



INDONG TEA COMPANY LIMITED

CIN No.: L01122WB1990PLC050506

Sikkim Commerce House. 4/1, Middleton Street. Kolkata - 700 071, India

Phone: 91-33 4006 3601 / 3602

E-mail: indongtea@asiangroup.in

Website: www.indongteaco.com

Garden: P.O. - Matelli. Dist.: Jalpaiguri (W.B.) Pin: 735223. Rly. Station: Chalsa

Date: 13-12-2024

To,
BSE Limited
Department of Corporate Services
Floor 25, P. J. Towers, Dalal Street
Mumbai - 400 001

Scrip Code and ID: 543769 (INDONG)

Dear Sir/Madam,

Sub: Intimation for Notice of 01/2024-25 Extra Ordinary General Meeting (EGM), Cut-off date and Book Closure

This is to inform you that the 01/2024-25 Extra Ordinary General Meeting of Indong Tea Company Limited is scheduled to be held on Wednesday, the 8th January, 2025 at 11:00 A.M. (IST) through Video Conferencing ("VC")/Other Audio-Visual Means ("OAVM").

Further, with reference to the above subject and pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with Schedule III, we are enclosing herewith Notice of EGM has been attached and intimated to the Stock Exchange(s) and to the Members of the Company.

The Company has fixed Monday, 1st January, 2025 as the "Cut-Off-Date" for the purpose of E-Voting. Those shareholders holding shares either in dematerialized form or in physical form, as on the close of business hours will be entitled to avail the facility of remote e-voting as well as voting at the EGM.

In addition to above, in terms of Regulation 42 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, we hereby inform you that the Register of Members and Share Transfer Books of the Company will remain closed from Thursday, 2nd January 2025 to Wednesday, the 8th January, 2025 (both days inclusive).

Kindly take the same on your records.

Thanking You,

Yours faithfully,

For, Indong Tea Company Limited

**CHANDAN
GUPTA**

Chandan Gupta

(Company Secretary and Compliance Officer)

Digitally signed by CHANDAN GUPTA
Date: 2024.12.13 20:29:39 +05'30'