

EASTERN DOOARS TEA CO. LTD.

Regd. Office: 8, Camac Street, 4th Floor, Suite 1A, Shantiniketan Building, Kolkata – 700 017

CIN: L15492WB1917PLC002823

Contact Number: +91-33-2282 9303;

Website: <http://www.nahata-group.com/> ; Email ID: easterndooars@gmail.com

POSTAL BALLOT FORM

[Pursuant to section 110 of the Companies Act, 2013 and rule 22 of the Companies (Management and Administration) Rules, 2014]

Postal Ballot No.:

1. Name and Registered Address :
of the Sole/First named shareholder
2. Name(s) of Joint Holder(s), (If any) :
3. Folio No./ DP ID No.* / Client ID :
(*applicable to investors holding equity shares in demat form)
4. Number of Equity Shares Held :

I/We hereby exercise my/our vote in respect of the following Resolution to be passed through Postal Ballot for the business stated in the Postal Ballot Notice dated August 25, 2023 of the Company by sending my/our Assent or Dissent to the said Resolution by placing the Tick (✓) mark at the appropriate box below:

Item No.	Item	No. of Shares held	I/We assent to the resolution	I/We dissent from the resolution
1.	Special resolution for appointment of Shri Prakash Kumar Gouti (DIN: 10244605) as an Independent Director of the Company for a period of 5 (five) yers from 03.08.2023, not liable to retire by rotation.			

Place :

Date :

Signature of the Shareholder *
(*as per Company record)

The Company is pleased to offer all its Members, e-voting facility as an alternative mode for casting their votes electronically, instead of conveying the Postal Ballot Forms to the Scrutinizer. However, e-voting is optional.

ELECTRONIC VOTING PARTICULARS

EVSN (E-Voting Sequence Number)	USER ID	PAN/SEQUENCE NUMBER
230901094		

- Notes: (i) Please read carefully the instructions mentioned in the notice before exercising your vote.
(ii) The duly completed postal ballot form should reach the scrutinizer by October 09, 2023, 5:00 P.M.
(iii) The Voting period will start on September 10, 2023 at 10:00 A.M. and will end on October 09, 2023 at 5:00 P.M.
(iv) Please refer to e-voting instructions mentioned in the Notice for the remote e-voting.

EASTERN DOOARS TEA CO. LTD.

Regd. Office: “Shantiniketan”, 4th Floor, Suite 1A

8, Camac Street, Kolkata – 700017

CIN: L15492WB1917PLC002823

Contact Number : +91-33-2282 9303;

Website: <http://www.nahata-group.com/>; **Email:** easterndooars@gmail.com

POSTAL BALLOT NOTICE

[Pursuant to provisions of Section 110 of the Companies Act, 2013 read with Section 108, Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 and Circulars issued by Ministry of Corporate Affairs, Government of India]

NOTICE PURSUANT TO SECTION 110 OF THE COMPANIES ACT, 2013 AND RULES 20 AND 22 OF THE COMPANIES (MANAGEMENT AND ADMINISTRATION) RULES, 2014 RELATING TO PASSING OF THE RESOLUTION BY POSTAL BALLOT READ WITH REGULATION 44 OF THE SECURITIES AND EXCHANGE BOARD OF INDIA (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015, AND AMENDED FROM TIME TO TIME.

Dear Member(s),

NOTICE is hereby given to the Members of EASTERN DOOARS TEA CO. LTD. (hereinafter referred to as “**the Company**”), pursuant to the provisions of Section 110 read with Section 108 and other applicable provisions, if any, of the Companies Act, 2013 (“**the Act**”) read with Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 (“**the Rules**”), as amended from time to time, also read with the General Circulars, issued by the Ministry of Corporate Affairs, (“**MCA Circulars**”), and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, (“**SEBI (LODR) Regulations**”), including any statutory modification (s), amendment(s) or re-enactment(s) thereof for the time being in force and as may be enacted hereinafter, Secretarial Standard–2 issued by the Institute of Company Secretaries of India, and any other applicable laws and regulations to transact the below mentioned special businesses, in accordance through Postal Ballot by remote e-voting process (e-voting) only (“**Postal Ballot**”).

An explanatory statement pursuant to Sections 102 and 110 of the Act and other applicable provisions, if any, of the Act pertaining to the proposed resolution setting out the material facts and reasons thereof are annexed hereto along with Postal Ballot Notice and self addressed postage prepaid envelope for your consideration.

