

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, 2022
(SEPARATE FOR EACH ISIN)**

1	For the quarter ended	30TH JUNE 2022
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 SNEHA GOURISARIA**
5, GORRY 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 which we found to the best of our knowledge to be necessary for the purpose of the Audit.

PLACE - KOLKATA
DATE - 23.07.2022



Signature: *Priya Mankani*

Name-Priya Mankani
Certificate of Practice No-17947
UDIN: A034744D000675043