

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, 2019
(SEPARATE FOR EACH ISIN)**

1	For the quarter ended	31ST DECEMBER, 2019				
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	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	961400				
13	Share held in Physical form	397450				
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 | MS. CHANCHAL RUNGTA
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
7th Floor, Room No 7A & 7B,
3A, Auckland Road, Elgin, Kolkata-700017
PH:-(033) 2280 6616 / 17 / 18: Fax : (033) 2280 6619 |
| 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:- 20.01.2020

Signature: *Priya Mankani*

Name-Priya Mankani
Certificate of Practice No-17947
UDIN: A034744B000073145