

# HINDUSTHAN TEA & TRADING CO. LIMITED

5, J. B. S. HALDEN AVENUE, (Formerly E. M. Bye Pass),  
1st Floor, 'SILVER ARCADE', KOLKATA - 700 105  
Telefax : 2251-7051 / 7054 / 7055, E-mail : hema.aditi@rediffmail.com  
CIN : L51226WB1954PLC022034

Date: 31<sup>st</sup> August, 2026

To  
The Calcutta Stock Exchange Limited,  
7, Lyons Range,  
Kolkata – 700 001

Dear Sirs/ Ma'am,

Re: Scrip No. 18124

Sub: - Annual General Meeting for Financial year ended 31.03.2026 and intimation of book closure date

Kindly be informed that the 79<sup>th</sup> Annual General Meeting of Hindusthan Tea & Trading Co Ltd for the financial year 2025-26 will be held on Tuesday, 29.09.2026 at 11.00A.M at the Registered Office of the Company at 5, J.B.S. Halden Avenue, Silver Arcade, 1<sup>st</sup> Floor, Kolkata – 700 105 to transact the business as specified in the Notice dated 31.08.2026. The Notice calling AGM along with Annual Report for year ended 31st March, 2026 is also available on the website of the Company at [www.hindusthantea.com](http://www.hindusthantea.com).

The cut-off date (record date) is Tuesday, 22.09.2026 for the purpose of eligibility for voting. The Register of members and Share Transfer book of the company will remain closed from Wednesday, 23.09.2026 to Tuesday, 29.09.2026, (both days inclusive).

Thanking you.  
Yours faithfully,  
For Hindusthan Tea & Trading Co Ltd

*Vandana Musaddi*

Vandana Musaddi  
Company Secretary



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## NOTICE

**NOTICE** is hereby given that the **79<sup>th</sup> ANNUAL GENERAL MEETING** of Members of Hindusthan Tea & Trading Company Limited will be held at the Registered Office of the company at 5, J.B.S. Halden Avenue, Silver Arcade, 1<sup>st</sup> Floor, Kolkata 700105 on **Tuesday, 29<sup>th</sup> day of September, 2026** at 11.00 A.M. to transact the following business:

### **ORDINARY BUSINESS:**

1. To consider and adopt the audited financial statement of the Company for the financial year ended 31st March, 2026 and the reports of Board of Directors and Auditors thereon and in this regard pass the following resolution as Ordinary Resolution:

**"RESOLVED THAT** the audited financial statement of the Company for the financial year ended March 31, 2026 and the reports of the Board of Directors and Auditors thereon laid before this meeting, be and are hereby considered and adopted."

2. To appoint a Director in place of Mr. Amritansh Bhagat (DIN 00411898) who retires by rotation and being eligible, offers himself for re-appointment.

