



**Ref: DTCL/AB/BSE/21**

**Date: January 12, 2021**

**To**  
**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> December, 2020**


**Ref: Scrip Code: 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 12<sup>th</sup> January, 2021 by Mr. Mohan Ram Goenka, Company Secretaries, Kolkata for the quarter ended 31<sup>st</sup> December, 2020 for your information and record.

Please acknowledge receipt.

**Yours faithfully**

**For DIANA TEA COMPANY LIMITED**

Anushree Biswas 

**ANUSHREE BISWAS**  
**COMPANY SECRETARY & COMPLIANCE OFFICER**

**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 December, 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

		Number of Shares	% of Total Issued Cap.
(10) Issued Capital		14991000	100%
(11) Listed Capital (Exchange-wise) (as per Company records)	Kolkata	14991000	100.00%
	Mumbai	14991000	100.00%
	Ahmedabad	14991000	100.00%
	Delhi	14991000	100.00%
(12) Held in dematerialised form in NSDL		12,263,767	81.81
(13) Held in dematerialised form in CDSL		2,640,054	17.61
(14) Physical		87,179	0.58
(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) YES  
if not, updated upto which date
- (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. BIFR 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.: F004515B001949579

Plac Kolkata  
Date : 12.01.2021



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