

XBRL Excel Utility	
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**1. Overview**

The excel utility can be used for creating the XBRL/XML file for e-filing of Voting Result. XBRL filing consists of two processes. Firstly generation of XBRL/XML file and upload of generated XBRL/XML file to BSE Listing Center Website ([www.listing.bseindia.com](http://www.listing.bseindia.com)).

**2. Before you begin**

- The version of Microsoft Excel in your system should be Microsoft Office Excel 2007 and above.
- The system should have a file compression software to unzip excel utility file.
- Make sure that you have downloaded the latest Excel Utility from BSE Website to your local system.
- Make sure that you have downloaded the Chrome Browser to view report generated from Excel utility.
- Please enable the Macros (if disabled) as per instructions given in manual, so that all the functionalities of Excel Utility works fine. Please first go through Enable Macro - Manual attached with zip file.
- Kindly use this file in local system instead of OneDrive/shared drive. Because it may give an error "Run-time error '52' : Bad file name or number" While clicking on textblock button if files saved on OneDrive/shared drive.

**3. Index**

1	Details of general information about company	General Info
2	Scrutinizer Details	Scrutinizer Details
3	Voting Result By Companies	Voting Results
4	Voting Result Format	Resolutions

**4. Steps for Filing Voting Result**

**I. Fill up the data:** Navigate to each field of every section in the sheet to provide applicable data in correct format. (Formats will get reflected while filling data.)

- Use paste special command to paste data from other sheet.
- Use "Home" button (cntrl + H) to toggle between the sheets.

**II. Validating Sheets:** Click on the "Validate" button to ensure that the sheet has been properly filled and also data has been furnished in proper format. If there are some errors on the sheet, excel utility will prompt you about the same.

**III. Validate All Sheets:** Click on the "Home" button. And then click on "Validate All Sheet" button to ensure that all sheets has been properly filled and validated successfully. If there are some errors on the sheet, excel utility will prompt you about the same and stop validation at the same time. After correction, once again follow the same procedure to validate all sheets.

Excel Utility will not allow you to generate XBRL/XML until you rectify all errors.

**IV. Generate XML :** Excel Utility will not allow you to generate XBRL/XML unless successful validation of all sheet is completed. Now click on "Generate XML" to generate XBRL/XML file.

- Save the XBRL/XML file in your desired folder in local system.

**V. Generate Report :** Excel Utility will allow you to generate Report. Now click on "Generate Report" to generate html report.

- Save the HTML Report file in your desired folder in local system.
- To view HTML Report open "Chrome Web Browser" .
- To print report in PDF Format, Click on print button and save as PDF.

**VI. Upload XML file to BSE Listing Center:** For uploading the XBRL/XML file generated through Utility, login to BSE Listing Center and upload generated xml file. On Upload screen provide the required information and browse to select XML file and submit the XML.

**5. Fill up the data in excel utility**

- Cells with red fonts indicate mandatory fields.
- If mandatory field is left empty, then Utility will not allow you to proceed further for generating XML.
- You are not allowed to enter data in the Grey Cells.
- If fields are not applicable to your company then leave it blank. Do not insert Zero unless it is a mandatory field.
- Data provided must be in correct format, otherwise Utility will not allow you to proceed further for generating XML.
- Select data from "Dropdown list" wherever applicable.
- Adding Notes: Click on "Add Notes" button to add notes

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**WARREN TEA LIMITED**



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Validate

General information about company	
Scrip code	508494
NSE Symbol	NA
MSEI Symbol	NA
ISIN	INE712A01012
Name of the company	WARREN TEA LIMITED
Type of meeting	Postal Ballot
Date of the meeting / last day of receipt of postal ballot forms (in case of Postal Ballot)	12-05-2026
Start time of the meeting	
End time of the meeting	

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### Scrutinizer Details

Name of the Scrutinizer	Mr. Raj Kumar Banthia
Firms Name	M/s. MKB & Associates
Qualification	CS
Membership Number	ACS-17190/CP-18428
Date of Board Meeting in which appointed	31-03-2026
Date of Issuance of Report to the company	13-05-2026