### **Registered Office:**

5, J.B.S. Halden Avenue,  
Silver Arcade, 1<sup>st</sup> Floor,  
Kolkata-700105

**Date: 31<sup>st</sup> August 2026**

**By Order of the Board of Directors  
For Hindusthan Tea & Trading Company Limited**

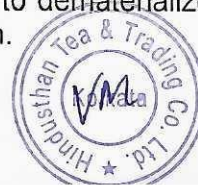
*Vandana Musaddi*

**Vandana Musaddi  
Company Secretary**



## NOTES

1. A member entitled to attend and vote at the Annual General Meeting ("Meeting") is entitled to appoint a proxy to attend and vote on a poll instead of himself / herself and the proxy need not be a member of the Company. A person can act as a proxy on behalf of members not exceeding fifty and, in the aggregate, not more than 10% of total share capital of the company carrying voting right. A member holding more than 10% of the total share capital of the company carrying voting right may appoint a single person as proxy and such person shall not act as a proxy of any other person or shareholder.
2. The Registers of the Members and the Share Transfer Books of the company will remain closed from 23<sup>rd</sup> September 2026 to 29<sup>th</sup> September 2026 (both days inclusive). Cutoff date is 22<sup>nd</sup> September 2026.
3. Proxies in order to be valid must be deposited with the Company at its Registered Office not less than 48 hours before the Meeting.
4. Members/Proxies should bring their Attendance Slip send herewith duly filled in for attending the Meeting.
5. Corporate Members intending to send their authorized representatives to attend the Meeting pursuant to Section 113 of the Companies Act, 2013 are requested to send to the Company, a duly certified copy of the relevant Board Resolution authorizing their representative(s) to attend and vote on their behalf at the Meeting.
6. In case of joint holders attending the Meeting, the joint holder who is higher in the order of names will be entitled to vote at the Meeting, if not already voted through remote e-voting.
7. Information about the Directors proposed to be appointed / reappointed as stipulated under Clause 49 of Listing Agreement with Stock Exchange in India, are provided in the Report on Corporate Governance forming part of the Annual Report. The Board of Directors of the Company recommends the appointments/ reappointments of such Directors.
8. Members desirous of obtaining any information as regards Accounts and Operations of the Company are requested to write at least one week before the Meeting so that the same could be complied in advance.
9. As per Regulations 39 and 40 of the Listing Regulations, listed companies can affect issuance of duplicate securities certificate; renewal/exchange, endorsement, sub-division/split, consolidation of securities certificate; transmission and transposition, as applicable in Dematerialised form only. Further SEBI vide its Circular dated March 16, 2023, mandated furnishing of PAN, KYC and Nomination details by holders of physical securities. It may be noted that any service request or complaint by RTA can be processed only after the folio is KYC compliant. The Company has sent individual letters to all the Members holding shares of the Company in physical form for furnishing the aforesaid details. In view of this requirement and to eliminate all risks associated with physical shares members holding shares in physical form are requested to update their KYC details (through Form ISR-1, Form ISR-2 and Form ISR-3, as applicable) and consider converting their holdings to dematerialized form. The said forms are available on our website at [www.hindusthantea.com](http://www.hindusthantea.com).



10. As per Regulation 40 of the Listing Regulations as amended, securities of listed companies can be transferred only in dematerialised form with effect from 1st April, 2019.

In view of the above and to eliminate all risks associated with physical shares and for ease of portfolio management, Members holding shares in physical form are requested to consider converting their holdings to dematerialised form. Members are accordingly requested to get in touch with any Depository Participant having registration with SEBI to open a Demat account or alternatively, contact the RTA, M/s. S. K. Infosolutions Pvt. Ltd. to seek guidance with respect to the demat procedure. Members may also visit the website of depositories viz. National Securities Depository Limited: <https://nsdl.co.in/faqs/faq.php> or Central Depository Services (India) Limited: <https://www.cdslindia.com/investors/open-demat.html>.

Further vide circular no. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/97 dated 2nd July, 2025 SEBI, in order to facilitate ease of investing for investors and to secure the rights of investors in the securities which were purchased by them, has opened a special window only for re-lodgement of transfer deeds, which were lodged prior to the deadline of April 01, 2019 and rejected/returned/not attended to due to deficiency in the documents/process/or otherwise, for a period of six months from July 07, 2025 till January 06, 2026. During this period, the securities that are re-lodged for transfer (including those requests that are pending with the listed company / RTA, as on date) shall be issued only in demat mode. Members, if any, being eligible to take benefit of the special window, can contact Company's RTA M/s. S. K. Infosolution Pvt. Ltd. having their office at D/42, Katju Nagar, Ground Floor, Jadavpur, Kolkata – 700 032.

