

JOONKTOLLEE TEA & INDUSTRIES LIMITED

CIN : L01132WB1900PLC000292

Registered Office : 21, Strand Road, Kolkata – 700 001

Tel. : (033) 2230-9601 – 4, Fax : (033) 2230-2105

E-Mail : info@joonktolleetea.in, Website : www.joonktolleetea.in

POSTAL BALLOT NOTICE

Pursuant to Section 110 of the Companies Act, 2013
read with Companies (Management & Administration) Rules, 2014

To,

The Shareholders,

Notice is hereby given that the following resolution is proposed to be passed as a Special Resolution by way of Postal Ballot/ E-voting in accordance with the provisions of Section 110 and other applicable provisions of the Companies Act, 2013 ('Act, 2013') read with Rule 22 of the Companies (Management & Administration) Rules, 2014 ("Rules") (including any statutory modification, amendment to or re-enactment thereof).

The Explanatory Statement under Section 102 of the Act, 2013 pertaining to the aforesaid resolution stating all material facts concerning the item and the reasons thereof along with a Postal Ballot Form including instructions for e-voting are annexed hereto for consideration of the Shareholders. The attached Postal Ballot Form is to be used by the Shareholders for the purpose of exercising vote in respect of the said Resolution.

Shareholders are requested to carefully read the instructions printed on the Postal Ballot Form, record their assent/ dissent therein by filling necessary details and return the Postal Ballot Form (Original) duly completed and signed in the attached self-addressed, pre-paid postage envelopes so as to reach the Scrutinizer on or before Saturday, 2nd January, 2016. Postal Ballot Forms received after this date will be strictly treated as if the reply from the concerned shareholder has not been received.

Amendment and adoption of Articles of Association

To consider and if thought fit, to pass the following resolution as a **Special Resolution**:

“RESOLVED THAT pursuant to provisions of Section 14 and other applicable provisions, if any, of the Companies Act, 2013, and allied Rules made thereunder (including any statutory modification(s), or re-enactment(s) thereof for the time being in force), the new set of Articles of Association of the Company except Article pertaining to 'Directors as at the date of adoption of these Articles' be and are hereby approved and adopted as the new set of Articles of Association of the Company in substitution for, and to the entire exclusion of the regulations contained in the existing Articles of Association of the Company.

RESOLVED FURTHER THAT Sri K.C. Mohta, Executive Director and Sri S. Bagree, Manager (Finance) & Company Secretary of the Company, be and are hereby severally authorized to do and perform all acts, deeds and things including but not limited to execution and filing of documents with appropriate authority etc and to take all such steps as may be necessary or desirable for the purpose of giving effect to this resolution.”

By Order of the Board
For **Joonktolllee Tea & Industries Limited**
Sd/-

Place : Kolkata

Date : 6th November, 2015

S. Bagree
Manager (Finance) & Company Secretary

NOTES :

1. An explanatory statement pursuant to Section 102 of the Companies Act, 2013, setting out the material facts pertaining to the Resolution are annexed hereto along with a Postal Ballot Form for your consideration.
2. The Board of Directors of the Company have appointed, Ms. Sweety Kapoor, Practising Company Secretary (FCS No. 6410, CP No. 5738), as the Scrutinizer for conducting the Postal Ballot process. After completion of her scrutiny, the Scrutinizer will submit her Report to the Chairman or any other authorized person of the Company. The result of the postal ballot would be declared on Saturday, 9th January, 2016 at the Registered Office of the Company at 1.00 p.m. and shall also be displayed on the website of the Company i.e., www.joonktolleetea.in. The result of the postal ballot would also be intimated to the Stock Exchange(s) where the shares of the Company are listed and published in newspapers. The date of declaration of the Result shall be deemed to be the date of passing of the said resolution.
3. The Notice is being sent to all the members by registered post as per Clause 35B of Equity Listing Agreement, whose names appear in the Register of Members / Record of Depositories as on 6th November, 2015. The voting shall be reckoned in proportion to a Member's share of voting rights on the paid up equity share capital of the Company as on 6th November, 2015.