The Special Resolution, the explanatory statement ('Explanatory Statement') containing all material facts and a postal ballot form ('Postal Ballot Form') along with details regarding electronic voting are enclosed with this Notice for your consideration. Also enclosed is a self-addressed, postage prepaid envelope for your use. The Board of Directors of the Company has appointed Mr. Kajal Kumar Guha Roy of M/s Pal & Roy, Practicing Chartered Accountant, 2, Church Lane, Room No. 201K, 2nd Floor, Kolkata-700001 Membership No: 017680 as the scrutinizer (**'Scrutinizer'**) for conducting Postal Ballot process in a fair and transparent manner. The members holding Equity Shares of the Company have both the options of voting i.e. by e-voting and through Postal Ballot Form. Members are requested to carefully read the instructions printed in the Postal Ballot Form and return the Postal Ballot Form (no other form or photocopy is permitted) duly completed in self-addressed, postage pre-paid envelope so as to reach the Scrutinizer not later than the close of working hours at 05:00 P.M. on **Monday, 09th October, 2023**

Members desiring to avail option of for remote e-voting as per the facility arranged by the Company are requested to read the instructions in the Notes under the section 'Voting through Electronic means'. Reference to Postal Ballot in this Notice includes votes cast through remote e-voting. The remote e-voting period will commence on **10.09.2023 at 10:00 A.M.** and will end on **09.10.2023 at 5:00 P.M.** During this period, Members of the Company holding shares as on the cut-off date i.e. **25.08.2023** may cast their vote electronically.

Postal Ballot Forms received after this date will be treated as if the reply from the concerned member has not been received. The postage will be borne and paid by the Company, except for Postal Ballot Forms received from outside India. It is hence clarified that those members desiring to exercise their vote from outside India will have to bear /arrange for their postage expenses.

Members may note that, the Company has engaged the services of **Central Depository Services (India) Limited ('CDSL')** to provide e-voting facility to the members of the Company. Accordingly, the Company is providing an e-voting facility as an alternate, which would enable the members to cast vote electronically instead of dispatching the Postal Ballot Form. Please read and follow the instructions on e- voting enumerated in the notes to this Notice.

Only members entitled to vote are entitled to fill in the Postal Ballot Form and send it to the Scrutinizer or vote under the e-voting facility offered by the Company, and any other recipient of the Notice who has no voting rights should treat the Notice as an intimation only. Kindly note that while exercising the vote, members holding equity shares of the Company can opt for only one of the two modes of voting i.e. either through Postal Ballot Form or E-voting. If you are opting for e-voting, then do not vote through Postal Ballot Form and vice versa.

For voting through electronic means as per the facilities arranged by the Company through, **Central Depository Services (India) Limited ("CDSL")**, members are requested to read the instructions as mentioned in the Notes.

The Scrutinizer will submit his report to the Chairman of the Company or, in his absence, to any other designated Director of the Company after completion of scrutiny of the Postal Ballot Forms and e-voting results received. The result of voting by the Postal Ballot will be announced at 11:00 A.M. on **Tuesday, 10th October, 2023** at the Registered Office of the Company. Additionally, the result will be communicated to The Calcutta Stock Exchange Limited ('CSE') where the equity shares of the Company are listed and shall also be published in the newspapers. The results of the Postal Ballot will also be displayed on the Company's website <http://www.nahata-group.com/>. The date of declaration of the results of the Postal Ballot shall

be the date on which the Resolution would be deemed to have been passed, if approved by the requisite majority by the public shareholders of the Company.

The resolution, if passed by the requisite majority shall be deemed to have been passed as if the same have been passed at a general meeting of the members convened in that behalf. The proposed resolution, if approved by the requisite majority of members by means of Postal Ballot and remote e-voting, shall be deemed to have been passed on the last date specified by the Company for remote e-voting, i.e. **Monday, 09th October, 2023.**

SPECIAL BUSINESS:

ITEM NO.-1

To approve the appointment of Shri Prakash Kumar Gouti (DIN: 10244605) as a Special Resolution:

To consider and if thought fit, to pass with or without modification, the following resolution as **SPECIAL RESOLUTION:**

"RESOLVED THAT pursuant to the provisions of Sections 149, 150, 152 and any other applicable provisions of the Companies Act, 2013 and the Rules made there under, and based on the Recommendation of Nomination & Remuneration Committee Shri Prakash Kumar Gouti (DIN:10244605) who was appointed as an Independent Director by the Board of Directors with effect from 03rd day of August, 2023 and holds office upto the date of next General Meeting or a period of 3 (three) months from the date of his appointment, whichever is earlier, be and is hereby appointed as an Independent Director of the Company with effect from 03rd day of August, 2023 for a period of 5 (Five) years, not liable to retire by rotation"

"RESOLVED FURTHER THAT any Director or the Compliance Officer of the Company be and are hereby authorized to do all such acts, deeds and matters and file necessary forms with Registrar of Companies for the purpose of giving effect to this resolution and for matters connected there with or incidental thereto."

