

PRIYA MANKANI

(PRACTICING COMPANY SECRETARY)

Block-309, Flat 2A, Fort Residency
38 S.N. Roy Road,
New Alipore, Kolkata- 700 038
Ph - 7407223556

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, 2017
(SEPARATE FOR EACH ISIN)**

1	For the quarter ended	31ST DECEMBER, 2017
2	ISIN	INE932E01018
3	Face Value	Rs.10/-
4	Name of the Company	SANGRAHALAYA TIMBER & CRAFTS LTD
5	Registered office Address	P.O.Nagimara 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	Metropolitan Stock Exchange of India Ltd. (MSEI)
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	18651150
12	Shares held in Dematerialized form in CDSL	Nil
13	Share held in Physical form	1358850
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. | PRIYA MANKANI
Practicing Company Secretary
Block-309, Flat 2A, Fort Residency,
38 S.N. Roy Road, New Alipore, Kolkata- 700038
Ph - 7407223556 |
| 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.

PLACE:- KOLKATA
 DATE:- 16.01.2018

Signature:

Priya Mankani


Name-Priya Mankani
 Certificate of Practice No-17947