



# JAY SHREE TEA & INDUSTRIES LIMITED

**72<sup>nd</sup>** ANNUAL REPORT  
**2017-18**  
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**The Group Logo**

*As represented by the 21st Century Atlas*



**Our Chairman Syt. B. K. Birla**

**Atlas, the Titan - *Collective Strength***

Atlas, bearer of the heavens is synonymous with vast, all - encompassing strength and is used to symbolise the Group's own collective strength. It reflects the combined qualities of astute and dynamic management while emphasising the Group's tenacity, consistency, reliability and overall leadership.

**The Sun - *Enlightenment and Growth***

The Sun, as a source of infinite energy and inspiration, is used here in conjunction with the Atlas head to represent the vitality and powerful presence of the Group - both in its industrial prowess and its financial, technological and intellectual skills.

**The Earth Segments - *Diversified Activities***

Each of the latitudes around the Titan represent various sections - industrial, agricultural, financial and other activities of the Group. As with the infinite variety of the world, so is the strength of the Group, made up of its diverse activities.

**The Globe - *Global Vision***

The Group's global presence and vision is reflected in the entirety of the Earth's sphere.

**The Base - *Solid Foundations***

The strength of the entire edifice depends upon the strength of the foundation embedded in the bedrock, represented here by the group name.

**The Symmetry - *The Resilience, Versatility and Stability***

Seen in its entirety, each of the elements - the Atlas, the Sun, the Earth divisions, the Globe and the Base, together sum up a well conceptualised and balanced conglomerate.

**Strong Foundation**

**Sustained Growth**

**Proven Leadership**



# JAY SHREE TEA & INDUSTRIES LIMITED

72nd ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2018

## Corporate Information

### BOARD OF DIRECTORS

Mr.B.K. Birla (Chairman)  
Mrs. Jayashree Mohta  
(Vice-Chairperson)  
Mr. Prashant Jhawar  
Mr. S.K. Tapuriah  
Mr. Sumit Mazumder  
Additional Director w.e.f. 07.02.2018  
Mr. Subodh Kumar Agrawal  
Mr. Vikash Kandoi  
(Executive Director)  
Mr. D.P. Maheshwari  
(Managing Director)

### EXECUTIVES

Mr. R.K. Ganeriwala  
(President, CFO & Secretary)  
Mr. S. Basu  
Advisor (Export & Marketing)  
Mr. P.K. Agrawal  
President (Darjeeling & Dooars Tea Estates)  
Mr. H.G. Singh  
Vice President (Upper Assam Gardens)  
Mr. B.K. Chaturvedi  
Vice President (Taxation)  
Mr. Rajan Goyal  
Vice President (Tea Exports)

### SOLICITORS

Khaitan & Co. LLP.,  
1-B, Old Post Office Street,  
Kolkata 700 001

### STATUTORY AUDITORS

S.R. Batliboi & Co. LLP  
22, Camac Street  
3rd Floor, Block 'C'  
Kolkata 700 016

### REGISTRARS

Maheshwari Datamatics Pvt. Ltd.  
23, R.N. Mukherjee Road  
5th Floor, Kolkata 700 001  
Ph : (033) 22435029/22482248  
Fax : (033) 22484787  
E-mail : mdpldc@yahoo.com

### BANKERS

Axis Bank Ltd.  
DCB Bank Ltd.  
HDFC Bank Ltd.  
ICICI Bank Ltd.  
IndusInd Bank Ltd.  
Kotak Mahindra Bank Ltd.  
Rabobank International  
RBL Bank Ltd.  
State Bank of India  
UCO Bank  
Yes Bank Ltd.

### SHARE DEPTT.

"Industry House"  
10, Camac Street,  
Kolkata 700 017  
Ph : (033) 22827531/4  
Fax : (033) 22827535  
E-mail : shares@jayshreetea.com

### STOCK EXCHANGES WHERE SHARES ARE LISTED

National Stock Exchange of India Ltd.  
Bombay Stock Exchange Ltd.,  
The Calcutta Stock Exchange Ltd.

