

MEL/BSE/2017-18/003

January 19, 2018

BSE Limited

Listing Compliance Department

Floor 25th, P.J Towers, Dalal Street

MUMBAI – 400 001

**Kind Attn : (1) Ms. Netra Sahani- Dy. General Manager
(2) Ms. Arpita Joshi – Associate Manager,**

Dear Madam,

Please find enclosed herewith Reconciliation of Share Capital Audit for Quarter ended 31st December 2017 done by Kundan Agrawal & Associates of Monica Electronics Limited.

Kindly take enclosed documents on your record.

For MONICA ELECTRONICS LIMITED

(RAJEEV SAXENA)

COMPLIANCE OFFICER

RECONCILIATION OF SHARE CAPITAL AUDIT
TO WHOMSOEVER IT MAY CONCERN

1.	For Quarter Ended	31 st December 2017
2.	ISIN	INE568C01014
3.	Face Value of Equity Shares	Rs.10 per share
4.	Name of the Company	MONICA ELECTRONICS LIMITED
5.	Registered Office Address	Shop No.21, C/o Ashiyaana Residency, Chaudhary Dharambir Market, Near Sebel Cinema, Badarpur, New Delhi-110044
6.	Correspondence Address	Same as above
7.	Telephone No./Fax No.	TEL:- 011-49539312
8.	E-mail Address	s.rustagi431@gmail.com
9.	Name of the Stock Exchanges where the Company's securities are listed	1. BSE LTD 2. Calcutta Stock Exchange Ltd

		Number of Shares	% of Total Issued Capital		
10.	Issued Capital	4299600	100		
11.	Listed Capital (Exchange wise) (as per the Company records) a) BSE Ltd b) Calcutta Stock Exchange Ltd	4299600	100		
12.	Held in dematerialized form in CDSL	138787	03.23		
13.	Held in dematerialized form in NSDL	657118	15.28		
14.	Physical	3503695	81.49		
15.	Total No. of Shares(12+13+14)	4299600	100.00		
16.	Reason for difference, if any, between (10 & 11)	NIL			
	Reason for difference, if any, between (10 & 15)	NIL			
	Reason for difference, if any, between (11 & 15)	NIL			
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/ NSDL	In principal approval pending for SE (Specify Names)
Not Applicable					

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 share, if any	Nil
20.	Has the Company resolved the matter mentioned in point no. 19 above in the current quarter? If not, reason why?	NA
21.	Mention the total no. of requests, if any, confirmed/rejected after 21 days and the total no. of requests pending beyond 21 days with the reasons for delay:	
Total No. of de-mat requests		No. of requests
No. of Shares		Reasons for delay
Confirmed/Rejected after 21 days	Nil	Nil
Pending for more than 21 days	Nil	Nil
22.	Name, Telephone & Fax No. of the Compliance Officer of the Company	Mr. Rajeev Saxena TEL: 011-49539312 FAX: NA
23.	Name, Address, Telephone & Fax No. of the Secretarial Auditor	Kundan Agrawal & Associates, (Company Secretaries), H-23A, 204, 2 nd Floor, Kamal Tower, Near Sai Mandir, Vikas Marg, Laxmi Nagar, Delhi-110092 Telephone No. :- 011-43093900 Fax No. :- NA
24.	Appointment of common agency for share registry work, if yes, name & address	Mas Services Limited T-34, 2nd Floor, Okhla Ph. II Delhi -110020
25.	Any other detail that the Secretarial Auditor may like to provide (e.g. BIFR company, delisting from SE)	No

**For Kundan Agrawal & Associates
Company Secretaries
FRN: S2009DE113700**

**Place: Delhi
Date: 13/01/2018**



**Kundan Agrawal
Company Secretary
C.P. No. 8325**