

LONGVIEW TEA COMPANY LIMITED
CIN: L15491WB1879PLC000377
Regd. Office: 16, Hare Street, Kolkata-700001
Email: info@longviewtea.org. Website: www.longviewtea.org
Telephone No:033- 22482391/2/3. Fax No. 033-22489382

NOTICE OF ANNUAL GENERAL MEETING, E-VOTING INFORMATION AND BOOK CLOSURE

Notice is hereby given that the Annual General meeting of the members of Longview Tea Company Limited will be held on Thursday, the 25th day of September, 2014 at 10.30 am at Committee Room of Calcutta Chamber of Commerce, 18H, Park Street, Kolkata-700071 to transact the business as set forth in the Notice of the Annual General Meeting dated 30-05-2014 that has been sent to the members individually through permitted mode at their registered addresses/email addresses together with the Directors' Report and the Annual Accounts for the financial year ended March 31, 2014.

Notice is further given pursuant to Section 91 of the Companies Act, 2013 that the Register of Members and Share Transfer Books of the company will remain closed from 22nd September, 2014 to 25th September, 2014 (both days inclusive) for the purpose of the ensuing Annual General Meeting.

Notice convening the Annual General Meeting is available on our website www.longviewtea.org and <https://www.evotingindia.com>

The Annual Report of the company (including the Directors' Report, Auditors report, Balance Sheet, Statement of Profit & Loss, Cash Flow Statement etc are available on our website www.longviewtea.org.

Further these documents are available for inspection at the Registered Office of the company during the office hours.

The Company has completed the dispatch of the Notice of the Annual General meeting to the members on or before 01/09/2014 through permitted mode.

The business as set out in the Notice of the Annual General meeting has been permitted to be transacted through e-voting.

For e-voting , members are requested to read the instructions printed in the Notice of the Annual General Meeting carefully.

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 (record date) of 16th August, 2014.

For the purpose of e-voting, the company has engaged Central Depository Services (India) Limited ("CDSL") to provide e-voting facilities which is available at the link <https://www.evotingindia.com> during the following voting period:

Commencement of e-voting	19 th September, 2014 from 10.00 am (IST)
End of e-voting	21 st September, 2014 upto 6.00 pm (IST)

No e-voting will be allowed beyond the aforesaid period.

In case of any queries on e-voting, you may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the Downloads sections of <https://www.evotingindia.co.in> or write an e-mail to helpdesk.evoting@cdslindia.com or the Registrar and Transfer Agents, M/s. Maheshwari Datamatics Private Limited through e-mail at mdplc@yahoo.com , or the Secretarial Department of the company through email at info@longviewtea.org.

In case of those members, who do not have access to e-voting facility, they can use the ballot form sent with the notice or can be downloaded from our website www.longviewtea.org and convey their assent/dissent to each one of the items of business to be transacted at the ensuing Annual General meeting and send the form to reach Ms. Mamata Binani, Scrutinizer, appointed by the company at the address mentioned in the ballot form, on or before 21st September, 2014 (by 6.00 pm (IST)).

By Order of the Board
For Longview Tea Company Limited
Subramanian Krishnan
Company Secretary

Place:Kolkata
Dated: 10th September, 2014.