By Order of the Board

For **EASTERN DOOARS TEA CO. LTD.**

(Sharad Nahata)
Managing Director
DIN: 02725654

Kolkata,
The 25th day of August, 2023.

Notes:

1. The explanatory statement pursuant to Sections 102 and 110 of the Companies Act, 2013 (“the Act”) read together with the Rule 22 of the Companies (Management and Administration) Rules, 2014 stating all material facts and the reason for the proposal is annexed herewith. The Postal Ballot Notice is also placed on the website of the Company i.e. <http://www.nahata-group.com>
2. The Postal Ballot Notice is being sent to all the Members, whose names appear in the Register of Members/ List of Beneficial Owners as received from the National Securities Depository Limited (“NSDL”) and Central Depository Services (India) Limited (“CDSL”) as on **Friday, 25th August, 2023 (“the Cut-off date”)** and who have registered their email addresses with the Company’s Share Transfer Agent i.e. Niche Technologies Pvt. Ltd. or Depository through the respective Depository Participants. Any member who has not received the Postal Ballot Notice may write an e-mail to the Company at easterndooars@gmail.com or download from the website of the Company i.e. <http://www.nahata-group.com>
3. In compliance with Sections 108 and 110 of the Act and the rules made there under, the MCA Circulars and Regulation 44 of the SEBI (LODR) Regulations, 2015, the Company has provided the facility to the shareholders to exercise their votes electronically and vote on the resolutions through remote e-voting service facility arranged by CDSL. The instructions for remote e-voting are provided as part of this Postal Ballot Notice.
4. To support the “Green Initiative” Members who have not registered their e-mail addresses so far are requested to register their e-mail address with the Company’s RTA or the Depository Participants, in respect of shares held in physical/ electronic mode respectively.
5. Voting rights will be reckoned on the paid-up value of shares registered in the name of the Members on Friday, **25th August, 2023 (“the Cut-off date”)**. Only those Members whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on the Cutoff date will be entitled to cast their votes by Postal Ballot and e-voting. A member who is not holding shares of the Company as on Cut-off date shall treat this notice for information purpose only.
6. The Postal ballot Form together with self-addressed Business Reply Envelope is enclosed for the use of the member. Please read carefully the following instructions before exercising your vote and return the form duly completed, signifying your assent/ dissent, in the attached self-addressed, postage pre-paid envelope so as to reach the Scrutinizer within a period of 30 days from the date of dispatch of notice i.e. before the close of working hours on **09th October, 2023 (upto 5:00 P.M.)**.
7. In compliance with Section 108 and 110 of the Companies Act, 2013 read with Rule 20 of Companies (Management & Administration) Rules, 2014 and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), the Company is pleased to offer e-voting facility as an alternate, for all its members to enable them to cast their vote electronically. The Company has entered into an agreement with Central Depository Services (India) Limited (CDSL) for facilitating e-voting to enable the Members to cast their votes electronically instead of dispatching Postal Ballot Form. E- voting is optional. In case a member desires to exercise his vote

by using e-voting facility then he has to carefully follow the instructions as given on the back side of Postal Ballot Form. Member can use the facility and log-in any number of times till he has voted on all the resolutions or till the end of voting period, whichever is earlier.

8. The scrutinizer will submit his report after completion of the scrutiny, addressed to the chairman on **10.10.2023**. The chairman will, or in his absence any other person so authorized by him, will announce the result of voting by postal ballot on **10.10.2023 at 11.00 A.M.** at the Registered Office of the Company. The result will also be published in newspapers and communicated to the Stock Exchange where the shares of the Company are listed. The result will also be put on the Company's website. The scrutinizer's decision on the validity of the Postal Ballot shall be final.
9. Members who do not have registered their E-mail ID are required to register their email addresses, in respect of electronic holding with their concerned Depository Participants and in respect of physical holding, with the Company's Share Transfer Agent i.e. Niche Technologies Pvt. Ltd., 3A Auckland Place, 7th Floor, Room No. 7A & 7B, Kolkata - 700 017, Ph.: 033- 2280 6616/ 17/ 18, E-mail: nichetechpl@nichetechpl.com by following due procedure, which is as under:

