

**KUMKUM RATHI****(PRACTICING COMPANY SECRETARY)****A4B/2, 1 Raja Ram Mohan Roy Road  
Kolkata- 700 041  
Ph - 98311 33062**

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, 2016  
(SEPARATE FOR EACH ISIN)**

1	For the quarter ended	31ST DECEMBER, 2016
2	ISIN	INE932E01018
3	Face Value	Rs.10/-
4	Name of the Company	<b>SANGRAHALAYA TIMBER &amp; CRAFTS LTD.</b>
5	Registered office Address	P.O.Naganimara 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	18497650
12	Shares held in Dematerialized form in CDSL	Nil
13	Share held in Physical form	1512350
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)
- 18 Reference of previous quarter with regards to excess dematerialized shares,if any
- 19 Has the company resolved the matter mentioned in point no.18 above in the current quarter ? If not,reason why.
- 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
- 21 Name,Address, Telephone & Fax No.of the Compliance officer of the Company
- 22 Name,Address, Telephone & Fax No, Registration No.of the Auditor.
- 23 Name, Address of Registrars and share Transfer Agent
- 24 Any other data that the Auditor may like to provide (e.g. BFIR Company, Delisting From Stock Exchange,Company,s Name Change)

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:- 16TH JANUARY, 2017

Signature:



Name-Kumkum Rathi  
Certificate of Practice No-6209