

PRIYA MANKANI**(PRACTICING COMPANY SECRETARY)**

**Block-309, Flat 2A, Fort Residency
38 S.N. Roy Road,
New Alipore, Kolkata- 700 038
Ph - 7407223556**

TO

The Board of Directors

HOTAHOTI WOOD PRODUCTS LIMITED

4, SYNAGOGUE STREET,
ROOM NO: 405, 4TH FLOOR,
KOLKATA- 700001 WB IN

Company Registration No.-2149

Authorised Capital : Rs.200100000

**SECRETARIAL AUDIT REPORT FOR THE QUARTER ENDED 30TH SEPTEMBER, 2020
(SEPARATE FOR EACH ISIN)**

1	For the quarter ended	30TH SEPTEMBER, 2020				
2	ISIN	INE925E01012				
3	Face Value	Rs. 10/-				
4	Name of the Company	HOTAHOTI WOOD PRODUCTS LIMITED				
5	Registered office Address	P.O.Nagimara Dist- Mon Nagaland - 798622 PH: 2500603,2542072				
6	Correspondence Address/Head office	4, SYNAGOGUE STREET, ROOM NO: 405, 4TH FLOOR, KOLKATA- 700001 WB IN				
7	Telephone No.& Fax No.	Tel: 033 66133300/01, Fax:033 66133303				
8	Name of Stock Exchanges where the Company,s Securities are listed	Metropolitan Stock Exchange of India Ltd. (MSEI)				
9	Issued Capital	<table border="1"> <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 border="1"> <thead> <tr> <th>Number of Shares</th> <th>% of total issued Capital</th> </tr> </thead> <tbody> <tr> <td>19999960</td> <td>100%</td> </tr> </tbody> </table>	Number of Shares	% of total issued Capital	19999960	100%
Number of Shares	% of total issued Capital					
19999960	100%					
11	Shares held in Dematerialized form in NSDL	19102120				
12	Shares held in Dematerialized form in CDSL	800000				
13	Share held in Physical form	97840				
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	0				
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 dematerialisation request, if any,confirmed after 21 days and the total no.of requests pending beyond 21 days with reason for delay	Nil				