



TATA COFFEE LIMITED

Corporate Identity Number (CIN): L01131KA1943PLC000833
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NOTICE OF 78th ANNUAL GENERAL MEETING, BOOK CLOSURE AND E-VOTING INFORMATION

This is to inform, that in view of the outbreak of the COVID-19 pandemic, the 78th Annual General Meeting (AGM/Meeting) of Tata Coffee Limited (the 'Company') will be convened through Video Conference (VC) / Other Audio-Visual Means (OAVM) in compliance with the applicable provisions of the Companies Act, 2013, and rules made thereunder, read with Circulars issued by the Ministry of Corporate Affairs (MCA Circulars) and Securities and Exchange Board of India ('SEBI Circulars'), in this regard.

Accordingly, the 78th Annual General Meeting of the Members of Tata Coffee Limited will be held at 11:00 A.M. (IST) on Monday, June 14, 2021 through VC/OAVM facility provided by National Securities Depositories Limited (NSDL) to transact the businesses as set out in the Notice convening the AGM.

In this connection, the Shareholders may note the following:

- a) Notice of AGM along with the 78th Annual Report for the Financial Year 2020-21 (The Annual Report) will be sent electronically to those Members whose e-mail addresses are registered with the Company / Registrar & Share Transfer Agents ('Registrar') / Depository Participants ('DPs') and that physical copy of the AGM Notice and the Annual Report will not be sent, separately, to any Shareholder.
- b) The Annual Report, covering all relevant statutory documents will be available on the website of the Company at www.tatacoffee.com and on the website of NSDL at www.evoting.nsdl.com. The Notice of AGM will also be available on the websites of the stock exchanges i.e., at www.nseindia.com and www.bseindia.com.
- c) Members can attend and participate in the AGM ONLY through the VC/OAVM facility, the details of which will be provided by the Company in the Notice of the Meeting. Accordingly, no provision has been made to attend and participate in the 78th AGM of the Company in person. Members attending the meeting through VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
- d) **Book Closure and Dividend:** The Register of Members and the Share Transfer Books will remain closed from June 1, 2021 to June 5, 2021 (both days inclusive) for the purpose of payment of dividend. Dividend, if declared at the AGM, will be paid on or after June 17, 2021, as under:
 - (i) to all beneficial owners in respect of Shares held in electronic form as per details furnished by the Depositories for this purpose as at the end of May 31, 2021.
 - (ii) to all Members in respect of Shares held in physical form, after giving effect to valid transfer, transmission or transposition requests lodged with the Company on or before May 31, 2021.
- e) The Dividend will be paid electronically, through online modes to those shareholders who have updated their bank account details with the Company's Registrar & Transfer Agent / Depository Participants. For shareholders, who have not updated their bank account details, Dividend Warrants / Demand Drafts will be sent to their registered addresses once the postal facility is available. To avoid delay in receiving the Dividend, the Shareholders are requested to update their bank / other relevant details with the Company's Registrar & Transfer Agent / Depository Participant(s), as applicable.
- f) **E-Voting Instructions:**
 - (i) Shareholders will be provided with the facility to cast their votes on all resolutions set forth in the Notice of AGM using electronic Voting system (e-voting) facility provided by NSDL, which is detailed in the Notice of AGM.
 - (ii) Voting Rights shall be in proportion to the Equity Shares held by the Members as on Monday, June 7, 2021 ('Cut-Off Date').
 - (iii) Remote e-voting commences at 9:00 A.M. (IST) on Friday, June 11, 2021 and ends at 5:00 P.M. (IST) on Sunday, June 13, 2021. During this period, Members holding shares either in physical or dematerialized form as on the Cut-Off Date may cast their votes electronically. The remote e-voting module shall be disabled by NSDL, for voting thereafter.
 - (iv) Those Shareholders, who will be present in the AGM through VC / OAVM facility and who have not cast their vote on the Resolutions through remote e-voting, shall be eligible to vote through remote e-voting system during the AGM. Shareholders who have cast their votes by remote e-voting prior to AGM may also attend / participate in the AGM through VC / OAVM, but shall not be entitled to cast their votes again.

Pursuant to the Finance Act, 2020, dividend income will be taxable in the hands of the Shareholders w.e.f. April 1, 2020 and the Company is required to deduct tax at source ('TDS') from dividend paid to the Members at prescribed rates governed under the Income Tax Act, 1961 (the 'IT Act'). In general, to enable compliance with TDS requirements, Members are requested to complete and / or update their Residential Status, PAN, Category as per the IT Act with their DPs or in case shares are held in physical form, with the Company / Registrar, by sending documents through email, on or before May 24, 2021.

Place: Bengaluru
Date: May 17, 2021

For Tata Coffee Limited
Anantha Murthy N
Head - Legal & Company Secretary