### AUDIT COMMITTEE

Mr. S.K. Tapuriah, (Chairman)  
Mr. Subodh Kr. Agrawal  
Mr. D.P. Maheshwari

### STAKEHOLDERS RELATIONSHIP COMMITTEE

Mr. S.K. Tapuriah (Chairman)  
Mr. Prashant Jhawar  
Mr. Subodh Kr. Agrawal  
Mr. D.P. Maheshwari

### NOMINATION AND REMUNERATION COMMITTEE

Mr. S.K. Tapuriah (Chairman)  
Mr. B.K. Birla  
Mr. Prashant Jhawar

### CORPORATE SOCIAL RESPONSIBILITY COMMITTEE

Mrs. Jayashree Mohta (Chairperson)  
Mr. S.K. Tapuriah  
Mr. Vikash Kandoi  
Mr. D.P. Maheshwari

### REGISTERED & HEAD OFFICE

"Industry House"  
10, Camac Street,  
Kolkata 700017  
Ph : (033) 22827531-34  
Fax : (033) 22827535  
E-mail : webmaster@jayshreetea.com  
website : www.jayshreetea.com  
CIN : L15491WB1945PLC012771

### MUMBAI OFFICE

708, Embassy Centre, Nariman Point,  
Mumbai 400 021  
Ph : (022) 22830915/22823474  
Fax : (022) 2287 3045

### AHMEDABAD OFFICE

101, Sheel Building, 4 Mayur Colony  
Navrangpura, Ahmedabad-380 009  
Ph : (079) 26565371/26430511

### NEW DELHI OFFICE

620-A, Faiz Road,  
2nd Floor, Karol Bagh,  
New Delhi - 1100 055  
Phone : (011) 23633717/23522149  
(011) 23633747

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## NOTICE

### To the Shareholders

Notice is hereby given that the Seventy Second Annual General Meeting of the Company will be held on Wednesday, the 1st August, 2018 at 10:30 A.M. at "Kala Kunj" 48, Shakespeare Sarani, Kolkata 700 017 to transact the following businesses:

#### ORDINARY BUSINESS:

1. To consider and adopt the Audited Financial Statement For the Financial Year ended 31.03.2018 and the Reports of the Board of Directors and Auditors thereon.
2. To consider declaration of dividend by the Company, as recommended by the Board of Directors for the Financial Year ended March 31, 2018.
3. To appoint a Director in place of Mr.B.K.Birla (holding DIN-00055856), who retires by rotation and is eligible for re- appointment.

#### SPECIAL BUSINESS:

4. **Appointment of Mr.Sumit Mazumder as an Independent Director for an initial period of five Years.**

To consider and if thought fit, to pass with or without modifications, the following Resolution as an Ordinary Resolution:

**"RESOLVED THAT** pursuant to Sections 149, 150, 152 and other applicable provisions of the Companies Act, 2013 read together with relevant rules made thereunder, including any statutory modification(s), re-enactment thereof for the time being in force, Mr.Sumit Mazumder, (holding DIN 00116654) appointed as an Additional Director of the company pursuant to Section 161 of the Companies Act, 2013 and who holds office up to the date of this Annual General Meeting and being eligible offer himself for appointment as Independent Director of the Company and in respect of whom the Company has received a notice in writing from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation

and to hold office for five consecutive years until the 77th Annual General Meeting of the company.

5. **To approve continuation of directorship of Non-Executive Director - Mr.B.K.Birla, Chairman.**

To consider and if thought fit, to pass with or without modification(s), the following resolution as Special Resolution :

**"RESOLVED THAT** pursuant to Regulation 17(1)(A) of the SEBI (Listing Obligations and Disclosure Requirement) (Amendment) Regulations, 2018 which requires a special resolution for continuing the directorship of any person as a Non Executive Director who has attained the age of seventy five years w.e.f. April 1, 2019, approval of the Company be and is hereby accorded for the continuation of directorship of Mr. B.K.Birla (holding DIN-00055856) as Non-Executive Director and Chairman of the Company, aged about 97 years with his original terms and conditions of appointment."