In case, Physical Holding	<p>Send a duly signed request letter to the RTA of the Company i.e. Niche Technologies Pvt. Ltd., (Unit: EASTERN DOOARS TEA CO. LTD.), 3A Auckland Place, 7th Floor, Room No. 7A & 7B, Kolkata - 700 017, Ph.: 033- 2280 6616/ 17/ 18, or scanned copy on e-mail at nichetechpl@nichetechpl.com and provide the following details/ documents for registering email address:</p> <ol style="list-style-type: none"> Folio No., Name of shareholder, Email ID, Copy of PAN card (self- attested), Copy of Aadhar (self- attested), Copy of share certificate (front and back). <p>Following additional details/documents need to be provided in case of updating Bank Account detail:</p> <ol style="list-style-type: none"> Name and Branch of the Bank in which you wish to receive the dividend, the Bank Account type, Bank Account Number, MICR Code Number, and IFSC Code, Copy of the cancelled cheque bearing the name of the first shareholder.
In case, Demat Holding	<p>Please contact your Depository Participant (DP) and register your email address and bank account details in your demat account, as per the process advised by your DP</p>

10. Resolutions passed by the shareholders through Postal Ballot are deemed to have been passed as if they have been passed at a General Meeting of the shareholders.

11. The instructions for shareholders for remote e-voting are as under:-

Step1: Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.

Step2: Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.

- (i) The remote e- voting period begins on 10th September, 2023 at 10.00 A.M. and ends on 09th October, 2023 at 5.00 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 i.e. 25th August, 2023 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter
- (ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- (iii) Pursuant to SEBI Circular No. **SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020**, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to **all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants**. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

Step 1: Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.

- (iv) In terms of **SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020** on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility

Pursuant to above said SEBI Circular, Login method for e-Voting **for Individual shareholders holding securities in Demat mode CDSL/NSDL** is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL Depository	<p>Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login to Easi / Easiest are requested to visit cdsi website www.cdslindia.com and click on login icon & New System My easi Tab.</p> <p>After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly.</p> <p>If the user is not registered for Easi/Easiest, option to register is available at cdsi website www.cdslindia.com and click on login & New System Myeasi Tab and then click on registration option.</p> <p>Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</p>
Individual Shareholders holding securities in demat mode with NSDL Depository	<p>If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsdl.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period.</p> <p>If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select "Register Online for IDeAS "Portal or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</p> <p>Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period.</p>
Individual Shareholders (holding	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting</p>

securities in demat mode) login through their Depository Participants (DP)	option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period.
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Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at above mentioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. CDSL and NSDL

Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800225533
Individual Shareholders holding securities in Demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30.

Step 2: Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.

(v) Login method for Remote e-Voting for **Physical shareholders and shareholders other than individual holding in Demat form.**

- 1) The shareholders should log on to the e-voting website www.evotingindia.com.
- 2) Click on “Shareholders” module.
- 3) 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. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- 4) Next enter the Image Verification as displayed and Click on Login.

- d. If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier e-voting of any company, then your existing password is to be used.
- e. If you are a first-time user follow the steps given below:

	For Physical shareholders and other than individuals holding shares in Demat.
PAN	Enter your 10digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"> Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.
Dividend Bank Details OR Date of Birth (DOB)	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. <ul style="list-style-type: none"> If both the details are not recorded with the depository or company, please enter the member id / folio number in the Dividend Bank details field.

- (vi) After entering these details appropriately, click on "SUBMIT" tab.
- (vii) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders 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.
- (viii) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (ix) Click on the EVSN of EASTERN DOOARS TEA COMPANY LIMITED which is 230901094
- (x) 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.
- (xi) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.

- (xii) 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.
- (xiii) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xiv) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xv) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xvi) There is also an optional provision to upload BR/POA if any uploaded, which will be made available to scrutinizer for verification.

(xvii) Additional Facility for Non – Individual Shareholders and Custodians –For Remote Voting only.

- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to www.evotingindia.com and register themselves in the "Corporates" module.
- 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 a 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 linked in the login will be mapped automatically & can be delink in case of any wrong mapping.
- It is Mandatory that, 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.
- Alternatively Non Individual shareholders are required mandatory to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz; easterndooars@gmail.com, if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/ DEPOSITORIES.

1. For Physical shareholders- please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to **Company at easterndooars@gmail.com/ RTA at nichetechpl@nichetechpl.com**

2. For Demat shareholders -, Please update your email id & mobile no. with your respective Depository Participant (DP)
3. For Individual Demat shareholders – Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.