11. Members can avail of the facility of nomination in respect of shares held by them in physical form pursuant to the provisions of 72 of the Companies Act, 2013 read with Rule 19(1) of the Companies (Share Capital and Debentures) Rules, 2014. Members desiring to avail of this facility may send their nomination in the prescribed Form No. SH-13 duly filled in to the RTA M/s. S. K. Infosolution Pvt. Ltd. having their office at D/42, Katju Nagar, Ground Floor, Jadavpur, Kolkata – 700 032. Members holding shares in electronic form may contact their respective Depository Participants for availing this facility.
12. If a member desires to cancel the earlier nomination and record fresh nomination, he/she may submit the same in Form No. SH-14. Both the forms are also available on the Company's website at the web-link: [www.hindusthantea.com](http://www.hindusthantea.com).
13. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 ("the Act") setting out material facts concerning the business under Item No. 3 of the accompanying Notice, is annexed hereto. The Explanatory Statement also contains the relevant details of the Director as required by Regulation 36(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and Secretarial Standard – 2 ("SS-2") on General Meetings issued by the Institute of Company Secretaries of India ("ICSI").
14. MEMBERS ARE REQUESTED TO:
- (a) intimate to RTA, M/s. S. K. Infosolution Pvt. Ltd., changes, if any, in their registered addresses/bank mandates at an early date, in case of shares held in physical form;
  - (b) intimate to respective Depository Participant, changes, if any, in their registered addresses/bank mandates at an early date, in case of shares held in electronic/dematerialized form;
  - (c) quote their folio numbers/ Client ID and DP ID in all correspondence;
  - (d) consolidate their holdings into one folio in case they hold shares under multiple folios in the identical order of names;



- (e) register their Permanent Account Number (PAN) with their Depository Participants, in case of Shares held in dematerialised form and RTA, M/s. S. K. Infosolution Pvt. Ltd. /Company, in case of Shares held in physical form, as directed by SEBI, and
- (f) to support the Green Initiative by registering/updating their e-mail addresses, with the Depository Participant (in case of Shares held in dematerialised form) or by writing to RTA, M/s. S.K. Infosolution Pvt. Ltd. (in case of Shares held in physical form).

15. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of Companies Act, 2013 and relevant documents referred to in this Notice of AGM will be available for inspection by the Members during the AGM. All documents referred to in the Notice will also be available for electronic inspection without any fee by the Members from the date of circulation of this Notice up to the date of AGM, i.e. 29<sup>th</sup> September, 2026. Members seeking to inspect such documents can send an email to Company's investor email id: [contact@hindusthantea.com](mailto:contact@hindusthantea.com).
16. Members desiring any additional information or having any question or query pertaining to the business to be transacted at the AGM are requested to be send the same at the Registered Office of the Company at 5, JBS Halden Avenue, Silver Arcade, Kolkata – 700 105 or write from their registered e-mail addresses, mentioning their name, DP ID and Client number/folio number and mobile number to the Company's investor email id: [contact@hindusthantea.com](mailto:contact@hindusthantea.com) so as to reach the Company at least seven days in advance of the Meeting to enable the management to keep the information ready. The queries may be raised precisely and in brief to enable the Company to answer the same suitably depending on the availability of time at the AGM. Please note that Members' questions will be answered only if they continue to hold shares as on the cut-off date.
17. Also, members of the Company, holding shares as on the cut-off date i.e. 22<sup>nd</sup> September, 2026 and who would like to speak or express their views may register as speakers by sending a request to the Company at least 7 days prior to meeting mentioning their name, demat account number/folio number, email id, mobile number at Company's investor email id: [contact@hindusthantea.com](mailto:contact@hindusthantea.com). Those Members who have registered themselves as a speaker will only be allowed to speak/express their views/ask questions during the AGM. The Company reserves the right to restrict the number of speakers depending on the availability of time at the AGM.

**Registered Office:**

5, J.B.S. Halden Avenue,  
Silver Arcade, 1<sup>st</sup> Floor,  
Kolkata-700105

**Date: 31<sup>st</sup> August 2026**

**By Order of the Board of Directors  
For Hindusthan Tea & Trading Company Limited**

*Vandana Musaddi*

**Vandana Musaddi  
Company Secretary**

