

XBRL Excel Utility	
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2.	Before you begin
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4.	Import XBRL file
5.	Steps for Filing Corporate Governance Report
6.	Fill up the data in excel utility

1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of Corporate Governance Report. XBRL filing consists of two processes. Firstly generation of XBRL/XML file and upload of the file to the BSE Listing 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 data is saved. 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
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8	Website
9	Annual Affirmation
10	Annual Affirmation Continue
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12	Signatory Details
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4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL button.

5. 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. (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 with the error message.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheets" button. This will validate all sheets. If there are some errors on the sheet, excel 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. 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' button.

- 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. On Upload screen provide the required information and browse the generated xml file. On Upload screen provide the required information and browse the generated xml file.

6. 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 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
if 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.

[Home](#)[Validate](#)[Import XML](#)

General information about company

Scrip code	500399
NSE Symbol	
MSEI Symbol	
ISIN	
Name of the entity	STEELCO GUJARAT LIMITED
Date of start of financial year	01-04-2019
Date of end of financial year	31-03-2020
Reporting Quarter	Half Yearly
Date of Report	30-09-2019
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

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**Enter the quarter
ended date only**

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Disclosure of notes on composition

Whether the listed

Whether Ch

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

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

1	Mr	Mitesh Hiralal Shah	AKJPS6786L	07013137
2	Mr	Praful Chandaria	ZZZZZ9999Z	02516129
3	Mr	Amish H Mehta	AADPM7361D	07068022
4	Mrs	Ameeta Trehan	AAMPT6707D	07087510
5	Mr	Ajay Pratapray Shanghavi	AANPS8941H	00084653

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of board of directors explanatory	Add Notes	
Does the entity have a Regular Chairperson	Yes	
Is the Chairperson related to MD or CEO	No	
Category 1 of directors	Category 2 of directors	Category 3 of directors

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

Annexure I

Annexure I to be submitted by listed entity on quarterly basis

I. Composition of Board of Directors

Date of Birth	Initial Date of appointment	Date of Re-appointment
----------------------	------------------------------------	-------------------------------

12-12-1968	14-11-2014	14-11-2017
03-10-1938	15-05-2019	
14-11-1959	24-05-2017	
10-12-1962	16-05-2015	
08-03-1962	04-08-2018	

Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 17A(1) of Listing Regulations)

	36	1	0
		1	0
		1	1
	60	3	3
	60	2	2

Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)	Notes for not providing PAN
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1	0	
0	0	154
2	0	
1	3	
0	2	

Notes for not providing DIN

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Note: Please enter DIN. After entering DIN, Name of Committee member

Audit Committee Details

Sr	DIN Number	Name of Committee members
1	00084653	Ajay Pratapray Shanghavi
2	07087510	Ameeta Trehan
3	07068022	Amish H Mehta
4		
5		
6		
7		
8		
9		
10		

Note: Please enter DIN. After entering DIN, Name of Committee member

Nomination and remuneration committee

Sr	DIN Number	Name of Committee members
1	00084653	Ajay Pratapray Shanghavi
2	07087510	Ameeta Trehan

3	07068022	Amish H Mehta
4		
5		
6		
7		
8		
9		
10		

Note: Please enter DIN. After entering DIN, Name of Committee member

Stakeholders Relationship Committee

Sr	DIN Number	Name of Committee members
1	07087510	Ameeta Trehan
2	07068022	Amish H Mehta
3	07013137	Mitesh Hiralal Shah
4		
5		
6		
7		
8		
9		
10		

Risk Management Committee

Sr	DIN Number	Name of Committee members
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Note: Please enter DIN. After entering DIN, Name of Committee members

Corporate Social Responsibility Committee

Sr	DIN Number	Name of Committee members
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Other Committee

Sr	DIN Number	Name of Committee members
1		
2		
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Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

ers and Category 1 of Directors shall be prefilled automatically

Whether the Audit Committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors
Non-Executive - Independent Director	Chairperson
Non-Executive - Independent Director	Member
Non-Executive - Non Independent Director	Member

ers and Category 1 of Directors shall be prefilled automatically

Whether the Nomination and remuneration committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors
Non-Executive - Independent Director	Chairperson
Non-Executive - Independent Director	Member

Non-Executive - Non Independent Director	Member

ers and Category 1 of Directors shall be prefilled automatically



Whether the Stakeholders Relationship Committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors
Non-Executive - Independent Director	Chairperson
Non-Executive - Non Independent Director	Member
Executive Director	Member



Whether the Risk Management Committee has a Regular Chairperson



Add Notes

For this quarter kindly note the following points:

1. Date of Appointment and Date of Cessation (if applicable) mandatorily filled for every Committee.
2. Date of Appointment can be any day upto September 30, 2019.
3. Date of Cessation must be for the current quarter 1.2019 to September 30.2019.

Yes		
Date of Appointment	Date of Cessation	Remarks
08-08-2018		
05-02-2016		
24-05-2017		

Yes		
Date of Appointment	Date of Cessation	Remarks
08-08-2018		
30-03-2018		

24-05-2017		

Yes		
Date of Appointment	Date of Cessation	Remarks
30-03-2018		
30-03-2018		
14-11-2014		

Category 2 of directors	Remarks

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plicable) must be

ber 30, 2019.
only, i.e. July

[Home](#)[Validate](#)**Annexure 1****III. Meeting of Board of Directors**

Disclosure of notes on meeting of board of directors explanatory

[Add Note](#)

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)	Notes for not providing Date
	Add Delete		
1	30-04-2019		
2	19-07-2019	79	
3	12-08-2019	23	

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* to be filled in only for the current quarter meetings

es

Whether requirement of Quorum met (Yes/No)	Number of Directors present*	No. of Independent Directors attending the meeting*
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Yes	5	2
Yes	5	2
Yes	5	2

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IV.

Sr	Name of Committee	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	Audit Committee	30-04-2019	
2	Audit Committee	19-07-2019	79
3	Audit Committee	12-08-2019	23
4	Nomination and remuneration committee	30-04-2019	
5	Nomination and remuneration committee	19-07-2019	79
6	Nomination and remuneration committee	12-08-2019	23
7	Stakeholders relationship Committee	19-07-2019	

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* to be filled in only for the current quarter meetings

Notes

No. of Independent Directors attending the meeting*

2
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2
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2
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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.
Yes	
Yes	
NA	
party transactions	<div style="background-color: #C00000; color: white; padding: 5px; border-radius: 5px; display: inline-block;">Add Notes</div>
with related party	<div style="background-color: #C00000; color: white; padding: 5px; border-radius: 5px; display: inline-block;">Add Notes</div>

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2

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The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015

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 500 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:

ev

Annexure 1**Subject**

Name of signatory

Designation

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

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Compliance status
MR. DINESH SINGH JHALA
Company Secretary

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III. Affirmations	
Sr	Particulars
1	Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website
2	Presence of Chairperson of Audit Committee at the Annual General Meeting
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting
5	Whether "Corporate Governance Report" disclosed in Annual Report
Any other information to be	

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1	Name of signatory
2	Designation

Annexure III

Regulation Number	Compliance status (Yes/No/NA)
46(2)	Yes
18(1)(d)	Yes
19(3)	Yes
20(3)	Yes
34(3) read with para C of Schedule V	Yes

provided

Annexure III

If status is "No" details of non-compliance may be given here.
Add Notes

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DINESH SINGH JHALA
Company Secretary and Compliance Officer

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Signatory Details

Name of signatory	MR. DINESH SINGH JHALA
Designation of person	Company Secretary
Place	Palej, Bharuch
Date	14-10-2019

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