

ARCUTTIPORE TEA COMPANY LIMITED



**Annual Report & Accounts
For the Year ended 31st March
2016**

ARCUTTIPORE TEA COMPANY LIMITED

BOARD OF DIRECTORS:

SHRI HARSH KUMAR BAJORIA	-	Managing Director
SHRI SHALAKYA KUMAR BAJORIA	-	Director
SHRI CHANDI PRASAD PODDAR	-	Director
SHRI NARESH SHAH	-	Director
SMT PRAMILA BAJORIA	-	Director

SHARE REGISTERS:

MCS SHARE TRANSFER AGENT LIMITED
12/1/5 Monohar Pukur Road,
Kolkata – 700026

AUDITOR:

GORA & COMPANY
CHARTERED ACCOUNTANTS
8/2, KIRAN SHANKAR ROY ROAD,
KOLKATA – 700001

REGISTERED OFFICE:

MMS Chambers, 1st Floor,
4A, Council House Street,
Kolkata – 700001
Phone: (033) 6540 6001

GARDEN:

ARCUTTIPORE TEA ESTATE
Silchar, Cachar, Assam

WEBSITE: www.arcuttiporetea.co.in

E-MAIL: investorrelations@arcuttiporetea.com

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ARCUTTIPORE TEA COMPANY LIMITED

ARCUTTIPORE TEA COMPANY LIMITED

CIN: L15491WB1900PLC000220

Regd. Office: 4A, Council House Street
1st Floor, MMS Chamber, Kolkata- 700001
Website: www.arcuttiporetea.co.in

NOTICE

NOTICE is hereby given that the 147th Annual General Meeting of the Members of **ARCUTTIPORE TEA COMPANY LIMITED** will be held on Thursday, the 29th day of September, 2016 at 3.00 pm at MMS Chamber, 4A Council House Street, Kolkata – 700001, to transact the following businesses:

ORDINARY BUSINESS:

1. To consider and adopt the audited Financial Statements consisting of the Balance Sheet as at 31st March, 2016, the Statement of Profit and Loss, the Cash Flow Statement for the year ended on that date, the Report of Auditors thereon and the Report of Board of Directors of the Company for the year ended 31st March, 2016.
2. To appoint Mr. C.P. Poddar (DIN- 00739513.) as Director who retires by rotation and being eligible offers himself for re-appointment.
3. To ratify the appointment of Auditors of the Company and to fix their remuneration and for this purpose to consider and if thought fit and proper to pass with or without modification(s) the following resolution as an Ordinary Resolution thereof.

“RESOLVED THAT pursuant to the provisions of Section 132, 142 and Other applicable provisions of the Companies Act, 2013 and the Rules made there under, pursuant to the recommendations of the Audit Committee of the Board of Directors and pursuant to the resolution passed by the members at the Annual General Meeting held on 29th September, 2014, the appointment of M/s Gora & Company, Chartered Accountants (FRN No.327183E) as Auditors of the Company to hold office till the conclusion of the 148th AGM to be held in the calendar year 2017 be and is hereby ratified and that the Board of Directors be and is hereby authorized to fix their remuneration payable to them for the financial year ending March, 31, 2017.

By Order of the Board
For ARCUTTIPORE TEA COMPANY LIMITED

Kolkata
Dated 3rd September, 2016
Phone -033-6540-6001

HARSH KUMAR BAJORIA (DIN: 00893180)
(Managing Director)

ARCUTTIPORE TEA COMPANY LIMITED

NOTES:

1. A member entitled to attend and vote at the above Meeting is entitled to appoint a proxy, to attend and vote on a poll instead of himself and the proxy need not be a member of the Company. The instrument appointing the proxy, in order to be effective must be deposited at the Registered Office of the Company, not less than forty – eight hours before the commencement of the Annual General Meeting.
A person can act as a Proxy on behalf of Members not exceeding fifty and holding in aggregate shares not more than 10 percent of the total share capital of the Company.
2. Corporate Members/AOPs are required to send to the Company a certified copy of the Board Resolution, pursuant to Section 113 of the Companies Act, 2013, authorizing their representative to attend and vote on their behalf at the Meeting.
3. Pursuant to the Section 91 of the Companies Act, 2013, The Register of Members and Share Transfer Book of the Company shall remain closed from **Friday 23rd September, 2016 to Thursday 29th September, 2016 (both days inclusive).**
4. (i) A person, whose name is recorded in the Registrar of Members or in the Register of Beneficial Owners maintained by the depositories as on the **cut-off-date i.e. 26th August 2016** only shall be entitled.
(ii) Persons, who have acquired Shares and become Members or in the Register of Beneficial Owners maintained by the depositories as on the **cut-off-date i.e. 26th August 2016** only shall be entitled to avail the facility of either remote e-Voting at the AGM through Ballot Paper.
5. The Notice of the Meeting will also be available on the Company's website www.arcuttiporetea.co.in and the website of National Securities Depository Limited ("NSDL") at www.evotingindia.com.
6. **Members holding shares in physical form are requested to notify change of address, if any, along with address proof i.e. self attested copy of Voter Identity Card, Electricity/Telephone Bill, Driving License or a copy of the passport, Aadhaar Card and Bank Statement to the Share Department of the Company/Registrar and Share Transfer Agent and, in case the shares are held in dematerialized form, then this information should be passed on to the respective Depository Participants and not to the Share Department of the Company / Registrar and share Transfer Agent.**
7. In case the mailing address mentioned on the envelope of this Annual Report is either without Pin Code or with incorrect Pin Code, Members are requested to advise the correct Pin Code to the **Share Department of the Company / Registrar and Share Transfer Agent** or the respective **Depository Participant(s)** as the case may be, immediately, for speedier delivery of documents in future.
8. (a) Members desirous of receiving Notices and/or documents from the Company through the **electronic mode** are requested to update their email addresses with their **Depository Participants**, where shares are held in electronic form or with the **Share Department of the Company / Registrar and Share Transfer Agent** where shares are held in physical form.
(b) Email addresses of Members as advised to the **Share Department of the Company/Registrar and Share Transfer Agent** where shares are held in physical mode or registered with Depositories where shares are held in the electronic mode are deemed to be the Member's registered Email addresses for serving Company's documents/notices. Members intending to refresh/update their email addresses should do so as soon as possible.
© Members who hold shares in electronic form and who have not registered their e-mail addresses so far are requested to register their email IDs with their **Depository Participants**. Members who hold shares in physical form are requested to intimate the **Share Department of the Company/Registrar and Share Transfer Agent** for faster communication.
9. Members holding Shares, in physical form, in identical order of names in more than one Folio, are requested to write to the **Share Department of the Company / Registrar and Share Transfer Agent** enclosing the relevant Share Certificates requesting consolidation of such Folios into one Folio for their own convenience.

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10. Electronic copy of the Annual Report for 2015-16 and Notice of the aforesaid AGM, inter alia, indicating the process and manner of e-voting along with Attendance Slip and Proxy Form is being sent to all such members whose email IDs are registered with the Company/Depository Participants(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email IDs, physical copies of the Annual Report 2015-16, Notice of the AGM along with Attendance Slip, Electronic Voting Particulars and Proxy Form is being sent at their registered addresses.
11. As per the provisions of the Act, the facility for making/varying/cancelling nominations is available to individuals holding shares in the company. Nominations can be made in **Forms-SH.13** and any variation/ cancellation thereof can be made by giving notice **Form SH14**, prescribed under the Companies (Share Capital and Debentures) Rules, 2014 (as amended) for the purpose. The Forms can be obtained from the Share Department of the Company/Registrar and Share Transfer Agents or from the Website of Ministry of Corporate Affairs at www.mca.gov.in.
12. **a) Members desirous of getting any information in relation to the Company's Annual Report 2015-16 are requested to address their query(ies) well in advance, i.e. at least 10 days before the Meeting, to the Company to enable the Management to keep the information readily available at the Meeting.**
b) Members holding shares in Electronic Form, are requested to bring their Depository ID Number and Client ID Number to facilitate their identification or recording attendance at the forthcoming Annual General Meeting.
13. As per Securities and Exchange Board of India (SEBI) circular no MRD/ Dop/ Cir-05/2009 dated May 20, 2009, it has become mandatory to furnish a copy of PAN card for registration of transfer of shares in physical form.
14. As per requirements of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, particulars relating to appointment and reappointment of Directors are given in the Corporate Governance Section of the Annual Report and forms the part of this Notice.
15. Members who have not registered their e-mail addresses so far are requested to register their e-mail address for receiving all communication including Annual Report, Notices, Circulars, etc. from the Company electronically.
16. **Voting through electronic means**
As per Section 108 of the Companies Act, 2013 read with Companies (Management and Administration) Amendment Rules , 2014 as amended vide Companies (management and Administration) Amendment Rules , 2015 effective 19th March , 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations ,2015:
 - i) The items of business set out in the attached Notice are to be transacted also through the electronic voting system from a place other than the venue of the meeting (“ remote e – voting”) under an arrangement with National Securities Depository Limited ('NSDL'), as specified more fully in the instructions under Serial No 17 , provided that once the vote on a Resolution is cast , a Member shall not be allowed to change it subsequently or cast the vote again .
 - ii) the facility for voting through ballot paper shall also be made available at the Annual General Meeting and members attending the meeting who have not already cast their vote by remote e voting shall be able to exercise their right at the meeting.
 - iii) The members who have cast their vote by remote e – voting prior to the meeting may also attend and participate in the Meeting but shall not be entitled to cast their vote again.

