

XBRL Excel Utility	
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2.	Before you begin
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4.	Steps for Filing - Corporate Governance Report

1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of Corporate Governance Report. XBRL filling consists of two processes. Firstly generation of XBRL/XML file and upload on BSE e-filing Center Website (www.listing.bseindia.com) .

2. Before you begin

1. The version of Microsoft Excel in your system should be Microsoft Office Excel 2007 and above.
2. The system should have a file compression software to unzip excel utility file.
3. Make sure that you have downloaded the latest Excel Utility from BSE Website to your local drive.
4. Make sure that you have downloaded the Chrome Browser to view report generated from the utility.
5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the reports can be generated. Please first go through Enable Macro - Manual attached with zip file.

3. Index

1	Details of general information about company
2	Composition of BOD
3	Composition of Committee
4	Meeting of BOD
5	Meeting of Committees
6	Related Party Transaction
7	Affirmation
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4. Steps for Filing Corporate Governance Report

I. Fill up the data: Navigate to each field of every section in the sheet to provide applicable data. (The data entered in the sheet will be reflected while filling data.)

- Use paste special command to paste data from other sheet.

II. Validating Sheets: Click on the "**Validate**" button to ensure that the sheet has been furnished in proper format. If there are some errors on the sheet, excel utility will prompt you.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheets". This will ensure that all sheets have been properly filled and validated successfully. If there are some errors on the sheet, excel utility will stop validation at the same time. After correction, once again follow the same procedure to validate the sheets.

Excel Utility will not allow you to generate XBRL/XML until you rectify all errors.

IV. Generate XML : Excel Utility will not allow you to generate XBRL/XML unless successful validation is done. Now click on 'Generate XML' to generate XBRL/XML file.

- Save the XBRL/XML file in your desired folder in local system.

V. Generate Report : Excel Utility will allow you to generate Report. Now click on 'Generate Report'.

- Save the HTML Report file in your desired folder in local system.
- To view HTML Report open "Chrome Web Browser" .
- To print report in PDF Format, Click on print button and save as PDF.

VI. Upload XML file to BSE Listing Center: For uploading the XBRL/XML file generated through excel utility, click on "Upload XML" button and upload generated xml file. On Upload screen provide the required information and browse the file.

5. Fill up the data in excel utility

1. Cells with red fonts indicate mandatory fields.

2. If mandatory field is left empty, then Utility will not allow you to proceed further for generating the report.

3. You are not allowed to enter data in the Grey Cells.

4. If fields are not applicable to your company then leave it blank. Do not insert Zero unless applicable.

5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further.

6. Select data from "Dropdown list" wherever applicable.

7. Adding Notes: Click on "Add Notes" button to add notes



nce Report

of generated XBRL/XML file to BSE Listing

above.

cal system.

1 Excel utility

e functionalities of Excel Utility works fine.

[General Info](#)

[Annexure I - Composition of BOD](#)

[Annexure I - Composition of Committee](#)

[Annexure I - Meeting of BOD](#)

[Annexure I - Meeting of Committees](#)

[Annexure I - Related Party Transaction](#)

[Annexure I - Affirmation](#)

[Annexure II - Website](#)

[Annexure II - Annual Affirmation](#)

[Annexure II -Annual Affirmation Continue](#)

[Annexure III](#)

[Signatory Details](#)

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able data in correct format. (Formats will

een properly filled and also data has been
ou about the same.

Sheet" button to ensure that all sheets has
utility will prompt you about the same and
validate all sheets.

essful validation of all sheet is completed.

ate Report" to generate html report.

through Utility, login to BSE Listing Center
use to select XML file and submit the XML.

erating XML.

s it is a mandatory field.

urther for generating XML.

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General information about

Scrip code
Name of the entity
Date of start of financial year
Date of end of financial year
Reporting Quarter
Date of Report
Risk management committee

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ut company
508807
IST LIMITED
01-04-2016
31-03-2017
Quarterly
30-06-2016
Not Applicable

Enter the quarter
ended date only

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[Home](#)[Validate](#)**Disclosure of notes on composition****Is there any change in composition of board of direc**

Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN
----	-----------------------	----------------------	-----	-----

[Add](#)[Delete](#)

1	Mr	D.KEELOR	AANPK4411E	00999470
2	Mr	SURESH CHAND JAIN	AAGPJ2979R	00092079
3	Mr	N.L.KHITHA	AMKPK2022L	01128275
4	Mrs	SARLA GUPTA	ABZPG3539J	00069053
5	Mr	MAYUR GUPTA	ACSPG7801P	00131376
6	Mr	GAURAV GUPTAA	AFVPG5890G	00047372
7	Mr	G.S.SAWHNEY	AASPS1291H	01037821
8	Mr	SUBHASH CHANDER JAIN	ACHPJ9129Q	00169972

