

XBRL Excel Utility	
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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 generated XBRL/XML file to 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 system.
4. Make sure that you have downloaded the Chrome Browser to view report generated from Excel utility
5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the functionalities of Excel Utility works fine. Please first go through Enable Macro - Manual attached with zip file.

3. Index		
1	Details of general information about company	General Info
2	Composition of BOD	Annexure I - Composition of BOD
3	Composition of Committee	Annexure I - Composition of Committee
4	Meeting of BOD	Annexure I - Meeting of BOD
5	Meeting of Committees	Annexure I - Meeting of Committees
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12	Signatory Details	Signatory Details

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 in correct format. (Formats will get 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 properly filled and also data has been furnished in proper format. If there are some errors on the sheet, excel utility will prompt you about the same.
III. Validate All Sheets: Click on the "Home" button. And then click on "Validate All Sheet" button to ensure that all sheets has been properly filled and validated successfully. If there are some errors on the sheet, excel utility will prompt you about the same and stop validation at the same time. After correction, once again follow the same procedure to validate all 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 of all sheet is completed. 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' to generate html 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 Utility, login to BSE Listing Center and upload generated xml file. On Upload screen provide the required information and browse to select XML file and submit the XML.

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 XML.
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 it is a mandatory field.
5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further for generating XML.
6. Select data from "Dropdown list" wherever applicable.
7. Adding Notes: Click on "Add Notes" button to add notes

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General information about company

Scrip code	532869
NSE Symbol	TARMAT
MSEI Symbol	
ISIN	INE924H01018
Name of the entity	TARMAT LIMITED
Date of start of financial year	01-04-2017
Date of end of financial year	31-03-2018
Reporting Quarter	Yearly
Date of Report	31-03-2018
Risk management committee	Not Applicable

Enter the quarter
ended date only

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Annexure I

Annexure I to be submitted by listed entity on quarterly basis

I. Composition of Board of Directors

Disclosure of notes on composition of board of directors explanatory						Add Notes									
Is there any change in information of board of directors compare to previous quarter						Yes									
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of 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 (Refer Regulation 25(1) of Listing Regulations)	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	Notes for not providing DIN
Add		Delete													
1	Mr	Jerry Eapen Varghese	AAEPV1781D	00012905	Executive Director	Chairperson		03-01-1986			1	1	0		
2	Mrs	Saramma Jerry Varghese	AAEPV1754A	00012892	Executive Director	Not Applicable		03-01-1986			1	2	0		
3	Mr	Dilip Varghese	AETPV1863K	01424196	Executive Director	Not Applicable	MD	14-06-2006			1	0	0		
4	Mr	Pratul Govind Dube	AACP03211C	02263368	Non-Executive - Independent Director	Not Applicable		14-02-2015		60	1	2	1		
5	Mr	Chandrakant Sanghavi Shantilal	ABBPS2574F	00039015	Non-Executive - Independent Director	Not Applicable		30-09-2014		60	1	2	1		
6	Mr	Ramesh Chander Gupta	AAGPG5115Q	00554094	Non-Executive - Independent Director	Not Applicable		30-09-2014		60	1	1	0		

Annexure 1	
II. Composition of Committees	
Disclosure of notes on composition of committees explanatory	Add Notes
Is there any change in information of committees compare to previous quarter	Yes

Audit Committee Details					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	02263368	Pratul Dube	Non-Executive - Independent Director	Chairperson	
2	00039015	Chandrakant Sanghavi Shantilal	Non-Executive - Independent Director	Member	
3	00554094	Ramesh Chander Gupta	Non-Executive - Independent Director	Member	
4	00012892	Saramma Varghese	Executive Director	Member	
5					
6					
7					
8					
9					
10					

Nomination and remuneration committee					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	00039015	Chandrakant Sanghavi Shantilal	Non-Executive - Independent Director	Chairperson	
2	02263368	Pratul Dube	Non-Executive - Independent Director	Member	
3	00554094	Ramesh Chander Gupta	Non-Executive - Independent Director	Member	
4					
5					
6					
7					
8					
9					
10					

Stakeholders Relationship Committee					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	00039015	Chandrakant Sanghavi Shantilal	Non-Executive - Independent Director	Chairperson	
2	02263368	Pratul Dube	Non-Executive - Independent Director	Member	
3	00012892	Saramma Varghese	Executive Director	Member	
4	00012905	Jerry Eapen Varghese	Executive Director	Member	
5					
6					
7					
8					
9					
10					

Risk Management Committee					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Corporate Social Responsibility Committee					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Other Committee						
Sr	DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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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)

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

1

11-11-2017

2

12-02-2018

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Annexure 1

IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory

[Add Notes](#)

Sr	Name of Committee	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)	Requirement of Quorum met	Date(s) of meeting of the committee in the previous quarter	Maximum gap between any two consecutive meetings (in number of days)	Name of other committee
	Add Delete						
1	Audit Committee	12-02-2018	Yes		11-11-2017	92	
2	Stakeholders Relationship Committee	12-02-2018	Yes		11-11-2017	92	