6. **Reappointment of Mrs.Jayashree Mohta, Whole time Director designated as Vice Chairperson for a term of three years w.e.f. 1.4.2019.**

To consider and if thought fit, to pass with or without modification(s), the following resolution as Special Resolution :

**"RESOLVED THAT** pursuant to the provisions of Section 196, 197, 203 read with Schedule V and other applicable provisions, including any modification(s) or re-enactment thereof, if any of the Companies Act, 2013 (the Act) or any other law and subject to such consent(s), approval(s) and permission(s) as may be necessary in this regard, the consent of the company be and is hereby accorded for re-appointment of Mrs. Jayashree Mohta (holding DIN-01034912) as a Whole Time Director under the designation "Vice-Chairperson" of the Company for a period of three years w.e.f 01.4.2019, liable to retire by rotation, on the remuneration and terms and conditions enumerated in the Statement attached hereto as recommended by the

**NOTICE** (Contd.)

Nomination and Remuneration committee and/or approved by Board upon time to time and as may be acceptable to Mrs. Jayashree Mohta."

**"RESOLVED FURTHER THAT**, notwithstanding anything herein above stated where in any Financial Year closing on or after March 31, 2018 during the tenure of Mrs. Jayashree Mohta as Whole- time Director of the Company, the Company incurs loss or its profits are inadequate, the company shall pay Mrs. Jayashree Mohta the remuneration by way of salary, perquisites and allowances as a minimum remuneration but not exceeding the limits specified under Schedule V to the Companies Act, 2013 or such other limits as may be prescribed by the Central Government from time to time as minimum remuneration."

**"RESOLVED FURTHER THAT** the Board and/or its committee be and is hereby authorized in its absolute discretion to decide/determine, fix and/or vary/alter /modify within the limit stated above, the components of Remuneration (including Minimum Remuneration in the event of absence or inadequacy of profits in any financial year) payable to Mrs. Jayashree Mohta from time to time and to comply with legal provisions and to do all such acts, deeds, things and matters and ancillary and consequential things as may be considered necessary and to settle all questions or difficulties whatsoever that may arise to give effect to the above resolution."

**7. Re-appointment of Mr. D. P. Maheshwari, Managing Director of the company for a term of three years w.e.f. 27.6.2019.**

To consider and if thought fit, to pass with or without modification(s), the following resolution as Special Resolution :

**"RESOLVED THAT** pursuant to the provisions of Section 196, 197, 203 read with Schedule V and other applicable provisions, including any modification(s) or re-enactment thereof,

if any of the Companies Act, 2013 (the Act) or any other law and subject to such consent(s), approval(s) and permission(s) as may be necessary in this regard, the consent of the company be and is hereby accorded for re-appointment of Mr. D.P.Maheshwari (holding DIN-02203749) as a Managing Director of the Company for a period of three years w.e.f 27.6.2019 to 26.06.2022 liable to retire by rotation, on the remuneration and terms and conditions enumerated in the Statement attached hereto as recommended by the Nomination and Remuneration committee and/or approved by Board upon time to time and as may be acceptable to Mr.D.P.Maheshwari"

**"RESOLVED FURTHER THAT**, notwithstanding anything herein above stated where in any financial Year closing on or after March 31, 2018 during the tenure of Mr. D.P.Maheshwari as Managing Director of the Company, the Company incurs loss or its profits are inadequate, the company shall pay Mr. D.P.Maheshwari the remuneration by way of salary, perquisites and allowances as a minimum remuneration but not exceeding the limits specified under Schedule V to the Companies Act, 2013 or such other limits as may be prescribed by the Central Government from time to time as minimum remuneration."

