoint Mrs. Santosh Devi Mall, being eligible for re-appointment as an Independent Director and offering herself for re-appointment, as an Independent Director for second term of five consecutive years from 1st April, 2020 upto 31st March, 2025.

Mrs. Santosh Devi Mall is not disqualified from being appointed as a Director in terms of Section 164 of the Act and has given her consent to act as an Independent Director of the Company. The Company has also received declaration from her stating that she meets the criteria of Independence as prescribed both under section Section 149 of the Companies Act, 2013 read with the Companies (Appointment and Qualification of Directors) Rules, 2014 and Regulation 16 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.

In the opinion of the Board, Mrs. Santosh Devi Mall fulfills the conditions specified in the Act, the Rules thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, for her reappointment as an Independent Director of the Company and that she is independent of the management of the Company. The terms and conditions of her appointment would be available for inspection by the members at the Registered Office of the Company during normal business hours (10:00 am to 6:00 pm) on any working day, except Saturday, upto and including the date of AGM of the Company.

The Board considers that her continued association would be of immense benefit to the Company and it is desirable to continue to avail services of Mrs. Santosh Devi Mall as an Independent Director.

The necessary particulars and details as required for re-appointment of Mrs. Santosh Devi Mall are provided in the "Annexure" to the Notice.

Accordingly, the Board recommends passing of the Special Resolution in relation to re-appointment of Mrs. Santosh Devi Mall as an Independent Director for another term of five consecutive years with effect from 1st April, 2020 to 31st March, 2025, for the approval by the shareholders of the Company.

Except Mrs. Santosh Devi Mall, being an appointee, none of the Directors and Key Managerial Personnel of the Company and their relatives is concerned or interested, financially or otherwise, in the resolution set out at Item No. 3 of the accompanying Notice of the AGM.

By Order of the Board

Place: Kolkata
Date: 29th May, 2019

Nikita Puria
Company Secretary

LONGVIEW TEA COMPANY LIMITED

CIN No. : L15491WB1879PLC000377

Details of Director seeking appointment/ re-appointment at the ensuing Annual General Meeting fixed on September 17, 2019 as required under regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings (SS-2) are given hereunder:

Name of Director	Shri Pradip Kumar Daga	Shri Manoj Kumar Agrawal	Smt. Santosh Devi Mall
Director Identification Number (DIN)	00040692	00067194	07094393
Date of Birth	24.04.1937	15.04.1969	14.11.1962
Age	82	50	57
Date of Appointment on the Board	08.05.1954	28.12.2005	01.04.2015
Qualification & Experience in specific functional areas	B.Com (Hon's), Industrialist with rich and varied experience.	B.Com, Chartered Accountant, Businessman having rich experience.	Teaching
No. of meetings of the Board attended during the year	3	5	5
Directorship in other Companies	i. Century Textiles & Industries Ltd ii. Deepak Spinners Limited iii. Deepak Industries Ltd iv. Deepak Gears Private Ltd	i. Agra Tradelink Pvt Ltd ii. D K C Consultant Private Limited iii. Ganpati Plyboards Private Limited iv. B P Industries (Plyboards) Private Limited v. Shubhdurga Agri Products Private Limited	Nil
Chairmanship/ Membership of Committees of other Companies in which he is a Director#	1. <u>Century Textiles & Industries Limited</u> Member– Audit Committee, Stakeholders' Relationship Committee 2. <u>Longview Tea Company Limited</u> Member– Audit Committee	Nil	Nil
No. of shares held in the Company	4,16,609	Nil	Nil
Relationship between Directors interse (as per Companies Act, 2013)	Related to Shri Yashwant Kumar Daga as Son	No	No
Terms and conditions of appointment / reappointment along with details of remuneration last drawn by such person	Eligible for sitting fees	Eligible for sitting fees	Eligible for sitting fees

Committee positions only of Audit Committee and Shareholders/Investors Grievance Committee in Public Companies have been considered.

Route Map



LONGVIEW TEA COMPANY LIMITED

Regd. Office : 16, Hare Street, Kolkata-700001

CIN : L15491WB1879PLC000377

Website : www.longviewtea.org, E-mail : info@longviewtea.org.

Phone No. 033-2248-2391/2/3, Fax No. 033-2248-9382

PROXY FORM

(Pursuant to section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration Rules, 2014)

CIN : L15491WB1879PLC000377
Name of the company : **LONGVIEW TEA COMPANY LIMITED**
Registered Office : 16, Hare Street, Kolkata-700001

Name of the Member(s)	
Registered Address	
Email ID	
Folio No/Client ID	
DP ID	

I / We, being the member(s) holding Equity shares of the above named company, do hereby appoint:

- Name Address.....
Email Id Signature.....Or failing him
- Name..... Address.....
Email Id..... Signature.....Or failing him
- Name..... Address.....
Email Id..... Signature.....

as my/our proxy to attend and vote (on a poll) for me/ our behalf at the Annual General Meeting of the Company for 2018-19, to be held on Tuesday, the 17th September, 2019 at Committee Room of Calcutta Chamber of Commerce at 18H, Park Street, Kolkata - 700 071 at 10.30 a.m. and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution No.	Resolutions	No. of Shares	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
Ordinary Business				
1.	To Consider and adopt Audited Financial Statements as on 31st March, 2019 and, Reports of the Board of Directors and Auditors thereon.			
2.	Re-appointment of Mr. Pradip Kumar Daga (DIN:00040692) who retires by rotation, and being eligible, offers himself for re-appointment			
Special Business				
3.	Re-appointment of Mr. Manoj Kumar Agrawal as an Independent Director of the Company.			
4.	Re-appointment of Mrs. Santosh Devi Mall as an Independent Director of the Company			

Signed this.....day of2019

Signature of the shareholder

Signature of the Proxy Holder

Notes :

- This form of proxy in order to be effective should be completed and deposit at the Registered office of the Company, not less than 48 hours before the commencement of the meeting.**
- For the resolutions, Explanatory Statement and Notes, please refer to the Notice of the Annual General Meeting.
- It is optional to put a 'x' in the appropriate column against the Resolutions indicated in the Box. If you leave the 'For' or 'against' column blank against any or all Resolutions, your Proxy will be entitled to vote in the manner as he/she thinks appropriate.
Please complete all details including details of member(s) in above box before submission.

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Tel No. 033-2248-2391/2/3, Fax No. 033-2248-9382

Website : www.longviewtea.org, Email : info@longviewtea.org.

ATTENDANCE SLIP

Only Shareholders or the proxies will be allowed to attend the meeting

Regd. Folio No. DP ID* / Client ID* :	Serial No.:
Name :	
Address :	
Joint Holder :	
No. of Share held :	

I/We hereby record my/our presence at Annual General Meeting of the Company for 2018-19 being held on Tuesday, the 17th September, 2019 at 10.30 a.m.

Signature of Shareholder(s) 1.....2.....3.....

Signature of the Proxy holder.....

*Applicable for investors holding shares in electronic form.

Note: Shareholders attending the meeting in person or by Proxy are requested to complete the attendance slip and hand it over at the entrance of the meeting venue.

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ELECTRONIC VOTING PARTICULARS

EVSN (Electronic Voting Sequence Number)	USER ID	PASSWORD
190807018		

The remote e-voting facility will be available during the following period:

Commencement of remote e-voting	End of remote e-voting
From 9.00 a.m. (IST) on Saturday 14.09.2019	Upto 5.00 p.m. (IST) on Monday 16.09.2019