

MEL/BSE/2016-17/009

October 14, 2016

**BSE Limited**

Listing Compliance Department  
Floor 25<sup>th</sup>, 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 30<sup>th</sup> September 2016 done by Kundan Agrawal & Associates of Monica Electronics Limited.

Kindly take enclosed documents on your record.

**For MONICA ELECTRONICS LIMITED**



**(RAJEEV SAXENA)  
COMPLIANCE OFFICER**

**MONICA ELECTRONICS LTD.**

**Registered Office:** Shop No. 21, C/O Ashiyaana Residency, Chaudhary Dharambir Market Near Sabel Cinema  
Badarpur, New Delhi-110 044  
**CIN No.:** L51395DL1975PLC008005

# Kundan Agrawal & Associates

Company Secretaries

Phone: 91-11-43093900

Mobile: 09212467033, 09999415059

E-mail: agrawal.kundan@gmail.com

## RECONCILIATION OF SHARE CAPITAL AUDIT TO WHOMSOEVER IT MAY CONCERN

1.	For Quarter Ended	30 <sup>th</sup> September 2016
2.	ISIN	INE568C01014
3.	Face Value of Equity Shares	Rs.10 per share
4.	Name of the Company	<b>MONICA ELECTRONICS LIMITED</b>
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:- 011-30883003
8.	E-mail Address	s.rustagi431@gmail.com
9.	Name of the Stock Exchanges where the Company's securities are listed	1. Delhi Stock Exchange Ltd 2. BSE LTD 3. Calcutta Stock Exchange Ltd 4. Ahmedabad Stock Exchange Ltd 5. Madras 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) Delhi Stock Exchange Ltd		
	b) BSE LTD		
	c) Calcutta Stock Exchange Ltd	4299600	100
	d) Ahmedabad Stock Exchange Ltd		
	e) Madras Stock Exchange Ltd		
12.	Held in dematerialized form in CDSL	131867	3.07
13.	Held in dematerialized form in NSDL	663388	15.43
14.	Physical	3504345	81.50
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:		



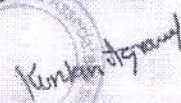
Office: - H-23A, 204 Kamal Tower, Near Sal Mandir, Vikas Marg, Laxmi Nagar, Delhi-110092

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:				
<b>Total No. of de-mat requests</b>		<b>No. of requests</b>	<b>No. of Shares</b>	<b>Reasons for delay</b>	
Confirmed/Rejected after 21 days		Nil	Nil	NA	
Pending for more than 21 days		Nil	Nil	NA	
22.	Name, Telephone & Fax No. of the Compliance Officer of the Company	Mr. Rajeev Saxena TEL: 011-30883004 FAX: 26943856			
23.	Name, Address, Telephone & Fax No. of the Secretarial Auditor	Kundan Agrawal & Associates, (Company Secretaries), H-23A, 204, 2 <sup>nd</sup> 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			

Place: Delhi  
Date: 12/10/2016

For Kundan Agrawal & Associates  
Company Secretaries

  
Kundan Agrawal  
Company Secretary  
C.P. No. 8325