

# **Khandelwal Arun & Associates**

## **Company Secretaries**

To

Rithwik Facility Management Services Limited  
RR Tower III  
Thriu-Vi-Ka Industrial Estate,  
Guindy,  
Chennai - 600032

Dear Sirs/Madam,

We have examined the relevant books, registers, forms, documents and papers produced electronically before us by Rithwik Facility Management Services Limited (CIN: L74900TN2010PLC074294) ('the Company') and its Registrars and Transfer Agent ('RTA'), Bigshare Services Private Limited, in respect of Reconciliation of Share Capital Audit as per Regulation 76 of the Securities and Exchange Board of India (Depositories and Participants) Regulations, 2018. To the best of our knowledge and according to the information and explanations given to us and as shown by the electronic records examined by us, we certify the following:

### **RECONCILIATION OF SHARE CAPITAL AUDIT REPORT**

1.	For Quarter Ended:	March 31, 2023	
2.	ISIN:	INE819Y01015	
3.	Face Value:	Rs. 10/- per Equity Share	
4.	Name of the Company:	Rithwik Facility Management Services Limited	
5.	Registered Office Address:	RR Tower III, Thriu-Vi-Ka Industrial Estate, Guindy, Chennai - 600032	
6.	Correspondence Address:	RR Tower III, Thriu-Vi-Ka Industrial Estate, Guindy, Chennai - 600032	
7.	Telephone Nos.:	044 43534441	
	Fax Nos.:	-	
8.	Email Address:	cs@rithwik.co.in	
9.	Names of the Stock Exchanges where the Company's securities are listed:	BSE Limited (SME Segment)	
		Number of Shares	% of Total Issued Capital
10.	Issued Capital	30,60,000	100.00
11.	Listed Capital (Exchange-wise)	30,60,000	100.00
	BSE Limited (BSE)	30,60,000	100.00



No. 906/2/F- Madhavaram Redhills High Road, Sarangabani Nagar, Madhavaram, Chennai - 600060  
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		Number of Shares	% of Total Issued Capital
12.	Held in dematerialized form in CDSL	2,08,500	6.814
13.	Held in dematerialized form in NSDL	28,51,500	93.186
14.	Physical	-	-
15.	Total No. of Shares (12+13+14)	30,60,000	100.00
16.	Reasons for difference, if any	NA	

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)
NA						

\*\*\* Rights, Bonus, Preferential Issue, ESOPs, Amalgamation, Conversion, Buyback, Capital Reduction, Forfeiture, Any other (to specify).

18.	Register of Members is updated (Yes/No)	Yes
	If not, updated upto which date	NA
19.	Reference of previous quarter with regards to excess dematerialized shares, if any.	Nil
20.	Has the company resolved the matter mentioned in point no. 19 above in the current quarter? If not, reason why?	Not Applicable

21. Mention 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	NA
Pending for more than 21 days	NIL	NIL	NA

22.	Name, Telephone & Fax No. of the Company Secretary and Compliance Officer of the Company	Mr. S Jayapandi Company Secretary Membership No.: A21909 Tel No.: 044 4353 4441
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23.	Name, Address, Tel. & Fax No., Regn. No. of the CA/ CS	Arun Kumar Khandelwal Khandelwal Arun & Associates Company Secretaries (S2017TN553800) No: 906/2/F, Madhavaram Redhills High Road, Sarangabani Nagar, Madhavaram, Chennai - 600060 Tel. Nos.: 99305 69303 E: khandelwal.fcs@gmail.com FCS No.: 9350 CP No.: 19611
24.	Appointment of common agency for share registry work (if yes, name and address)	Bigshare Services Private Limited (CIN: U99999MH1994PTC076534) (SEBI Registration no. INR000001385) Bharat Tin Work Building, Opp Vasant Oasis, Makwana Road, Marol, Andheri West, Mumbai - 400059. Tel: 022 6263 8200 Fax: 022 6263 8299 E: info@bigshareonline.com
25.	Any other detail that the CA/ CS may like to provide (e.g. BIFR Company, delisting from SE, company changed its name, etc.)	This report is based on the documents received online from the RTA.

For Khandelwal Arun & Associates  
Company Secretaries  
(S2017TN553800)



*Arun Kumar Khandelwal*  
Arun Kumar Khandelwal  
Proprietor  
FCS No.9350; CP. No. 19611  
P/R No: 1541/2021  
UDIN: F009350E000080916

Place: Chennai

Date: April 13, 2023