



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: 17.01.2024

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 31st December 2024.

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 : 31.12.2023
- 2 ISIN : INEOKN201016
- 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	3379935	22.53
13	Held in Dematerialized form in NSDL	11621113	77.47
14	Physical	0	0.00
15	Total No. of Shares (12+13+14)	15001048	100.00



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

.....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	Increase by:						
	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	TOTAL(A)	--	--	--	--	--	--
3	Decrease by:						
	Buy Back	--	--	--	--	--	--
	Capital Reduction	--	--	--	--	--	--



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	Forfeiture	--	--	--	--	--	--
	Amalgamation/Scheme of Arrangement	--	--	--	--	--	--
	Any other (to specify)	--	--	--	--	--	--
4	TOTAL (B)	--	--	--	--	--	--
5	Net Increase/decrease by (A-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 21 days	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: 09/01/2024	For PRACHI TODI
Place: Kolkata	PRACTICING COMPANY SECRETARY
	
	
	ACS No. 53022
	C.P. No. 22964
	Peer Review Certificate No.: 1445/2021
	UDIN: A053022E003157057