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17. The instructions for members for voting electronically are as under:

- (i) The voting period begins on Monday , 26th September, 2016 from 10:00 a.m. (IST) and ends on Wednesday 28th September, 2016 5:00 p.m.(IST) During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 22 nd September,2016 may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter.
- (ii) The shareholders should log on to the e-voting website www.evotingindia.com
- (iii) Click on "Shareholders" tab.
- (iv) Now, select "ARCUTTIPORE TEA CO. LTD." from the drop down menu and click on "SUBMIT"
- (v) 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) Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (vi) Next enter the Image Verification as displayed and Click on Login.
- (vii) 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.
- (viii) If you are a first time user follow the steps give below.

For Members holding shares in Demat Form and in 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 use the first two letters of their name and the 8 digits of the sequence number in the PAN field. 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-Sequence number is communicated in the Covering Letter.
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 number in the Dividend Bank details field.

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- (ix) Members holding shares in physical form will then directly reach 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 NSDL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN for "ARCUTTIPORE TEA COMPANY LIMITED" on which you choose to vote.
- (xii) 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.
- (xiii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xiv) 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.
- (xv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take out print of the voting done by you by clicking on "CLICK HERE TO PRINT" option on the Voting page.
- (xvii) If Demat account holder has forgotten the changed password then Enter the User ID and the image verification code and click on "FORGOT PASSWORD" & enter the details as prompted by the system.
- (xviii) **Note for Institutional Shareholders**
Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) are required to log on to <http://www.evoting.nsdl.co.in> and register themselves as Corporates.
A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to www.evoting.nsdl.com.
After receiving the login details they have to create a user who would be able to link the account(s) which they wish to vote on.
The list of accounts should be mailed to www.evoting.nsdl.com and on approval of the accounts they would be able to cast their vote.
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.
- (xix) 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.evoting.nsdl.com.
- (xx) The voting rights of shareholders shall be in proportion to their share of the paid up equity share capital of the Company
- (xxi) The results of voting will be announced at the Annual General Meeting of the company to be held at 4A, Council House Street, 1st Floor, Kolkata - 700001 on 29th September 2016 at 3 pm. The results of the voting will be communicated to the BSE and also be hosted on the website of the company www.arcuttiporetea.co.in
- (xxii) In case of members receiving the physical copy, they are advised to follow all steps from serial no. (i) to (xvi) above.

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18. A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.
19. The voting rights of Members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off-date.
20. The Board of Directors of the Company at their meeting held on 03th September, 2016 has appointed Mr. Atish Kumar Shaw, Practicing Chartered Accountant (Membership No. 306098) of A. K. Shaw (Proprietor) as the Scrutinizer to scrutinize the e-voting process in fair and transparent manner, whose e-mail address is: atish.shaw@gmail.com.
21. The Chairman shall, at the AGM, at the end of discussion on the Resolutions on which voting is to be held, allow voting with the assistance of Scrutinizer, by use of Ballot Paper for all those Members who are present at the AGM and have not cast their votes by availing the remote e-Voting facility.
22. The Scrutinizer shall after the conclusion of voting at the AGM, first count the votes cast at the Meeting and thereafter unblock the votes cast through remote e-Voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than three days of the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
23. The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company and on the website of NSDL immediately after the declaration of result by the Chairman or the person authorized by him in writing. The results shall also be simultaneously communicated to the Stock Exchange.
24. On receipt of the requisite number of votes, the Resolutions shall be deemed to have been passed on the date of the AGM.
25. The Landmark and Route Map of the venue of the AGM is given on the back side of the Attendance Slip in the Annual Report 2015-16.

By Order of the Board
For ARCUTTIPORE TEA COMPANY LIMITED

HARSH KUMAR BAJORIA
(DIN: 00893180)
(Managing Director)

Kolkata
Dated 3rd September, 2016

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Annexure “A”

Details of Directors seeking re- appointment at the 147th Annual General Meeting of the Company (Pursuant to Clause 49 of the Listing Agreement)

Pursuant to Clause 49 of the listing agreements with the stock exchanges, following information is furnished about the Directors proposed to be appointed/re-appointed.

1) Mr. C.P.Poddar is a Non-Independent Director on the Board of the Company since 09.07.2001 He is a B.com Graduate and has around 35 years experience in Administration work. He is holding Nil shares in the Company. He is related to other Directors of the Company.

Other Directorships	Other Committee Memberships
Name of Company	Name of Committee
Pusha Steels Ltd.	Nil

The disclosures as required under section II, part II of the Companies Act, 2013 are not applicable.