

# KUMKUM RATHI

(PRACTICING COMPANY SECRETARY)

A4B/2, 1 R  
Kolkata- 71  
Ph - 98311 3

TO  
The Board of Directors  
**HOTAHOTI WOOD PRODUCTS LIMITED**  
5,GORKY TERRACE,  
2ND FLOOR  
Kolkata-700 017

Company Registration No.-2149  
Authorised Capital : Rs.200100000

## SECRETARIAL AUDIT REPORT FOR THE QUARTER ENDED 31ST DECEMBER, 2015 (SEPARATE FOR EACH ISIN)

1	For the quarter ended	31ST DECEMBER 2015				
2	ISIN	INE925E01012				
3	Face Value	Rs.10/-				
4	Name of the Company	<b>HOTAHOTI WOOD PRODUCTS I</b>				
5	Registered office Address	P.O.Nagimimara Dist- Mon Nagaland - 798622 PH: 2500603,2542072				
6	Correspondence Address/Head office	5,GORKY TERRACE, 2ND FLOOR <u>Kolkata-700 017</u>				
7	Telephone No.& Fax No.	Tel: 033 66133300/01, Fax:033 66				
8	Name of Stock Exchanges where the Company,s Securities are listed	The Gauhati Stock Exchange Ltd.				
9	Issued Capital	<table><thead><tr><th>Number of Shares</th><th>Face Value</th></tr></thead><tbody><tr><td>19999960</td><td>Rs.10/-</td></tr></tbody></table>	Number of Shares	Face Value	19999960	Rs.10/-
Number of Shares	Face Value					
19999960	Rs.10/-					
10	Listed Capital( Exchange wise) (As per Company Record)	<table><thead><tr><th>Number of Shares</th><th>% of total is</th></tr></thead><tbody><tr><td>19999960</td><td>100%</td></tr></tbody></table>	Number of Shares	% of total is	19999960	100%
Number of Shares	% of total is					
19999960	100%					
11	Shares held in Dematerialized form in NSDL	11804500				
12	Shares held in Dematerialized form in CDSL	990000				
13	Share held in Physical form	7205460				
14	Total No. of Shares (11+12+13)	19999960				
15	Reason for difference,if any, between (9& 10),(9&14),(10&14)	Not Applicable				
16	Certifying the details of changes in Share Capital during the quarter under consideration as per Table.	Not Applicable				

17	Register of Members is updated (Yes/No)	Yes
18	Reference of previous quarter with regards to excess dematerialized shares,if any	Nil
19	Has the company resolved the matter mentioned in point no.18 above in the current quarter ? If not,reason why.	Not Applicable
20	Mention the total no.of dematerilisation request, if any,confirmed after 21 days and the total no.of requests pending beyond 21 days with reason for delay	Nil
21	Name,Address, Telephone & Fax No.of the Compliance officer of the Company	<b>MR. CHAND RATAN MODI</b> 5,GORKY TERRACE, 2ND FLOOR Kolkata-700 017 Tel: 033 66133300/01, Fax:033 66
22	Name,Address, Telephone & Fax No, Registration No.of the Auditor.	<b>KUMKUM RATHI</b> Practicing Company Secretary A4B/1, 1, R.R.M. Roy Road Kolkata- 700 041 Phone No- 9831
23	Name, Address of Registrars and share Transfer Agent	<b>M/s. NICHE TECHNOLOGIES PRIVA</b> C-444 & B-414, Bagree Market, 71,B.R.B.B. Road ,(canning Street Kolkata-700 001 ,PH:-2235 7270/7
24	Any other data that the Auditor may like to provide (e.g. BFIR Company, Delisting From Stock Exchange,Company,s Name Change)	Nil

The above report is based on the information/ record and register made available to us were found to the best of our knowledge to be necessary for the purpose of the Audit.

PLACE:- KOLKATA  
DATE:- 11TH JANUARY 2016



**Name-Kumkum Rathi**  
**Certificate of Practice No-6209**

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