



**Ref: DTCL/AB/BSE/20**

**Date: January 17, 2020**

**To**  
**The Bombay Stock Exchange Ltd**  
**Department of Corporate Affairs**  
**'Phiroze Jeejeebhoy Towers'**  
**25<sup>th</sup> Floor**  
**Dalal Street,**  
**MUMBAI- 400 001**

Dear Sir/Madam,

**Sub: Reconciliation of Share Capital Audit Report for the Quarter ended 31<sup>st</sup> December, 2019**

**Ref: Company Code No. 530959**

With reference to the above, please find enclosed herewith a copy of the Reconciliation of Share Capital Audit Report of our company issued on 17<sup>th</sup> January, 2020 by Mr. Mohan Ram Goenka, Company Secretaries, Kolkata for the quarter ended 31<sup>st</sup> December, 2019 for your information and record.

Please acknowledge receipt.

**Yours faithfully**

**For DIANA TEA COMPANY LIMITED**

**ANUSHREE BISWAS**  
**COMPANY SECRETARY & COMPLIANCE OFFICER**  
**MEMBERSHIP NO. 40821**

**Encl: a/a**

**AARES GROUP**

Regd. Office : Sir RNM House (4th Floor), 3B, Lal Bazar Street, Kolkata - 700 001  
Phone : 2248 8672, 4066 1590-93, Fax : 2248 7571 E-mail : [contactus@dianatea.in](mailto:contactus@dianatea.in)  
Website : [www.dianatea.in](http://www.dianatea.in) CIN : L15495WB1911PLC002275

**RECONCILIATION OF SHARE CAPITAL AUDIT REPORT**

- (1) For Quarter Ended
- (2) ISIN
- (3) Face Value
- (4) Name of the Company
- (5) Registered Office Address
- (6) Correspondence Address
- (7) Telephone & Fax Nos.
- (8) Email Address
- (9) Names of the Stock Exchanges where the Company's securities are listed :

	Number of Shares	% of Total Issued Cap.
(10) Issued Capital	14991000	100%
(11) Listed Capital (Exchange-wise) (as per Company records)	Kolkata 14991000 Mumbai 14991000 Ahmedabad 14991000 Delhi 14991000	100.00% 100.00% 100.00% 100.00%
(12) Held in dematerialised form in NSDL	12,330,503	82.25
(13) Held in dematerialised form in CDSL	2,570,864	17.15
(14) Physical	89,633	0.60
(15) Total No. of Shares (12+13+14)	14,991,000	100.00
(16) Reasons for difference if any, between (10&11), (10&15), (11&15) :	The Company is in the process of Delisting of its Equity shares from Kolkata, Ahmedabad & Delhi Stock Exchanges.	

- (17) Certifying the details of changes in share capital during the quarter under consideration as per Table below :-

Particulars****	No. of Shares	Applied/ Not Applied for listing	Listed on Stock Exchanges (Specify Names)	Whether intimated to CDSL	Whether intimated to NSDL	In-prin, appr. Pending for SE (Specify Names)
--nil--	--nil--	--nil--	--nil--	--nil--	--nil--	--nil--

\*\*\*\*Rights, Bonus, Preferential Issue, ESOPs, Amalgamation, Conversion, Buyback, Capital Reduction, Forfeiture, Any other (to specify)

- (18) Register of Members is updated (Yes/No) if not, updated upto which date
- (19) Reference of previous quarter with regards to excess dematerialised shares, if any.
- (20) Has the Company resolved the matter mentioned in point No. 19 above in the current quarter? If not, reason why?
- (21) Mentioned the total no. of requests, if any, confirmed after 21 days and the total no. of requests pending beyond 21 days with the reasons for delay :

Total No. of demat requests	No. of requests	No. of Shares	Reasons for delay
Confirmed after 21 Days	--nil--	--nil--	--nil--
Pending for more than 21 days	--nil--	--nil--	--nil--

- (22) Name, Telephone & Fax No. of the Compliance Officer of the Company
- (23) Name, Address, Tel. & Fax No., Regn. No. of the Auditor
- (24) Appointment of common agency for share registry work
- (25) Any other detail that the auditor may like to provide (e.g. BIFR Company, delisting from SE, Company changed its name etc.)

UDIN No.: F004515B000067413

Plac Kolkata  
Date : 17.01.2020

Name of the Company Secretary : Mohan Ram Goenka  
C.No. 2551