**"RESOLVED FURTHER THAT** the Board and/or its committee be and is hereby authorized in its absolute discretion to decide/determine, fix and/or vary/alter /modify within the limit stated above, the components of Remuneration (including Minimum Remuneration in the event of absence or inadequacy of profits in any financial year) payable to Mr. D.P.Maheshwari from time to time and to comply with legal provisions and to do all such acts, deeds, things and matters and ancillary and consequential things as may be considered necessary and to settle all questions or difficulties whatsoever that may arise to give effect to the above resolution."

**NOTICE** (Contd.)**8. Re-appointment of Mr.S.K.Tapuriah as an Independent Director for a second term w.e.f. 01.04.2019**

To consider and if thought fit, to pass with or without modifications, the following Resolution as Special Resolution:

**"RESOLVED THAT** pursuant to Sections 149, 150, 152 and other applicable provisions of the Companies Act, 2013 read together with relevant rules made thereunder, including any statutory modification(s), re-enactment thereof for the time being in force, Mr.S.K.Tapuriah, (holding DIN 01065278) who holds office up to March 31, 2019 and being eligible offers himself for re-appointment as Independent Director of the Company be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation and to hold office for second term of five consecutive years until the 77th Annual General Meeting of the company."

**"RESOLVED FURTHER THAT** pursuant to Regulation 17(1)(A) of the SEBI (Listing Obligations and Disclosure Requirement) (Amendment) Regulations, 2018 which requires a special resolution for continuing the directorship of any person as a Non Executive Director who has attained the age of seventy five years w.e.f. April 1, 2019, approval of the Company be and is hereby accorded for the continuation of directorship of Mr.S.K.Tapuriah (holding DIN-01065278) as Non-Executive Independent Director of the Company, aged about 79 years with his original terms and conditions of re-appointment."

**9. Re-appointment of Mr.Subodh Kumar Agrawal as an Independent Director for a second term w.e.f. 01.04.2019**

To consider and if thought fit, to pass with or without modifications, the following Resolution as Special Resolution:

**"RESOLVED THAT** pursuant to Sections 149, 150, 152 and other applicable provisions of the Companies Act, 2013 read together with relevant rules made thereunder, including

any statutory modification(s), re-enactment thereof for the time being in force, Mr.Subodh Kumar Agrawal, (holding DIN 00553916) who holds office up to March 31, 2019 and being eligible offers himself for re-appointment as Independent Director of the Company be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation and to hold office for second term of five consecutive years until the 77th Annual General Meeting of the company."

**10. Approval of payment of remuneration to Non-Executive Directors of the Company**

To consider and if thought fit, to pass with or without modifications, the following Resolution as Special Resolution:

**"RESOLVED THAT** pursuant to the provisions of Section 197 and any other applicable provisions of the Companies Act, 2013 and the rules made thereunder, including any statutory modification(s) or re-enactment thereof for the time being in force, the consent of the Company be and is hereby accorded to the payment of commission of a sum not exceeding one percent of the annual net profits of the Company computed in accordance with the provisions of Section 197 read with Section 198 of the Act. The remuneration will be distributed amongst the Directors of the Company in such manner or proportion as may be determined by the Board of Directors for a period of three years from the financial year commencing from 1st April, 2019. The above remuneration shall be in addition to the fees payable to the Directors for attending the meetings of the Board or Committees thereof."

**"RESOLVED FURTHER** that for the purpose of giving effect to this resolution, the Board be and is hereby authorized to take all actions and do all such acts, deeds, matters and things, as it may in its absolute discretion deem necessary, proper or desirable in this regard and to vary or increase the commission as may be permitted or authorized in accordance with any provisions under the the Act, for the time being in force or any

## NOTICE (Contd.)

statutory modifications or re-enactment thereof and/or any rules or regulations framed thereunder."

### 11. Approval of the remuneration of the Cost Auditor of the Company for the year 2018-19

To consider and if thought fit, to pass with or without modifications, the following Resolution as an ordinary Resolution:

**"RESOLVED THAT** pursuant to the provisions of Section 148 and all other applicable provisions of the Companies Act, 2013, the Cost Auditor appointed by the Board of Directors of the company to conduct the audit of cost records for the year 2018-19 be paid the remuneration as set out in the statement annexed hereto."