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Sr	Subject	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Whether prior approval of audit committee obtained	NA	
2	Whether shareholder approval obtained for material RPT	NA	
3	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	NA	
Disclosure of notes on related party transactions			Add Notes
Disclosure of notes of material transaction with related party			Add Notes

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Annexure 1		
VI. Affirmations		
Sr	Subject	Compliance status (Yes/No)
1	The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015	Yes
2	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015 a. Audit Committee	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. b. Nomination & remuneration committee	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee	Yes
5	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)	NA
6	The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	Yes
7	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.	Yes
8	This report and/or the report submitted in the previous quarter has been placed before Board of Directors.	Yes
9	Any comments/observations/advice of Board of Directors may be mentioned here:	Add Notes

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Annexure 1		
Sr	Subject	Compliance status
1	Name of signatory	S. Chakraborty
2	Designation	Company Secretary and Compliance Officer

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Annexure II

Annexure II to be submitted by listed entity at the end of the financial year (for the whole of financial year)

I. Disclosure on website in terms of Listing Regulations

Sr	Item	Compliance status (Yes/No/Not)	If status is "No" details of non-compliance may be given here.	Web address
1	Details of business	Yes		http://www.tarmatlimited.com/
2	Terms and conditions of appointment of independent directors	Yes		http://www.tarmatlimited.com/
3	Composition of various committees of board of directors	Yes		http://www.tarmatlimited.com/
4	Code of conduct of board of directors and senior management personnel	Yes		http://www.tarmatlimited.com/
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		http://www.tarmatlimited.com/
6	Criteria of making payments to non-executive directors	Yes		http://www.tarmatlimited.com/
7	Policy on dealing with related party transactions	Yes		http://www.tarmatlimited.com/
8	Policy for determining 'material' subsidiaries	Yes		http://www.tarmatlimited.com/
9	Details of familiarization programmes imparted to independent directors	Yes		http://www.tarmatlimited.com/
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes		http://www.tarmatlimited.com/
11	email address for grievance redressal and other relevant details	Yes		http://www.tarmatlimited.com/
12	Financial results	Yes		http://www.tarmatlimited.com/
13	Shareholding pattern	Yes		http://www.tarmatlimited.com/
14	Details of agreements entered into with the media companies and/or their associates	Yes		http://www.tarmatlimited.com/
15	New name and the old name of the listed entity	Yes		http://www.tarmatlimited.com/
16	Disclosure of notes on website in terms of Listing Regulations explanatory [Text Block]		Add Notes	

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Annexure II

II. Annual Affirmations			
Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)
1	Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'	16(1)(b) & 25(6)	Yes
2	Board composition	17(1)	Yes
3	Meeting of Board of directors	17(2)	Yes
4	Review of Compliance Reports	17(3)	Yes
5	Plans for orderly succession for appointments	17(4)	Yes
6	Code of Conduct	17(5)	Yes
7	Fees/compensation	17(6)	NA
8	Minimum Information	17(7)	Yes
9	Compliance Certificate	17(8)	Yes
10	Risk Assessment & Management	17(9)	NA
11	Performance Evaluation of Independent Directors	17(10)	Yes
12	Composition of Audit Committee	18(1)	Yes
13	Meeting of Audit Committee	18(2)	Yes
14	Composition of nomination & remuneration committee	19(1) & (2)	Yes
15	Composition of Stakeholder Relationship Committee	20(1) & (2)	Yes
16	Composition and role of risk management committee	21(1),(2),(3),(4)	NA
17	Vigil Mechanism	22	Yes
18	Policy for related party Transaction	23(1),(5),(6),(7) & (8)	Yes
19	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	NA
20	Approval for material related party transactions	23(4)	NA
21	Composition of Board of Directors of unlisted material Subsidiary	24(1)	NA
22	Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	NA
23	Maximum Directorship & Tenure	25(1) & (2)	Yes
24	Meeting of independent directors	25(3) & (4)	Yes
25	Familiarization of independent directors	25(7)	Yes
26	Memberships in Committees	26(1)	Yes
27	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes
28	Disclosure of Shareholding by Non-Executive Directors	26(4)	NA
29	Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes
Any other information to be provided			Add Notes

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Annexure II

1	Name of signatory	S. Chakraborty
2	Designation	Compliance Officer

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Annexure II		
III. Affirmations		
Sr	Particulars	Compliance status (Yes/No/NA)
1	The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied	NA
Any other information to be provided		Add Notes

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Annexure II		
1	Name of signatory	S. Chakraborty
2	Designation	Company Secretary and C

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Signatory Details

Name of signatory	S. Chakraborty
Designation of person	Company Secretary and Compliance Office
Place	Mumbai
Date	09-04-2018

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