4. In compliance with the provisions of Sections 108 and 110 and other applicable provisions of the Act, 2013 read with the Rules and the Equity Listing Agreement entered into with the Stock Exchanges, the Company is pleased to offer e-voting facility as an option to all the Members of the Company. The Company has entered into an agreement with Central Depository Services (India) Limited for facilitating e-voting to enable the Members to cast their votes electronically instead of dispatching Form. Please note that e-voting is optional. Shareholders are requested to read carefully the instructions printed on the Postal Ballot Form before casting their vote electronically.
5. The Postal Ballot Form and self addressed, pre-paid postage envelopes, are enclosed for use of the shareholders and it bears the address to which the duly completed Postal Ballot Forms are to be sent. The shareholders are requested to read carefully the instructions printed on the Postal Ballot Form and return the Form (Original) duly completed and signed in the attached self addressed, pre-paid postage envelopes so as to reach the Scrutinizer on or before Saturday, 2nd January, 2016, failing which it shall be strictly treated as if no reply has been received from such shareholder.
6. Only a shareholder who is entitled to vote is entitled to exercise his/her vote through Postal Ballot or E- voting. The date of dispatch of notice will be announced through advertisement in newspaper(s) and any recipient of this notice who has no voting rights as on the aforesaid date should treat the same as intimation only.
7. For any query connected with the Special Resolution proposed to be passed by means of Postal Ballot including voting by electronic means may contact Sri S. Bagree, Manager (Finance) & Company Secretary by sending email at investors@joonkolloteea.in or call at 033-22309601, on or before 2nd January, 2016.
8. A member may request for a duplicate Postal Ballot Form, if required. However, duly filled in Postal Ballot Form should reach the Scrutinizer not later than the date specified in Sl. No. 5 above.
9. Kindly note that a Shareholder can opt only for one mode for voting i.e. either Physical through Postal Ballot Form or e-voting. In case a shareholder opts for e-voting, he cannot exercise his vote through Postal Ballot Form and vice-versa. However, in case shareholder(s) cast their vote both by Physical Ballot and e-voting, then the voting done through e-voting shall prevail and voting done by Physical Ballot will be treated as invalid.
10. The notice of the Postal Ballot shall also be placed on the website of the Company forthwith after the notice is sent to the Members and the notice shall remain on the website till the last date for receipt of the Postal Ballots from the Members.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

1. The Articles of Association ("AOA") of the Company is presently in force from 30th day of March, 1937. The existing Articles of Association are in line with the erstwhile 'The Indian Companies Act, 1913'. Hence, the clauses of the AOA are not in full conformity with the Companies Act, 2013 ('New Act'). The New Act is now largely in force and substantive sections which deal with the general working of companies stand notified. With the enforcement of the New Act, several clauses of the existing Articles of Association of the Company require alteration / deletions / amendment. Given this position, it is considered expedient to wholly replace the existing AOA by a new set of Articles. It is thus expedient to adopt new set of AOA primarily based on the provisions of the New Act, in place of existing AOA of the Company. Hence, the Board of Directors at its meeting held on 6th November, 2015 decided to adopt new set of Articles in place of existing AOA of the Company and seek shareholders' approval for the same. In terms of the provisions of Section 14 of the New Act and allied Rules made thereunder (including any statutory modification(s) or re-enactment(s) thereof), the consent of the members by way of Special Resolution is required for adoption of new set of AOA of the Company. Your approval is sought by voting by way of Postal Ballot/E-voting in terms of the provisions of Section 110 of the New Act and Rule 22 of the Companies (Management and Administration) Rules, 2014. A copy of the proposed set of new AOA of the Company would be available on the website of the Company and also for inspection for the members at the Registered Office of the Company on any working day, between 2 p.m. to 4 p.m., except Saturdays and Sundays and public holidays, upto 2nd January, 2016.

None of the Directors, Key Managerial Personnel of Company and their relatives are concerned or interested in the said resolution.

