



GEETA SERWANI & ASSOCIATES
PRACTICING COMPANY SECRETARY
401, 10-3-171, Sri Ranga Apartments, Opp. Keyes High School,
St. Johns Road, Secunderabad – 500025.
Contact no. 8885536949.
E- MAIL ID – gserwani2@gmail.com

To,
The Board of Directors,
SUN TECHNO OVERSEAS LIMITED
Rajkot

✧ SECRETARIAL AUDIT REPORT ✧

1.	For Quarter Ended	30.09.2020
2.	ISIN	INE703D01023
3.	Face Value	Rs.1/- (Rupee One only)
4.	Name of the Company	SUN TECHNO OVERSEAS LIMITED CIN: L65910GJ1995PLC026702
5.	Registered Office Address	Shop No. 8, First Floor, Makers-1 Building, Jawahar Road, Rajkot-360001 E mail: suntechnooverseas@gmail.com
6.	Correspondence Address	----As above----
7.	Telephone & Fax Nos.	Tel.: 079-27498832 Fax: 079-26765463
8.	Email Address	suntechnooverseas@gmail.com

9. Names of the Stock Exchanges where the company's securities are listed:

BSE LIMITED, Mumbai
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	Number of shares	% of Total Issued Capital
10. Issued Capital	652603000	100.00
11. Listed Capital (Exchange -wise)	652603000	100.00
12. Held in dematerialized form in CDSL	313153474	47.99
13. Held in dematerialized form in NSDL	335059106	51.34
14. Physical	4390420	0.67

15. Total No. of shares (12+13+14) 652603000

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:

Particulars***	No. of shares	Applied for listing	Listing on Stock Exchanges (Specify Names)	Whether intimated to CDSL	Whether intimated to NSDL	In-principal approval Pending for SE (Specify Names)
-----N.A.-----						

***Rights, Bonus, Preferential Issue, ESOPs, Amalgamation, Conversion, Buyback, Capital Reduction, forfeited, any other (to specify)

18. Register of Members is updated (Yes / No) Yes
 If not, updated upto which date --
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 demat requests	No. of requests	No. of shares	Reasons for delay
Confirmed after 21 days	Nil	Nil	Nil
Pending for more than 21 days	Nil	Nil	Nil

22. Name, Telephone & Fax No. of the Compliance Officer of the Company UDAYBHAI PATEL
COMPLIANCE OFFICER
Tel. No. 079-27498832
23. Name, Address, Tel. & Fax No., Reg. No. of the Auditor **Geeta Serwani & Associates**
COMPANY SECRETARY
401, Sri Ranga Appts, Opp keys High School
SD Road, Secunderabad -500025 (Telengana)
CP No. 8842, Membership No: F8991
MO: 8885536949
24. Appointment of common agency for share registry work (if yes (Name & address)) **SATELLITE CORPORATE SERVICES**
PRIVATE LIMITED
Office No 106-107, Dattani Plaza, East West
Compound, Andheri Kurla Road, Safedpul
Sakinaka, Mumbai, Maharashtra, 400072
25. Any other details that the auditor may like to provide.
 Note : Benpos file not received from NSDL - Figure given as per reconciliation basis.

Geeta Serwani & Associates
(Practicing Company Secretary)



(Geeta Serwani)

Proprietor

FCS: 8991

CP: 8842

UDIN: F008991B000984999

Date : 17 October 2020