**"RESOLVED FURTHER THAT** the Board is hereby authorized to do all acts and take all steps to give effect to the above resolution."

### Registered & Head Office :

"Industry House"

10, Camac Street, Kolkata 700 017

Date : 29th May 2018

By Order of the Board  
For **JAY SHREE TEA & INDUSTRIES LIMITED**  
**R. K. Ganeriwala**  
(President, CFO & Secretary)

### NOTES:

a) **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE ANNUAL GENERAL MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF/HERSELF AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY. THE PROXY FORMS SHOULD BE DULY STAMPED, COMPLETED, SIGNED AND DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE COMMENCEMENT OF THE MEETING. A PERSON CAN ACT AS PROXY ON BEHALF OF THE MEMBERS NOT EXCEEDING FIFTY(50) AND HOLDING AGGREGATE NOT MORE THAN TEN PERCENT (10%) OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS. A MEMBER HOLDING MORE THAN TEN PERCENT (10%) OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS MAY APPOINT A SINGLE PERSON AS PROXY AND SUCH PERSON SHALL NOT ACT AS A PROXY FOR ANY OTHER PERSON OR SHAREHOLDER.**

b) The Equity Share Transfer Registers will remain closed from 25.07.2018 to 01.08.2018 (both days inclusive) for the purpose of Annual General Meeting and payment of dividend.

c) The dividend on Equity Shares as recommended by the Board, if declared, will be payable on or after 1st August, 2018 to those members whose

names appear on the Register of Members of the Company as on 24th July, 2018. In respect of dematerialized shares, the dividend will be payable on the basis of beneficial ownership details to be furnished by NSDL and CDSL for the purpose.

d) As per SEBI Circular dated 20th April, 2018 Shareholders whose PAN and Bank details are not mapped:-

- Shareholders holding shares in physical mode are requested to compulsorily furnish the details to the Share Department/Registrar & Share Transfer Agent.
- Shareholders holding shares in electronic mode are requested to furnish the details to their respective Depository Participant (DP).

e) Members are requested to intimate before hand to the Company query/ies, if any, regarding these accounts/notice at least ten days before the meeting to enable the management to keep the required information readily available at the meeting.

f) Pursuant to the provisions of section 124 and 125 of the Companies Act, 2013 dividends for the Financial Year ended 31st March, 2011 and thereafter, which remain unpaid or unclaimed for a period of 7 years will be transferred to the 'Investor Education and

**NOTICE** (Contd.)

Protection Fund' ("IEPF") constituted by the Central Government. Members who have not encashed their dividend warrant(s) for the Financial Year ended 31st March, 2011 or any subsequent financial year(s) are urged to claim such amount from the Company.

The last dates of claim for the following dividends are as follows:

Dividends for the year	Date of declaration of dividend	Last date for claiming Unpaid Dividend
2010-2011	22.09.2011	26th October, 2018
2011-2012	25.07.2012	29th August, 2019
2012-2013	29.07.2013	3rd September, 2020
2013-2014	01.08.2014	4th September, 2021
2014-2015	04.08.2015	9th September, 2022
2015-2016	05.08.2016	9th September, 2023
2016-2017	31.07.2017	5th September, 2024

g) The Company has transferred the unpaid or unclaimed dividends declared up to financial years 2009-10, from time to time on due dates, to the Investor Education and Protection Fund (the IEPF) established by the Central Government. Pursuant to the provisions of Investor Education and Protection Fund (Uploading of information regarding unpaid and unclaimed amounts lying with companies) Rules, 2012, the Company has uploaded the details of unpaid and unclaimed dividends lying with the Company as on July 31, 2017 (date of last Annual General Meeting) on the website of the Company ([www.jayshreetea.com](http://www.jayshreetea.com)), as also on the website of the Ministry of Corporate Affairs.

