



# INDONG TEA COMPANY LIMITED

CIN No.: L01122WB1990PLC050506

Sikkim Commerce House. 4/1, Middleton Street. Kolkata - 700 071, India

Phone: 91-33 4006 3601 / 3602

E-mail: indongtea@asiangroup.in

Website: www.indongteaco.com

Garden: P.O. - Matelli. Dist.: Jalpaiguri (W.B.) Pin: 735223. Rly. Station: Chalsa

Date: 13.10.2023

To  
BSE Limited  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
Mumbai - 400 001

**Scrip Code: - 543769 (INDONG TEA COMPANY LIMITED)**

**Sub: Reconciliation of Share Capital Audit Report under Regulation 76(1) of SEBI (Depositories and Participants) Regulations 1996**

Dear Sir/ Madam,

We enclose herewith a certificate issued by CS Prachi Todi, Practicing Company Secretary (PCS), in compliance to Regulation 76(1) of SEBI (Depositories and Participants) Regulations 1996 for Secretarial Audit in the prescribed format for the year ended 30<sup>th</sup> September 2023.

This is for your kind information and records and acknowledge the receipt of the same.

Thanking You.

Thanking You,

For, Indong Tea Company Limited

Chandan Gupta  
Company Secretary cum Compliance Officer  
M. No: A55681  
Encl: Certificate issued by PCS

# Prachi Todi

Company Secretaries  
46 East Topsia Road  
Arupota Kolkata- 700105  
Mobile No: 9830072442

Email: csprachi92@gmail.com; info.prachi92@gmail.com

To  
The Board of Directors  
INDONG TEA COMPANY LIMITED  
SIKKIM COMMERCE HOUSE  
4/1 MIDDLETON STREET  
KOLKATA- 700071

## CERTIFICATE

### RECONCILIATION OF SHARE CAPITAL AUDIT REPORT

- 1 For Quarter Ended : 30.09.2023
- 2 ISIN : INE0KN201016
- 3 Face Value : Rs. 10/-
- 4 Name of Company : INDONG TEA COMPANY LIMITED
- 5 Registered Office Address : SIKKIM COMMERCE HOUSE 4/1 MIDDLETON STREET  
KOLKATA 700071
- 6 Correspondence Address : - Do -
- 7 Telephone & Fax Nos. : 033-4006 3601/02, Fax- N.A.
- 8 Email Address : cs@indongteaco.com
- 9 Name of the Stock Exchanges where the Company's securities are listed:
- (i) SME Platform of Bombay Stock Exchange Limited (BSE)

Sl. No.	Particulars	Number of Shares	% of total issued capital
10	Issued Capital	15001048	100.00
11	Listed Capital (Exchange-wise) (as per Company's records):	15001048	100.00
12	Held in Dematerialized form in CDSL	3635935	24.24
13	Held in Dematerialized form in NSDL	11365113	75.76
14	Physical	0	0.00
15	Total No. of Shares (12+13+14)	15001048	100.00

16 Reasons for Difference if any, between (10&11), (10&15), (11&15):



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.....N.A.....

17 Certifying the details of changes in share capital during the quarter under consideration as per table below:

Sl. No.	Particulars	No. Of Shares	Applied/ Not applied for listing	Listing on Stock Exchanges	Whether intimate d to CDSL	Whether intimate d to NSDL	In prin. Appr. Pending for SE
1	<b>Increase by:</b>						
	Rights Issue	--	--	--	--	--	--
	Bonus Issue	--	--	--	--	--	--
	Preferential Issue	--	--	--	--	--	--
	Initial Public Offer	--	--	--	--	--	--
	Re-issue of forfeited shares	--	--	--	--	--	--
	Employee Stock Option exercised	--	--	--	--	--	--
	Amalgamation/Scheme of Arrangement	--	--	--	--	--	--
	Conversion of Loans/Debentures/FCCB (s)	--	--	--	--	--	--
	Any other (to specify)	--	--	--	--	--	--
2	<b>TOTAL(A)</b>	--	--	--	--	--	--
3	<b>Decrease by:</b>						
	Buy Back	--	--	--	--	--	--
	Capital Reduction	--	--	--	--	--	--
	Forfeiture	--	--	--	--	--	--



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	Amalgamation/Scheme of Arrangement	--	--	--	--	--	--
	Any other (to specify)	--	--	--	--	--	--
4	<b>TOTAL (B)</b>	--	--	--	--	--	--
5	<b>Net Increase/decrease by (A-B)</b>	--	--	--	--	--	--

18 Register of members is updated (Yes/ No) If not, updated up to which date: Yes

19 Reference of previous quarter with regards to excess dematerialized shares if any:

-----N.A.-----

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 Requests	No. Of Requests	No. Of Shares	Reasons for Delay
Confirmed after 21days	NIL	NIL	N.A.
Pending for more than 21 days	NIL	NIL	N.A.

22 Name, Address, Telephone & Fax No. of Compliance Officer of the Company:

Name	Address	Telephone No.	Fax No.
Mr. Chandan Gupta	Sikkim Commerce House 4/1 Middleton Street Kolkata- 700071	8017171763	N.A.



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## 23 Name, Address, Telephone, Fax No. & Registration No. of Practicing Company Secretary:



Name	Address	Telephone No.	Fax No.	Registration No.
Ms. Prachi Todi	46 East Topsia Road Arupota Kolkata- 700105	9830072442	N.A.	ACS 53022

## 24 Appointment of common agency for share registry work:

Name	Cameo Corporate Services Limited
Address	"Subramanian Building" No.1 Club House Road Chennai 600002

## 25 Any other detail that the Practicing Company Secretary may like to provide:

----- NIL -----

Date: 10/10/2023	For PRACHI TODI
Place: Kolkata	PRACTICING COMPANY SECRETARY
	 
	ACS No. 53022
	C.P. No. 22964
	Peer Review Certificate No.: 1445/2021
	UDIN: A053022E001248832