

MUKESH RATHI
(PRACTICING COMPANY SECRETARY)

A4B/2, 1 Raja Ram Mohan Roy Road
Kolkata- 700 041
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 31ST DECEMBER, 2013
(SEPARATE FOR EACH ISIN)

1	For the quarter ended	31ST DECEMBER, 2013
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 dematerilized shares,if any	Nil
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 dematerilisation 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 A4B/2, 1 Raja Ram Mohan Roy Road Kolkata- 700 041, Ph-98311 33018
23	Name, Address of Registrars and share Transfer Agent	M/s. NICHE TECHNOLOGIES PRIVATE LIMITED D-511, Bagree Market, 5TH FLOOR B.R.B. BASU ROAD 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.

Signature:

Name-Mukesh Rathi
Certificate of Practice No-4795

PLACE:- KOLKATA
DATE:- 11TH JANUARY, 2014