

**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 MARCH, 2018  
(SEPARATE FOR EACH ISIN)**

1	For the quarter ended	31ST MARCH, 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.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	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
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:- 12.04.2018

Signature:

Name-Priya Mankani  
Certificate of Practice No-17947