Your Directors recommend the resolution for approval of the shareholders by way of a Special resolution.

By Order of the Board
For **Joonkolloteea & Industries Limited**
Sd/-

Place : Kolkata
Date : 6th November, 2015

S. Bagree
Manager (Finance) & Company Secretary

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POSTAL BALLOT FORM

(Please read carefully the instructions printed overleaf before completing the Form)

Serial No. :

1.	Name and Registered Address of the Sole / First Named shareholder	
2.	Name(s) of the Joint Shareholder(s), (if any)	
3.	Registered Folio No. / DP ID / Client ID* (* applicable to investors holding shares in dematerialised form)	
4.	Number of shares held	

I/ We hereby exercise my/our votes in respect of the Resolution as in the Notice dated 6th November, 2015 and as set out below to be passed by the means of Postal Ballot by sending my/our assent or dissent to the said Resolution by placing the tick (✓) mark at the appropriate box given below (tick in both the boxes will render the ballot invalid):

Resolution	No. of Share(s) held	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
Special Resolution for approval and adoption of Articles of Association of the Company in accordance with Section 14 and other applicable provisions, if any, of the Companies Act, 2013, and allied rules thereunder.			

Place :

Date :

Signature of the Member / Authorised Representative

Electronic Voting Particulars

EVSNS (E-voting Sequence Number)	User ID	Password/PIN

NOTES :

- (I) If the voting rights are exercised electronically, there is no need to use this form.
- (II) Please read carefully the instructions overleaf before exercising your vote.

INSTRUCTIONS TO POSTAL BALLOT FORM

- 1) A member desiring to exercise vote by Postal Ballot may complete and send to the Scrutinizer this Postal Ballot Form in original in the attached self-addressed postage pre-paid envelope.
- 2) The self addressed envelope bears the name and address of the Scrutinizer appointed by the Board of Directors of the Company.
- 3) The vote should be cast either in favour or against by putting the (✓) mark in the column provided for assent or dissent. Postal Ballot form bearing (✓) in both the columns will render the form invalid.
- 4) The Postal Ballot Form should be completed and signed by the Members only. In case of joint holding, the Form should be completed and signed by the first named Member and in his absence, by the next named Member. The signature should match with the specimen signature registered with the Company's Registrar & Transfer Agent in case the shares are held in physical form and with the specimen signature registered with Depository Participants in respect of shares held in electronic form. The Postal Ballot Form shall be rejected, if the signature of the Postal Ballot Form does not match with the signatures registered with Company's RTA/Depository Participants.
- 5) In case of Members other than individuals, a specific Board Resolution/Authorisation, duly attested, authorizing the said person(s) to sign the Postal Ballot Form should be attached to the Postal Ballot Form. A member may sign the Postal Ballot Form through an Attorney appointed specially for this purpose, in such case the registration number of Power of Attorney be provided or an attested true copy of the Power of Attorney should be attached to the Postal Ballot Form.
- 6) An Incomplete, unsigned, incorrectly completed, incorrectly ticked, defaced, torn, mutilated, over written, wrongly signed Postal Ballot Form will be rejected.
- 7) No document except duly completed Postal Ballot Form together with authorizations, if any (as mentioned in Point No 5 above) should be sent in the self addressed postage pre-paid envelope. Members are requested not to send any other paper along with Postal Ballot Form since all such envelopes shall be sent to the Scrutinizer, who will destroy any extraneous paper found in the envelope.
- 8) There shall be one Postal Ballot Form for every Folio/Client Id irrespective of number of Joint Member(s).
- 9) A member neither needs to use all his/her votes nor needs to cast all his/her votes on the Resolution.
- 10) The exercise of vote by Postal Ballot is not permitted through proxy.
- 11) The item of business covered by this postal ballot will not be transacted at any General Meeting.
- 12) The voting period ends at 5 p.m. on 2nd January, 2016. The e-voting module shall also be disabled by Central Depository Services (India) Limited for voting thereafter. Members from whom no Postal Ballot Form is received or received after the aforesaid stipulated period shall not be counted for the purposes of passing of the resolution and will be strictly treated as if reply from such member has not been received.
- 13) If at all two postal ballot forms are received from the same member, the postal ballot form received first shall only be considered for the purposes of determining majority.
- 14) Scrutinizer's decision on the validity of the Postal Ballot shall be final.

