

PRIYA MANKANI

(PRACTICING COMPANY SECRETARY)

Block-309, Flat 2A, Fort Residency
38 S.N. Roy Road,
New Alipore, Kolkata - 700 038
Ph - 7407223556TO
The Board of Directors
SANGRAHALAYA TIMBER & CRAFTS LIMITED
5,GORKY TERRACE,
2ND FLOOR
Kolkata-700 017Company Registration No -2284
Authorised Capital : Rs.200100000**SECRETARIAL AUDIT REPORT FOR THE QUARTER ENDED 31ST MARCH, 2021
(SEPARATE FOR EACH ISIN)**

1	For the quarter ended	31ST MARCH, 2021
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	Number of Shares 20010000 Face Value Rs. 10/-
10	Listed Capital(Exchange wise) (As per Company Record)	Number of Shares 20010000 % of total issued Capital 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. BFR 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 - 19.04.2021Signature: *Priya Mankani*Name-Priya Mankani
Certificate of Practice No-17947
UDIN: A034744C000133843