If you have any queries or issues regarding e-Voting from the CDSL e-Voting System, you can write an email to helpdesk.evoting@cdslindia.com or contact attoll free no. 1800 22 55 33

All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL,) Central Depository Services (India) Limited, A Wing, 25th Floor, MarathonFuturex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to helpdesk.evoting@cdslindia.com or call at toll free no. 1800 22 55 33

12. Institutional Members / Bodies Corporate (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution / Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote through e-mail at dipanjanfca@gmail.com with a copy marked to helpdesk.evoting@cdslindia.com on or before 09 October 2023, upto 5:00 P.M. without which the vote shall not be treated as valid.
13. 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 of 25th August,2023. A person who is not a member as on cut-off date should treat this notice for information purpose only
14. The notice of the Postal Ballot will be sent to the members, whose names appear in the register of members / beneficiary owners as at closing hours of business on 25th August,2023.
15. The shareholders shall have one vote per equity share held by them as on the cut-off date of 25th August,2023. The facility of e-voting would be provided once for every folio / client id, irrespective of the number of joint holders.
16. Since the Company is required to provide members the facility to cast their vote by electronic means, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date 25th August,2023, and not casting their vote electronically, may only cast their vote through Postal Ballot Form.
17. Notice of the Postal Ballot along with Postal Ballot form along with the process, instructions and the manner of conducting e-voting is being sent electronically to all the members whose e-mail IDs are registered with the Company / Depository Participant(s). For members who request for a hard copy and for those who have not registered their email address, physical copies of the same are being sent through the permitted mode.
18. Investors who became members of the Company subsequent to the dispatch of the Notice / Email and holds the shares as on the cut-off date i.e. 25th August,2023, are requested to send the written / email communication to the Company at easternooars@gmail.com by mentioning their Folio No. / DP ID and Client ID to obtain the Login-ID and Password for e-voting.
19. Mr. Kajal Kumar Guha Roy of M/s Pal & Roy, Practicing Chartered Accountants, 2, Church Lane, Room No. 201K, 2nd Floor, Kolkata-700001 Membership No: 017680 has been appointed as the Scrutinizer to scrutinize the remote e-voting process and voting through Postal Ballot in a fair and transparent manner. The Scrutinizer will submit, not later than 3 days of conclusion of the Postal Ballot, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Managing Director of the Company or a person authorized by him in writing, who shall counter sign the same and declare the result of the voting forthwith.
20. The Results declared along with the Scrutinizer's Report shall be placed on the website of CDSL. The same will be communicated to the listed stock exchange viz. The Calcutta Stock Exchange Limited.

EXPLANATORY STATEMENT PURSUANT TO SECTIONS 102 AND 110 OF THE COMPANIES ACT, 2013.

In terms of recent amendments, in SEBI (Listing Obligation and Disclosure Requirements) (LODR) Regulations 2015 effective from 1st January 2022, the approval of shareholders is required in the next general meeting or within three months from date of appointment of Directors, whichever is earlier. Since Shri Prakash Kumar Gouti (DIN: 10244605), Independent Director has joined on the Board of Eastern Dooars Tea Co. Ltd with effect from 03.08.2023 his appointment is required to be approved by the shareholders of the Company. So the approval of shareholders is being sought through Postal Ballot for appointment of Shri Prakash Kumar Gouti (DIN: 10244605), Independent Director, for a period of 5 (five) years from 03.08.2023 not liable to retire by rotation.

Item No. 1: APPOINTMENT OF SHRI PRAKASH KUAR GOUTI (DIN: 10244605) AS AN INDEPENDENT DIRECTOR

Profile of Shri Prakash Kumar Gouti (DIN: 10244605)

Name of the Director	Shri Prakash Kumar Gouti
Date of Birth	15.04.1956
Director Identification No.	10244605
Date of Appointment to the Board	03.08.2023
Qualification	Graduate
Experience / expertise	40 years experience in marketing , finance and administration
No. of Shares held in the Company	NIL
Chairmanship/Membership of Committee in this Company	NIL
Directorship in other Public Limited Companies	NIL
Chairmanship/Membership of Committees in other Public Limited Companies	NIL
Relation between directors inter-se	NIL.

Period of Appointment: 5 years with effect from 03rd August, 2023

Terms and Conditions:

- Sitting Fee:** Rs.1000/- per meeting of the Board
- Perquisites :** He will be be entitled to reimbursement of travel, hotel and other incidentals expenses incurred by him in performance of his role and duties as Independent Director.

By Order of the Board
For **EASTERN DOOARS TEA CO. LTD.**
Sd/-
Sharad Nahata
Managing Director
DIN: 02725654

Kolkata, the 25th day of August, 2023.