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Voting results	
Record date	03-04-2026
Total number of shareholders on record date	11143
<b>No. of shareholders present in the meeting either in person or through proxy</b>	
a) Promoters and Promoter group	
b) Public	
<b>No. of shareholders attended the meeting through video conferencing</b>	
a) Promoters and Promoter group	
b) Public	
<b>No. of resolution passed in the meeting</b>	<b>3</b>
Disclosure of notes on voting results	<a href="#">Add Notes</a>

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Resolution (1)								
Resolution required: (Ordinary / Special)				Ordinary				
Whether promoter/promoter group are interested in the agenda/resolution?				No				
Description of resolution considered				Appointment of Mr. Vivek Goenka (DIN : 00042285) as Director of the company				
Category	Mode of voting	No. of shares held	No. of votes polled	% of Votes polled on outstanding shares	No. of votes – in favour	No. of votes – against	% of votes in favour on votes polled	% of Votes against on votes polled
		(1)	(2)	(3)=[(2)/(1)]*100	(4)	(5)	(6)=[(4)/(2)]*100	(7)=[(5)/(2)]*100
Promoter and Promoter Group	E-Voting		7889989	100.0000	7889989	0	100.0000	0.0000
	Poll	7889989	0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>	7889989	7889989	100.0000	7889989	0	100.0000	0.0000
Public-Institutions	E-Voting		121264	97.4235	121264	0	100.0000	0.0000
	Poll	124471	0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>	124471	121264	97.4235	121264	0	100.0000	0.0000
Public- Non Institutions	E-Voting		1960600	49.8076	1958967	1633	99.9167	0.0833
	Poll	3936344	0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>	3936344	1960600	49.8076	1958967	1633	99.9167	0.0833
<b>Total</b>		11950804	9971853	83.4409	9970220	1633	99.9836	0.0164
Whether resolution is Pass or Not.						Yes		
Disclosure of notes on resolution						Add Notes		

\* this fields are optional

Details of Invalid Votes	
Category	No. of Votes
Promoter and Promoter Group	
Public Insitutions	
Public - Non Insitutions	

WARREN TEA LIMITED


  
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## Resolution (2)

Resolution required: (Ordinary / Special)		Special						
Whether promoter/promoter group are interested in the agenda/resolution?		Yes						
Description of resolution considered		Appointment of Mr. Vivek Goenka (DIN : 00042285) as Whole Time Director designated as "Vice Chairman & Managing Director" of the Company, liable to retire by rotation, for a period of 3						
Category	Mode of voting	No. of shares held	No. of votes polled	% of Votes polled on outstanding shares	No. of votes – in favour	No. of votes – against	% of votes in favour on votes polled	% of Votes against on votes polled
		(1)	(2)	(3)=[(2)/(1)]*100	(4)	(5)	(6)=[(4)/(2)]*100	(7)=[(5)/(2)]*100
Promoter and Promoter Group	E-Voting		0	0.0000	0	0	0.0000	0.0000
	Poll	7889989	0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>	7889989	0	0.0000	0	0	0.0000	0.0000
Public- Institutions	E-Voting		121264	97.4235	121264	0	100.0000	0.0000
	Poll	124471	0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>	124471	121264	97.4235	121264	0	100.0000	0.0000
Public- Non Institutions	E-Voting		1960600	49.8076	1958967	1633	99.9167	0.0833
	Poll	3936344	0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>	3936344	1960600	49.8076	1958967	1633	99.9167	0.0833
<b>Total</b>		11950804	2081864	17.4203	2080231	1633	99.9216	0.0784
Whether resolution is Pass or Not.							Yes	
Disclosure of notes on resolution							Add Notes	

\* this fields are optional

Details of Invalid Votes	
Category	No. of Votes
Promoter and Promoter Group	
Public Institutions	
Public - Non Institutions	

