

**LONGVIEW TEA CO. LTD**  
**CIN No.L15491WB1879PLC000377**  
**Registered office:**  
**16, Hare Street, Kolkata-700 001**  
[www.longviewtea.org](http://www.longviewtea.org) Email: [info@longviewtea.org](mailto:info@longviewtea.org).  
Phone No.033-2248-2391/2/3 Fax No. 033-2248-9382

**Notice of the Annual General Meeting, Book Closure and remote e-Voting Information**

**NOTICE** is hereby given that Annual General Meeting of the members of the Company for the FY 2017-18 will be held on Friday, the 14<sup>th</sup> day of September, 2018 at the Committee Room of Calcutta Chamber of Commerce at 18H, Park Street, Kolkata – 700 071 at 10.30 a.m. to transact the business as set out in the notice of the AGM dated May 28, 2018.

The Notice of the AGM has been sent electronically to all the members who have registered their e-mail addresses and has been dispatched to all other members at their registered address in the permitted mode by August 17, 2018. The same can also be accessed from the website of the Company [www.longviewtea.org](http://www.longviewtea.org) and also from the website of CDSL [www.evotingindia.com](http://www.evotingindia.com).

The Register of Members and the Share Transfer Books of the Company will remain closed from September 8, 2018 to September 14, 2018.

Members of the Company, holding shares either in physical form or dematerialized form, as on the cut-off date, i.e., September 7, 2018 will be eligible to cast their vote electronically through remote e-voting system of CDSL. The remote e-voting period shall commence on September 11, 2018 (09:00 A.M.) and ends on September 13, 2018 (5:00 P.M.). The remote e-voting module shall be disabled by CDSL for voting thereafter. Members who have cast their vote by remote e-voting may also attend but shall not be allowed to vote again at the AGM.

Any person, who acquires the shares of the Company and becomes a Member of the Company after dispatch of Notice of the AGM and holds shares as on the cut-off date i.e. Friday, September 7, 2018, may obtain the User ID and Password by sending a request to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

Any query connected with the e-voting by electronic means may be addressed to Company Secretary at the designated e-mail id: [info@longviewtea.org](mailto:info@longviewtea.org) or to the CDSL at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

For Longview Tea Company Limited  
Sd/-

Nikita Puria  
Company Secretary

Place: Kolkata  
Date: August 20, 2018