INSTRUCTIONS FOR ELECTRONIC VOTING (E-VOTING)

In compliance with the provisions of Section 108 of the Companies Act 2013, read with Rule 22 of Companies (Management and Administration) Rules, 2014 and Clause 35B of the Equity Listing Agreement, the Company is pleased to offer e-voting facility for the members to enable them to cast their votes electronically through e-voting services provided by Central Depository Services (India) Limited (CDSL). Members have option to vote either through e-voting or through the Postal Ballot Form.

If a member has opted for e-voting, then person/entity should not vote by postal ballot also and vice versa. However, in case members cast their vote both via physical ballot and e-voting then voting through e-voting shall prevail and voting done by physical ballot shall be treated as invalid.

The instructions for e-voting are as under:

For members receiving e-mail & physical copy :

- a) Log on to the e-voting website www.evotingindia.com during the voting period.
- b) Click on "Shareholders" tab.
- c) Now, select "JOONKTOLLEE TEA AND INDUSTRIES LIMITED" from the drop down menu and click on "SUBMIT".
- d) Now Enter your User ID – 1) For CDSL: 16 digits beneficiary ID
2) For NSDL : 8 Character DP ID followed by 8 Digits Client ID.
3) Members holding shares in Physical Form should enter Folio Number registered with the Company.
- e) Next enter the Image Verification as displayed and Click on Login.
- f) If you are holding shares in Demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any Company, then your existing password is to be used.
- g) If you are a first time user follow the steps given below:

	For Members holding shares in Demat Form and Physical Form
PAN	Enter your 10 digit alpha-numeric PAN issued by Income Tax Department. (Applicable for both demat shareholders as well as physical shareholders) ➤ Members who have not updated their PAN with the Company / Depository Participant are requested to enter in the PAN field the first two letters of their name and the 8 digits of the sequence number printed on the address label. ➤ In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.
DOB#	Enter the Date of Birth as recorded in your demat account or in the Company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details#	Enter the Dividend Bank Details as recorded in your demat account or in the Company records for the said demat account or folio.

Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or Company please enter the Member ID/Folio No. in the Dividend Bank details field.

- h) After entering these details appropriately, click on "SUBMIT" tab.
- i) Members holding shares in physical form will then reach directly the Company selection screen. However, members 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.
- j) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- k) Click on the EVSN against the Company's name for which you choose to vote i.e. JOONKTOLLEE TEA AND INDUSTRIES LIMITED.
- l) 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.
- m) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- n) 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.
- o) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- p) You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- q) If Demat account holder has forgotten the changed password then Enter the User ID and image verification code and click on Forgot Password & enter the details as promoted by the system.
- r) Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) are required to log on to <https://www.evotingindia.co.in> and register themselves as Corporates. Institutional shareholders should submit a scanned copy of the Registration Form bearing the stamp and sign of the entity to helpdesk.evoting@cdslindia.com. After receiving the login details Institutional shareholders have to create a user who would be able to link the account(s) which they wish to account on. The list of accounts should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts Institutional shareholders would be able to cast their vote. Institutional shareholders should upload a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, in PDF format in the system for the scrutinizer to verify the same.
- s) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e- voting manual available at www.evotingindia.co.in under help section or write an email to helpdesk.evoting@cdslindia.com.
- t) The e-voting period commences on 3rd December, 2015 (9:00 a.m.) and ends on 2nd January, 2016 (5:00 p.m.), both days inclusive. During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 6th November, 2015, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the shareholder by electronic means, the shareholder shall not be allowed to change it subsequently or cast his vote by any other means.
- u) 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 6th November, 2015.