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Annexure I		
Annexure I to be submitted by listed entity of		
I. Composition of Board of Directors		
of board of directors explanatory	Add Notes	
Directors compare to previous quarter		
Category 1 of directors	Category 2 of directors	Category 3 of directors

Non-Executive - Independent Director	Chairperson	
Executive Director	Not Applicable	CEO
Executive Director	Not Applicable	
Non-Executive - Non Independent Director	Not Applicable	
Non-Executive - Non Independent Director	Not Applicable	
Non-Executive - Non Independent Director	Not Applicable	
Non-Executive - Independent Director	Not Applicable	
Non-Executive - Independent Director	Not Applicable	

on quarterly basis

Directors

Date of appointment in the current term	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity
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		60	1	4
			1	2
			1	0
			1	0
			1	0
			1	2
		60	1	1
		60	1	1

No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity	Notes
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II. Compo

Is there any cl

Sr	Name Of Committee	Name of Committee members
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[Add](#)[Delete](#)

Enter only one committee meml

1	Audit Committee	D.KEELOR
2	Audit Committee	G.S.SAWHNEY
3	Audit Committee	SUBHASH CHANDER JAIN
4	Nomination and remuneration committee	Gaurav Guptaa
5	Nomination and remuneration committee	D.KEELOR
6	Nomination and remuneration committee	G.S.SAWHNEY
7	Stakeholders Relationship Committee	D.KEELOR
8	Stakeholders Relationship Committee	Suresh chand Jain
9	Stakeholders Relationship Committee	Gaurav Guptaa
10	Corporate Social Responsibility Committee	D.KEELOR
11	Corporate Social Responsibility Committee	Gaurav Guptaa
12	Corporate Social Responsibility Committee	N.L.KHITHA

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Annexure 1

Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

Change in composition of committees compare to previous quarter

Category 1 of directors	Category 2 of directors	Name of other committee
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Member name in one row

Non-Executive - Independent Director	Chairperson	
Non-Executive - Independent Director	Member	
Non-Executive - Independent Director	Member	
Non-Executive - Non Independent Director	Chairperson	
Non-Executive - Independent Director	Member	
Non-Executive - Independent Director	Member	
Non-Executive - Independent Director	Chairperson	
Executive Director	Member	
Non-Executive - Non Independent Director	Member	
Non-Executive - Independent Director	Chairperson	
Non-Executive - Non Independent Director	Member	
Executive Director	Member	

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Annexure 1

III. Meeting of Board of Directors

Disclosure of notes on meeting of board of directors explanatory

Add Notes

Sr	Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)	Maximum gap between any two consecutive (in number of days)
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Add

Delete

1	13-02-2016	
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2	30-05-2016	106
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Disclosure of notes on m

Sr	Name of Committee	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)
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[Add](#)[Delete](#)

1	Audit Committee	30-05-2016	Yes
2	Stakeholders Relationship Committee	30-05-2016	Yes
3	Corporate Social Responsibility Committee	30-05-2016	Yes

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Meeting of committees explanatory		Add Notes
Requirement of Quorum met (details)	Date(s) of meeting of the committee in the previous quarter	Maximum gap between any two consecutive meetings (in number of days)
YES	13-02-2016	106
YES	13-02-2016	106
YES	13-02-2016	106

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Sr
1
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3
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Annexure 1

Related Party Transactions

Subject

Whether prior approval of audit committee obtained

Whether shareholder approval obtained for material RPT

Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee

Disclosure of notes on related

Disclosure of notes of material transaction

ev

Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
NA	
NA	
NA	
party transactions	<div style="background-color: #C00000; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Add Notes</div>
with related party	<div style="background-color: #C00000; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Add Notes</div>

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9

Pre

Annexure 1

Affirmations

Subject

The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements)

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015

a. Audit Committee

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.

b. Nomination & remuneration committee

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.

c. Stakeholders relationship committee

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.

d. Risk management committee (applicable to the top 100 listed entities)

The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.

The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.

This report and/or the report submitted in the previous quarter has been placed before Board of Directors.

Any comments/observations/advice of Board of Directors may be mentioned here:

Compliance status (Yes/No)
Yes
Yes
Yes
Yes
NA
Yes
Yes
Yes
Add Notes

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Signatory Details	
Name of signatory	MR. R.K.SAPRA
Designation of person	Company Secretary
Place	NEW DELHI
Date	11-07-2016

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