



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

**Date: May 15, 2020**

**BSE 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> March, 2020**

**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 7<sup>th</sup> May, 2020 by Mr. Mohan Ram Goenka, Company Secretaries, Kolkata for the quarter ended 31<sup>st</sup> March, 2020 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 31st March, 2020
- (2) ISIN INE012E01035
- (3) Face Value Rs.5/- each\*
- (4) Name of the Company Diana Tea Company Limited
- (5) Registered Office Address 3B, Lal Bazar Street, Kolkata- 700 001
- (6) Correspondence Address --do--
- (7) Telephone & Fax Nos. 033-2248 8672/40661590-93 Fax.: 033 2248 7571
- (8) Email Address contactus@dianatea.in
- (9) Names of the Stock Exchanges where the Company's securities are listed : Calcutta, Mumbai, Ahmedabad and Delhi

- (10) Issued Capital
- (11) Listed Capital (Exchange-wise)  
(as per Company records)

Kolkata  
Mumbai  
Ahmedabad  
Delhi

Number of Shares	% of Total Issued Cap.
14991000	100%
14991000	100.00%
14991000	100.00%
14991000	100.00%
14991000	100.00%

- (12) Held In dematerialised form in NSDL

1,22,56,337	81.76
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- (13) Held in dematerialised form in CDSL

26,45,030	17.64
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- (14) Physical

89,633	0.60
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- (15) Total No. of Shares (12+13+14)

1,49,91,000	100.00
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- (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

YES

- (19) Reference of previous quarter with regards to excess dematerialised shares, if any.

NO

- (20) Has the Company resolved the matter mentioned in point No. 19 above in the current quarter? If not, reason why?

N.A.

- (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

CS Anushree Biswas w.e.f. 13.08.2019  
033-2248 8672/40661590-93 Fax.: 033 2248 7571  
Ramesh Kr Jhunjhunwala upto 12.08.2019

- (23) Name, Address, Tel. & Fax No., Regn. No. of the Auditor

M.R. Goenka, FCS, 46, B.B.Ganguly Street, Kol-1  
Phone : 033-2237 9517 CP No. 2551

- (24) Appointment of common agency for share registry work

if yes (name & address) Maheshwari Datamatics (P) Ltd.  
23, R N Mukherjee Rd, Kolkata-700001

- (25) Any other detail that the auditor may like to provide (e.g. BIER Company, delisting from SE, Company changed its name etc.)  
The Company is in the process of De-listing of its equity shares from Stock Exchanges. therefore the further Listing Shares application has been not moved to Stock Exchanges except BSE.

UDIN No.: F004515B000211139