



# INDONG TEA COMPANY LIMITED

CIN No.: L01122WB1990PLC050506

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

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Website: [www.indongteaco.com](http://www.indongteaco.com)

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

Date: 27.02.2025

To,  
BSE Limited  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
Mumbai - 400 001

**Scrip Code: - 543769 (INDONG)**

**Sub: Intimation for Notice of 02/2024-25 Extra-Ordinary General Meeting (EGM), Cut-off date and Book closure**

Dear Sir/ Madam,

This is to inform you that the 02/2024-25 Extra Ordinary General Meeting of Indong Tea Company Limited is scheduled to be held on Friday, the 21<sup>st</sup> March, 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 Friday, 14<sup>th</sup> March, 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 Saturday, 15<sup>th</sup> March, 2025 to Friday, 21<sup>st</sup> March, 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 cum Compliance Officer

Enclosed as above:

Digitally signed by CHANDAN GUPTA  
Date: 2025.02.27 16:34:04 +05'30'