|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **FORMAT FOR RECONCILIATION OF SHARE CAPITAL AUDIT REPORT. *(Separate for each ISIN )*** |   |   |  |
|  | ( details should be certified by the auditors) |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 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** |  |  |   |  **-** |  |  |  |
| 11 | **Listed Capital (Exchange-wise)** |  |   |  **-** |  |  |  |
|  | *(as per company records)* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 12 | **Held in dematerialized form in CDSL** |   |   |  |  |  |
| 13 | **Held in dematerialized form in NSDL** |   |   |  |  |  |
| 14 | **Physical** |  |  |   |   |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 15 | **Total No. of shares (12+13+14)** |  |   |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 16 | **Reasons for difference if any, between (10&11) , (10&15) , (11&15) :** |   |   |  |  |
|  |  |  |  |  |  |  |  |  |
| 17 | **Certifying the details of changes in share capital during the quarter under consideration as per Table below :** |  |
|  |  |  |  |  |  |  |  |  |
|  | Particulars\*\*\* | No.of shares | Applied /  | Listed on Stock | whether  | whether  | In-prin. appr. |  |
|  |   |   | Not Applied | Exchanges | intimated to | intimated to | pending for |  |
|  |   |   | for listing | (Specify Names) | CDSL | NSDL | SE (Specify |  |
|  |   |   |   |  |   |   | Names) |  |
|  |   |   |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |
|  | *\*\*\* 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 up to 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** |  |  |  |  |  |  |  |
|  | **Pending for more than 21 days**  |  |  |  |   |   |  |  |
|  |  |  |  |  |  |  |  |  |
| 22 | **Name, Telephone & Fax No. of the Compliance Officer of the Co.** |   |   |   |  |
|  |  |  |  |  |   |   |   |  |
| 23 | **Name, Address, Tel. & Fax No., Regn. no. of the Auditor**  |   |   |   |  |
|  |  |  |  |  |   |  |   |  |
| 24 | **Appointment of common agency for share registry work** | **if yes (name & address)** |   |   |  |
|  |  |  |  |  |  |  |  |  |
| 25 | Any other detail that the auditor may like to provide. (e.g. BIFR company, delisting from SE, |  |  |  |
|  | Company changed its name etc.) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |