

JIVRAJ TEA LIMITED

CIN: U01130GJ1981PLC004892

NOTICE OF ANNUAL GENERAL MEETING

JIVRAJ TEA LIMITED
(A Public Limited Company)

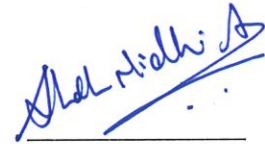
NOTICE IS HEREBY GIVEN THAT THE 41ST ANNUAL GENERAL MEETING OF THE MEMBERS OF JIVRAJ TEA LIMITED WILL BE HELD ON FRIDAY, SEPTEMBER 30, 2022 AT 11.00 A.M. AT 501, 502, 601, 602, 5TH & 6TH FLOOR, UNION HEIGHTS B/S RAHUL RAJ MALL, VESU SURAT, GJ 395007 IN TO TRANSACT THE FOLLOWING BUSINESS:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statement of the Corporation for the Financial Year ended March 31, 2022 and Reports of the Board of Directors and Auditors thereon.
2. To confirm interim Equity dividend declared for Financial Year 2021-22 by passing Board Resolution dated December 29, 2021.

Place: Surat
Date: 05/09/2022

For and on behalf of,
Jivraj Tea Limited



Nidhi Shah
Company Secretary
Membership No. A68211



Registered Office :

501, 5th Floor, Union Heights, Maharana Pratap Road,
Vesu, Surat - 395 007, Gujarat, (India).
Ph. : +91 (261) 2500999 Fax : +91 (261) 2500928
Email : customercare@jtl.co.in
Web : www.j9tea.com



NOTES:

1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT ANOTHER PERSON AS A PROXY TO ATTEND AND VOTE AT THE MEETING ON HIS BEHALF AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY.
2. Proxies in order to be effective must be deposited at the Registered Office of the Company not less than 48 hours before the time of the meeting.
3. In terms of Section 105 of the Companies Act, 2013 read with Rule 19 of the Companies (Management and Administration) Rules, 2014 a person can act as proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the company carrying voting rights. A member holding more than ten percent of the total share capital of the company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other shareholder.
4. Corporate Members intending to send their authorized representative(s) to attend the Annual General Meeting are requested to forward a certified copy of Board Resolution authorizing their representative to attend and vote at the Annual General Meeting either to the Company in advance or submit the same at the venue of the General Meeting.
5. **Nomination:**
Pursuant to Section 72 of the Companies Act, 2013 read with Rule 19 of the Companies (Share Capital and Debentures) Rules, 2014, Members/Beneficial Owners are entitled to make nomination in respect of Shares held by them in Form No. SH-13. Holders of shares in single name and physical form are advised to make nomination in respect of their holding in the Company by submitting duly completed form No SH-13 with the Company and to their respective depository in case of shares held in electronic form. Joint Holders can also use nomination facility for shares held by them.
6. Members are requested to bring their copies of the Annual Report to the Meeting. The copies of Annual Reports shall not be made available at the venue of the Meeting.
7. **Admission Slip:**
Members / Proxies attending the Meeting should bring the Admission Slip, duly filled, for handing over at the venue of the meeting.
8. The voting rights of members shall be in proportion to their share of the paid up equity share capital of the Company as on the cut-off date of September 05, 2022.
9. In case of joint holders attending the AGM, only such joint holder who is higher in the order of names will be entitled to vote.

10. For receiving all communication (including Annual Report) from the Company electronically, Members are requested to register / update their email addresses with the relevant Depository Participant.

11. Members are requested to intimate immediately the change of address or demise of any Member, if any, to the Company's Registrar and Transfer Agents to prevent frauds.

12. Change of Address:

(a) Members Holding Shares in Physical Form: Members holding shares in physical form are requested to advise immediately change in their address, and also inform their valid E-mail ID, if any, quoting their Folio number(s), to M/s. KFin Technologies Ltd (formerly known as KFin Technologies Private Limited) R & T Agents at their address given below.

(b) Members Holding Shares in Dematerialised Form: Members holding shares in dematerialised form are requested to advise immediately change in address and register their valid E-mail ID, if any, quoting their respective Client ID / DP ID Nos., to their respective Depository Participants only and not to M/s. KFin Technologies Ltd (formerly known as KFin Technologies Private Limited) or to the Company.

13. Investors Education and Protection Fund:

a) Members are hereby informed that Dividends which remain unclaimed / unencashed over a period of seven years have to be transferred by the Company to Investor Education & Protection Fund (IEPF) constituted by the Central Government under Section 125 of the Companies Act, 1956.

We give below the details of Dividends paid by the Company and their respective due dates of transfer to the Fund of the Central Government if they remain unencashed.

Date of Declaration of Dividend	Dividend for the Financial Year	Proposed Month and Year of Transfer to the Fund
29/12/2021	2021-22 (1 st Interim)	March, 2029

b) Pursuant to Section 124 (6) of Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules 2016 as amended, the shares in respect of which dividend is unclaimed for a period of seven consecutive years are required to be transferred by the Company to IEPF Authority. In view of above provisions, members are requested to kindly ensure updation of their bank details.

14. Unclaimed Dividends:

In view of the above mentioned regulation, the Members who are yet to encash the earlier dividend(s) warrants are advised to send requests for duplicate dividend warrants in case they have not received/ not encashed the Dividend Warrants for any of the above mentioned financial years and/ or send for revalidation the unencashed Dividend Warrants still held by them to the Registrars and Transfer Agents of the Company.

15. Registrar and Transfer Agents:

The address of Registrars and Transfer Agents of the Company is as follows:

KFin Technologies Limited
(Formerly known as KFin Technologies Private Limited)
305, New Delhi House, |
27, Barakhamba Road | New Delhi 110 001 | India
P: +91 011 41911307 (Direct) | M: +91 9866349962
E: ravi.shukla@kfintech.com | <https://www.kfintech.com/>

16. Route Map showing Directions to reach to the venue of the Meeting is given at the end of this Notice.

**ROUTE MAP TO THE VENUE OF THE 41ST ANNUAL GENERAL MEETING OF
JIVRAJ TEA LIMITED
ON FRIDAY, SEPTEMBER 30, 2022 AT 11.00 A.M.**