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Resolution (3)								
Resolution required: (Ordinary / Special)				Ordinary				
Whether promoter/promoter group are interested in the agenda/resolution?				No				
Description of resolution considered				Approve continuation of directorship of Mr. Vinay Kumar Goenka (DIN : 00043124) as Non-Executive Director of the Company designated as "Chairman" with effect from 1st April, 2026.				
Category	Mode of voting	No. of shares held	No. of votes polled	% of Votes polled on outstanding shares	No. of votes – in favour	No. of votes – against	% of votes in favour on votes polled	% of Votes against on votes polled
		(1)	(2)	(3)=[(2)/(1)]*100	(4)	(5)	(6)=[(4)/(2)]*100	(7)=[(5)/(2)]*100
Promoter and Promoter Group	E-Voting		7889989	100.0000	7889989	0	100.0000	0.0000
	Poll	7889989	0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>	7889989	7889989	100.0000	7889989	0	100.0000	0.0000
Public- Institutions	E-Voting		121264	97.4235	121264	0	100.0000	0.0000
	Poll	124471	0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>	124471	121264	97.4235	121264	0	100.0000	0.0000
Public- Non Institutions	E-Voting		1960600	49.8076	1958967	1633	99.9167	0.0833
	Poll	3936344	0	0.0000	0	0	0.0000	0.0000
	Postal Ballot (if applicable)		0	0.0000	0	0	0.0000	0.0000
	<b>Total</b>	3936344	1960600	49.8076	1958967	1633	99.9167	0.0833
<b>Total</b>		11950804	9971853	83.4409	9970220	1633	99.9836	0.0164
Whether resolution is Pass or Not.							Yes	
Disclosure of notes on resolution							Add Notes	

\* this fields are optional

Details of Invalid Votes	
Category	No. of Votes
Promoter and Promoter Group	
Public Institutions	
Public - Non Institutions	

WARREN TEA LIMITED


  
Chairman



## SCRUTINIZER'S REPORT

[Pursuant to the provisions of Section 108 and 110 of the Companies Act, 2013 read with Rule 22 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended]

13<sup>th</sup> May, 2026

To  
The Chairman  
Warren Tea Limited  
8<sup>th</sup> Floor, Johar Building  
P-1, Hide Lane  
Kolkata - 700 073

Dear Sir,

I, Raj Kumar Banthia, Partner of MKB & Associates, Practicing Company Secretaries has been appointed by the Board of Directors of Warren Tea Limited (the Company) for the purpose of scrutinizing the postal ballot process through voting by electronic means only (remote e-voting) in a fair & transparent manner in respect of the resolution as set out in the Postal Ballot notice dated 31<sup>st</sup> March, 2026, do hereby submit my report as follows:

- (a) On 9<sup>th</sup> April, 2026 the Company has completed the dispatch of Notice of Postal Ballot electronically to all the members who have registered their e-mail addresses with the Company/RTA or with the Depositories and whose names appear in the Register of Members/list of Beneficial Owners as on the Cut-off date i.e. Friday, 3<sup>rd</sup> April, 2026, in accordance with the guidelines prescribed by the Ministry of Corporate Affairs ("MCA") for conducting postal ballot process through e-voting vide General Circular Nos. 14/2020 dated 8<sup>th</sup> April, 2020, 17/2020 dated 13<sup>th</sup> April, 2020, 22/2020 dated 15<sup>th</sup> June, 2020, 33/2020 dated 28<sup>th</sup> September, 2020, 39/2020 dated 31<sup>st</sup> December, 2020, 10/2021 dated 23<sup>rd</sup> June, 2021, 20/2021 dated 8<sup>th</sup> December, 2021, 3/2022 dated 5<sup>th</sup> May, 2022, 11/2022 dated 28<sup>th</sup> December, 2022, 09/2023 dated 25<sup>th</sup> September, 2023, 09/2024 dated 19<sup>th</sup> September, 2024 and 03/2025 dated 22<sup>nd</sup> September, 2025 ("MCA Circulars").





