

MUKESH RATHI**(PRACTICING COMPANY SECRETARY)**56/1, B.B.CHATTERJEE STREET
KOLKATA- 700 042
PH - 98311 33018

TO

The Board of Directors

SANGRAHALAYA TIMBER & CRAFTS LIMITED

5,GORKY TERRACE,

2ND FLOOR

Kolkata-700 017

Company Registration No.-2284

Authorised Capital : Rs.200100000

**SECRETARIAL AUDIT REPORT FOR THE QUARTER ENDED 30TH SEPTEMBER, 2012
(SEPARATE FOR EACH ISIN)**

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|----|---|---|
| 1 | For the quarter ended | 30TH SEPTEMBER, 2012 |
| 2 | ISIN | INE932E01018 |
| 3 | Face Value | Rs.10/- |
| 4 | Name of the Company | SANGRAHALAYA TIMBER & CRAFTS LTD. |
| 5 | Registered office Address | P.O.Naginimara Dist- Mon Nagaland - 798622 PH: 2500603,2542072 |
| 6 | Correspondence Address/Head office | 5,GORKY TERRACE, 2ND FLOOR Kolkata-700 017 |
| 7 | Telephone No.& Fax No. | Tel: 033 66133300/01, Fax:033 66133303 |
| 8 | Name of Stock Exchanges where the Company's Securities are listed | The Gauhati Stock Exchange Ltd. |
| 9 | Issued Capital | Number of Shares Face Value 20010000 Rs.10/- |
| 10 | Listed Capital(Exchange wise) (As per Company Record) | Number of Shares % of total issued Capital 20010000 100% |
| 11 | Shares held in Dematerialized form in NSDL | 13111000 |
| 12 | Shares held in Dematerialized form in CDSL | Nil |
| 13 | Share held in Physical form | 6899000 |
| 14 | Total No. of Shares (11+12+13) | 20010000 |
| 15 | Reason for difference,if any, between (9& 10),(9&14),(10&14) | Not Applicable |
| 16 | Certifying the details of charges in Share Capital during the quarter under consideration as per Table. | Not Applicable |
| 17 | Register of Members is updated (Yes/No) | Yes |
| 18 | Reference of previous quarter with regards to excess dematerialized shares,if any | Nil |



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| 19 | Has the company resolved the matter mentioned in point no.18 above in the current quarter ? If not,reason why. | Not Applicable |
| 20 | Mention the total no.of dematerialisation request, if any,confirmed after 21 days and the total no.of requests pending beyond 21 days with reason for delay | Nil |
| 21 | Name,Address, Telephone & Fax No.of the Compliance officer of the Company | MR. CHAND RATAN MODI 5,GORKY TERRACE, 2ND FLOOR Kolkata-700 017 Tel: 033 66133300/01, Fax:033 66133303 |
| 22 | Name,Address, Telephone & Fax No, Registration No.of the Auditor. | MUKESH RATHI Practicing Company Secretary 56/1, B.B.Chatterjee Street, Kolkata- 700 042, Ph-98311 33018 |
| 23 | Name, Address of Registrars and share Transfer Agent | M/s. NICHE TECHNOLOGIES PRIVATE LIMITED C-444 & B-414, Bagree Market, 71,B.R.B.B. Road ,(canning Street) Kolkata-700 001 ,PH:-2235 7270/71/3070 |
| 24 | Any other data that the Auditor may like to provide (e.g. BFIR Company, Delisting From Stock Exchange,Company,s Name Change) | Nil |

The above report is based on the information/ record and register made available to us were found to the best of our knowledge to be necessary for the purpose of the Audit.

PLACE:- KOLKATA
DATE:- 12TH OCTOBER, 2012

Signature:

Name- Mukesh Rathi
Certificate of Practice No-4795

