

# ONLINE INFORMATION TECHNOLOGIES LIMITED

REGD. OFF.: 205, HARIBOL ROY MARKET, 2<sup>ND</sup> FLOOR, A.T.ROAD, GUWAHATI-781001

CORP. OFF.: 21/7, SAHAPUR COLONY, GROUND FLOOR, KOLKATA-700053

CIN: L74140AS1985PLC002335

Web: onlineinfotech.co.in

E-mail ID: online.information@yahoo.com

Phone No.: +91 9163513467

**Date: 22.01.2021**

To,  
Head- Listing & Compliance  
Metropolitan Stock Exchange of India Ltd. (MSEI),  
4th Floor, Vibgyor Towers, Plot No. C 62,  
G Block, Opp. Trident Hotel,  
Bandra Kurla Complex, Bandra (E),  
Mumbai – 400 098.

Dear Sir/Madam,

**Sub: Submission of Reconciliation of share capital and audit report as per regulation 55A of the SEBI (Depositories and Participants) Regulations, 1996 for the quarter ended December 31, 2020.**

Please find enclosed herewith the Reconciliation of share capital and audit report as per regulation 55A of the SEBI (Depositories and Participants) Regulations, 1996 for the quarter ended December 31, 2020.

Request to update your records.

Thanking You.

Yours faithfully,

**For Online Information Technologies Limited**

*Swapan*

**Swapan Sarkar**  
**Director**  
**DIN: 05149442**



**Encl: As above**



# K Sonee & Company

Company Secretaries

To  
 The Board of Directors,  
 Online Information Technologies Limited (CIN :L74140AS1985PLC002335)  
 205, Haribol Roy Market, A.T. Road  
 Guwahati - 781 001

I / We have examined the Register of Members, beneficiary details furnished by the Depositors and other records/documents maintained by M/s. Online Information Technologies Ltd. (hereinafter referred to as : "the Company") and its Registrars and Share Transfer Agents for issuing this Certificate, in accordance with circular D&CC/ FITTC/CIR-16/2002, dated December 31, 2002 issued by the Securities and Exchange Board of India.

In my/our opinion and to the best of my/our information and according to the explanations given to me/us and based on such verification as considered necessary, I/We hereby certify, in respect of the quarter ended 31st December, 2020, that :

## Secretarial Audit Report for the Quarter ended 31st December, 2020

1 For Quarter Ended	31st December, 2020					
2 ISIN :	INE831F01019					
3 Face Value :	10/-					
4 Name of the Company	ONLINE INFORMATION TECHNOLOGIES LIMITED					
5 Registered office Address	205, Haribol Roy Market, A.T. Road, Guwahati - 781 001					
6 Correspondence Address	21/7, Sahapur Colony, Ground Floor, Kolkata-700053					
7 Telephone & Fax Nos.	9163513467					
8 Email Address	online.information@yahoo.com					
9 Name of the Stock Exchanges where the company's securities are listed :		MSEI Ltd.				
		Number of Shares	% of Total Issued Cap.			
10 Issued Capital		15928100	100.00			
11 Listed Capital (Exchange-wise) (as per company records)	Listed	MSEI Ltd.	15928100 100.00			
12 Held in dematerialised form in CDSL		0	0.00			
13 Held in Dematerialised form in NSDL		141150	0.89			
14 Physical		15786950	99.11			
15 Total No. of shares (12+13+14)		15928100	100.00			
16 Reasons for difference if any, between(10&11),(10&15),(11&15):		None				
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 ot CDSL	Whether intimated ot NSDL	In-prin.Appr. Pending for SE (Specify Names)
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
*** 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				Yes		
				-		
19 Reference of previous quarter with regards to excess dematerialised shares if any.				N		

Contd...P/2





# K Sonee & Company

Company Secretaries

Page ..2.

20 Has the company resolved the matter mentioned in point no.19 above in the current quarter ? If not, reason why ?		NA
21 Mentioned the total no. 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
Confirmed after 21 Days	-	-
Pending for more than 21 days	-	-
22 Name, Telephone & Fax No. of the Compliance Officer of the Co.		SUNANDA BOTHRA
		Membership No. 45605
23 Name Address, Tel. & Fax No. Regn. No. of the CS		K Sonee & Co.
		Sonee House, 21, Sarkar Bye Lane, Kolkata - 700007, W.B. Phone : 22413506, E-mail : kaushiksonee@yahoo.com
24 Appointment of common agency for share registry work		ABS CONSULTANT PRIVATE LIMITED 99, Stephen House, 4, B.B.D. Bagh (E), Kolkata - 700001
25 Any other detail that the auditor may like to provide. (e.g. BIER company, delisting from SE, Company Change it's name etc.)		NA

Place : Kolkata

Date : 19.01.2021

Signature :



*Kaushik Sonee*

**KAUSHIK SONEE**

C.P. No. : 14302

M. No. : FCS 7921

UDIN : F007921B002068672