

**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 30TH JUNE, 2018**  
**(SEPARATE FOR EACH ISIN)**

1	For the quarter ended	30TH JUNE, 2018				
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.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	Metropolitan Stock Exchange of India Ltd. (MSEI)				
9	Issued Capital	<table border="1"> <thead> <tr> <th>Number of Shares</th> <th>Face Value</th> </tr> </thead> <tbody> <tr> <td>20010000</td> <td>Rs.10/-</td> </tr> </tbody> </table>	Number of Shares	Face Value	20010000	Rs.10/-
Number of Shares	Face Value					
20010000	Rs.10/-					
10	Listed Capital( Exchange wise) (As per Company Record)	<table border="1"> <thead> <tr> <th>Number of Shares</th> <th>% of total issued Capital</th> </tr> </thead> <tbody> <tr> <td>20010000</td> <td>100%</td> </tr> </tbody> </table>	Number of Shares	% of total issued Capital	20010000	100%
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				

- |    |   |  |
|----|---|--|
| 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   | <b>MR. CHAND RATAN MODI</b><br>5,GORKY TERRACE,<br>2ND FLOOR<br>Kolkata-700 017<br>Tel: 033 66133300/01, Fax:033 66133303  |
| 22 | Name,Address, Telephone & Fax No, Registration No.of the Auditor.   | <b>PRIYA MANKANI</b><br>Practicing Company Secretary<br>Block-309, Flat 2A, Fort Residency,<br>38 S.N. Roy Road, New Alipore, Kolkata- 700038<br>Ph - 7407223556 |
| 23 | Name, Address of Registrars and share Transfer Agent  | <b>M/s. NICHE TECHNOLOGIES PRIVATE LIMITED</b><br>D-511, Bagree Market, 5TH FLOOR<br>B.R.B. BASU ROAD<br>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:- 09-07-2018

Signature:

*Priya Mankani*

**Name-Priya Mankani**  
**Certificate of Practice No-17947**