

FORMAT FOR RECONCILIATION OF SHARE CAPITAL AUDIT (Separate for each ISIN)

(details should be certified by a qualified Chartered Accountants or a Practising Company Secretary)

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) <i>(as per company records)</i>		-
12 Held in dematerialised form in CDSL	<input type="text"/>	<input type="text"/>
13 Held in dematerialised form in NSDL	<input type="text"/>	<input type="text"/>
14 Physical	<input type="text"/>	<input type="text"/>
15 Total No.of shares (12+13+14)	<input type="text"/>	

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 / Not Applied for listing	Listed on Stock Exchanges (Specify Names)	whether intimated to CDSL	whether intimated to NSDL	In-prin. appr. pending for 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 upto 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 certifying CA/CS

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,