- (b) The Company has provided e-voting facility offered by Central Depository Services (India) Limited ("CDSL") to its shareholders.
- (c) The members holding shares either in physical or dematerialized form, as on the "Cut off" date i.e. Friday, 3<sup>rd</sup> April, 2026 were entitled to vote on the proposed resolution.
- (d) In terms of the aforesaid Notice and as per the provisions of Section 108 of the Companies Act, 2013 read with Rule 22 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, the voting period commenced on Monday, 13<sup>th</sup> April, 2026 at 09:00 a.m. (I.S.T) and ended on Tuesday, 12<sup>th</sup> May, 2026 at 5:00 p.m (I.S.T).
- (e) Since the voting on the postal ballot was conducted only through e-voting, reporting on number of physical postal ballot forms received including those that are invalid, is not applicable.
- (f) The e-voting facility provided by CDSL was unlocked on Tuesday, 12<sup>th</sup> May, 2026 after 5:00 p.m in the presence of two witnesses.
- (g) Thereafter, the details containing, inter-alia, list of the members, who voted "For" or "Against" on the resolution were derived from the report generated from the e-voting website of CDSL: <https://www.evotingindia.com> in respect of voting through e-voting.
- (h) 47 Members representing 9,971,853 equity shares have cast their votes through e-voting on the resolutions, out of which votes cast by 7 member representing 7,889,989 shares, being promoter and promoter group, have not been considered for resolution no. 2.

I now submit my consolidated report as under on the results of the voting through e-voting.





**Item No. 1 as Ordinary Resolution:** Appointment of Mr. Vivek Goenka (DIN : 00042285) as Director of the company.

	Voting through e-voting		Voting through Postal Ballot Form		Consolidated Voting Results		
	No. of Members who voted	No. of votes cast	No. of Ballots	No. of votes cast	No. of Members who voted	No. of votes cast	% of total number of valid votes cast
Voted in favour of the resolution	38	9,970,220	NA	NA	38	9,970,220	99.9836
Voted against the resolution	9	1,633	NA	NA	9	1,633	0.0164
Total	47	9,971,853	NA	NA	47	9,971,853	100

**Item No. 2 as Special Resolution:** Appointment of Mr. Vivek Goenka (DIN : 00042285) as Whole Time Director designated as "Vice Chairman & Managing Director" of the Company, liable to retire by rotation, for a period of 3 years with effect from 1st April, 2026

	Voting through e-voting		Voting through Postal Ballot Form		Consolidated Voting Results		
	No. of Members who voted	No. of votes cast	No. of Ballots	No. of votes cast	No. of Members who voted	No. of votes cast	% of total number of valid votes cast
Voted in favour of the resolution	31	2,080,231	NA	NA	31	2,080,231	99.9216
Voted against the resolution	9	1633	NA	NA	9	1633	0.0784





Total	40	2,081,864	NA	NA	40	2,081,864	100
<b>Item No. 3 as Ordinary Resolution:</b> Approve continuation of directorship of Mr. Vinay Kumar Goenka (DIN : 00043124) as Non-Executive Director of the Company designated as "Chairman" with effect from 1st April, 2026.							
	Voting through e-voting		Voting through Postal Ballot Form		Consolidated Voting Results		
	No. of Members who voted	No. of votes cast	No. of Ballots	No. of votes cast	No. of Members who voted	No. of votes cast	% of total number of valid votes cast
Voted in favour of the resolution	38	9,970,220	NA	NA	38	9,970,220	99.9836
Voted against the resolution	9	1,633	NA	NA	9	1,633	0.0164
Total	47	9,971,853	NA	NA	47	9,971,853	100

In view of the above scrutiny, I hereby certify that the resolution Nos. 1 to 3 as aforesaid, as set out in notice dated 31<sup>st</sup> March, 2026 has been approved and passed by requisite majority.

For MKB & Associates  
Company Secretaries  
Firm Reg No: P2010WB042700

  


Raj Kumar Banthia  
Partner

Membership no. 17190  
COP no. 18428

Date: 13.05.2026  
Place: Kolkata  
UDIN: A017190H000347432