h) Pursuant to the provisions of Section 124(6) of the Companies Act, 2013 and the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, ("Rules") as amended from time to time all equity shares of the Company on which dividend remain unpaid or unclaimed for seven consecutive years or more as on October 26, 2018 shall be transferred by the Company to Investor Education and Protection Fund ("IEPF"). The Company has

also written to the concerned Shareholders intimating them their particulars of the equity shares due for transfer. These details are also available on the Company's website [www.jayshreetea.com](http://www.jayshreetea.com). Shareholders are requested to claim the dividend on these equity shares latest by October 26, 2018 to avoid aforesaid transfer of shares. No claim shall lie against the Company in respect of these equity shares post their transfer to IEPF. Upon transfer, the Shareholders will be able to claim these equity shares only from the IEPF Authority by making an online application the details of which are available at [www.iepf.gov.in](http://www.iepf.gov.in).

- i) The Company's shares are enlisted with NSDL and CDSL for participation into Electronic Depository System operated by them. Its shares are compulsorily to be traded in Electronic Form and the security bears Code No.INE364A01020.
- j) Members are requested to notify immediately change of address, if any, to the Company in case shares are held in physical form or to the DPs, where the account is maintained, if held in demat form.
- k) The members who have not yet registered their e-mail address are requested to do so to support the green initiative in the Corporate Governance
- l) Information about the Directors seeking re-appointment at the forthcoming Annual General Meeting pursuant to Regulation 36(3) of the SEBI(Listing Obligation and Disclosure Requirement) Regulations, 2015:

**Mr.B.K.Birla**

Mr. B.K.Birla aged about 97 years, holding 46000 shares, is a well known industrialist in the country and is well regarded for his foresightedness, enterprise and leadership qualities. Coming from the pioneer industrial house of India, he built up an industrial empire with strong foundation, sustained growth and proven leadership. He is associated with various educational cultural and philanthropic institutions in the country.

**NOTICE** (Contd.)

Directorships held in other companies:

Century Enka Ltd., Century Textiles & Industries Ltd., Kesoram Industries Ltd., Pilani Investment & Industries Corporation Ltd. & B.K.Birla Foundation.

m) In compliance of provisions of Section 108 and Rule 20 of the Companies (Management and Administration) Rules, 2015, the company is pleased to provide members facility to exercise their right to vote at the 72nd Annual General Meeting (AGM) by electronic means and the business may be transacted through e-voting services provided by CDSL.

The Company has signed an agreement with CDSL for facilitating e-voting to enable the shareholders to cast their vote electronically.

**e-Voting Procedure**

The instructions for shareholders voting electronically are as under:

(i) The voting period begins on 29th July, 2018 at 9:00 A.M. (IST) and ends on 31st July, 2018 at 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 25th July, 2018, may cast their vote electronically. The e-voting module shall be

disabled by CDSL for voting thereafter. The facility for voting through ballot paper shall be made available at the Annual General Meeting and the members as on the "cut-off date", i.e 25th July, 2018 attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right to vote at the meeting through ballot paper.

- (ii) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com) during the voting period.
- (iii) Click on "Shareholders".
- (iv) 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.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.

(vii) If you are a first time user follow the steps given below:

<b>For Members holding shares in Demat Form and Physical Form</b>	
PAN	<p>Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
Dividend Bank Details <b>OR</b> Date of Birth (DOB)	<p>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.</p> <ul style="list-style-type: none"> <li>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 as mentioned in instruction (iv).</li> </ul>

**NOTICE** (Contd.)

- (viii) After entering these details appropriately, click on "SUBMIT" tab.
- (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 CDSL 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 the relevant JAY SHREE TEA & INDUSTRIES LTD. 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 same 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) Shareholders can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- (xix) Note for Institutional Shareholders
- Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) are required to log on to <https://www.evotingindia.com> and register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details they have to create 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 should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.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.
- 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.com](http://www.evotingindia.com) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)