

RECONCILIATION OF SHARE CAPITAL AUDIT REPORT

- (1) For Quarter Ended 31st December, 2023
- (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 Mumbai Ahmedabad Delhi	100.00% 100.00% 100.00% 100.00%
(12) Held in dematerialised form in NSDL	12,343,821	82.34
(13) Held in dematerialised form in CDSL	2,601,399	17.35
(14) Physical	45,780	0.31
(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 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 Namrata Saraf, Company Sec appointed-02.01.2024  
033-2248 8672/ 40661590-93 Fax.: 033 2248 7571
- (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.: F004515E003217681

Plac Kolkata  
Date : 15.01.2024



For MR & Associates

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