

XBRL Excel Utility	
1.	<a href="#">Overview</a>
2.	<a href="#">Before you begin</a>
3.	<a href="#">Index</a>
4.	<a href="#">Import XBRL file</a>
5.	<a href="#">Steps for Filing Corporate Governance Report</a>
6.	<a href="#">Fill up the data in excel utility</a>

### 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 of generated XBRL/XML file to BSE Listing Center Website ([www.listing.bseindia.com](http://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	<a href="#">General Info</a>
2	Composition of BOD	<a href="#">Annexure I - Composition of BOD</a>
3	Composition of Committee	<a href="#">Annexure I - Composition of Committee</a>
4	Meeting of BOD	<a href="#">Annexure I - Meeting of BOD</a>
5	Meeting of Committees	<a href="#">Annexure I - Meeting of Committees</a>
6	Related Party Transaction	<a href="#">Annexure I - Related Party Transaction</a>
7	Affirmation	<a href="#">Annexure I - Affirmation</a>
8	Website	<a href="#">Annexure II - Website</a>
9	Annual Affirmation	<a href="#">Annexure II - Annual Affirmation</a>
10	Annual Affirmation Continue	<a href="#">Annexure II - Annual Affirmation Continue</a>
11	Annexure III	<a href="#">Annexure III</a>
12	Signatory Details	<a href="#">Signatory Details</a>

### 4. Import XBRL file

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

### 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 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.

### 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 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

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

### General information about company

Scrip code	532869
NSE Symbol	TARMAT
MSEI Symbol	NOTLISTED
ISIN	INE924H01018
Name of the entity	TARMAT LIMITED
Date of start of financial year	01-04-2020
Date of end of financial year	31-03-2021
Reporting Quarter	Half Yearly
Date of Report	30-09-2020
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Top 2000 listed entities

Enter the quarter  
ended date only

[Prev](#)[Next](#)

**Annexure 1**  
Annexure 1 to be submitted by listed entity on quarterly basis

Disclosure of roles on composition of board of directors explanatory															Add Section					
Whether the listed entity has a Single Chairperson																				
Whether Chairperson is related to NE or CEO																				
B. Composition of Board of Directors																				
Sr	Term (M/ Y/ W)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether special resolution passed? (Under Reg. 17(1)(c) of Listing Regulations)	Date of passing special resolution	Initial Date of appointment	Date of Re-appointment	Date of cessation	Term of director (in months)	No. of Directorships in listed entities including the listed entity (Under Regulation 17A of Listing Regulations)	No. of Independent Directorships in listed entities including the listed entity (Under Regulation 17(4)(c) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee/ Intra-listed entities including the listed entity (Under Regulation 20(1) of Listing Regulations)	No. of posts of Chairperson in Audit/ Stakeholder Committee held in listed entities including the listed entity (Under Regulation 20(1) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
ADD	DELETE																			
1	M	ROHINI MANGU BANSI	47201756	00000000	Non Executive - Independent Director	Chairperson	Shareholder Director	20-12-1973	No		01-01-2014				00	1	1			
2	M	RAVISHANKAR CHANDRASEKHAR	470254410	00010004	Non Executive - Independent Director	Non Executive	Shareholder Director	01-01-1964	No		01-01-2014				00	1	1			
3	M	ANIL ANANDAM SURI	470254410	00017000	Independent Director	Non Executive	Shareholder Director	01-01-1978	No		01-01-2014				00	1	1			
4	M	DEEPAAN ANANDAM SURI	470254410	00017073	Non Executive - Independent Director	Non Executive	Shareholder Director	01-06-1956	No		17-08-2014				11	1	1			
5	M	ANIL ANANDAM SURI	470254410	00017041	Non Executive - Non Independent Director	Non Executive	Independent Director	01-11-1979	No		01-08-2015				00	1	1			
6	M	ADITHYAN ANANDARAM SURI	470277171	00017042	Non Executive - Non Independent Director	Non Executive	Independent Director	01-09-1973	No		01-08-2015				00	1	1			

Print

Home

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

For this quarter kindly note the following points:  
 1. Date of Appointment and Date of Cessation (if applicable) must be mandatorily filed for every Committee.  
 2. Date of Appointment can be any day upto September 30, 2020.  
 3. Date of Cessation must be for the current quarter only, i.e. July 1,2020 to September 30,2020.

Note: Please enter DIN, After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Audit Committee Details							
Whether the Audit Committee has a Regular Chairperson				Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	0848285	REGINA MANISH SINHA	Non-Executive - Independent Director	Chairperson	17-10-2019		
2	00554094	RAMESH CHANDER GUPTA	Non-Executive - Independent Director	Member	17-10-2019		
3	03412973	KRISHAN KUMAR KINRA	Non-Executive - Independent Director	Member	17-10-2019		
4	05292585	AMIT KUMAR GOYAL	Non-Executive - Non Independent Director	Member	24-08-2019		
5	08897467	JAYESHBHAI MANJIBHAI PATEL	Non-Executive - Non Independent Director	Member	24-08-2019		
6							
7							
8							
9							
10							

Note: Please enter DIN, After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Nomination and remuneration committee							
Whether the Nomination and remuneration committee has a Regular Chairperson				Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	0848285	REGINA MANISH SINHA	Non-Executive - Independent Director	Member	17-10-2019		
2	00554094	RAMESH CHANDER GUPTA	Non-Executive - Independent Director	Member	17-10-2019		
3	03412973	KRISHAN KUMAR KINRA	Non-Executive - Independent Director	Chairperson	17-10-2019		
4	05292585	AMIT KUMAR GOYAL	Non-Executive - Non Independent Director	Member	24-08-2020		
5	08897467	JAYESHBHAI MANJIBHAI PATEL	Non-Executive - Non Independent Director	Member	24-08-2020		
6							
7							
8							
9							
10							

Note: Please enter DIN, After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Stakeholders Relationship Committee							
Whether the Stakeholders Relationship Committee has a Regular Chairperson				Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	0848285	REGINA MANISH SINHA	Non-Executive - Independent Director	Member	17-10-2019		
2	00554094	RAMESH CHANDER GUPTA	Non-Executive - Independent Director	Member	17-10-2019		
3	03412973	KRISHAN KUMAR KINRA	Non-Executive - Independent Director	Chairperson	17-10-2019		
4	05292585	AMIT KUMAR GOYAL	Non-Executive - Non Independent Director	Member	24-08-2020		
5	08897467	JAYESHBHAI MANJIBHAI PATEL	Non-Executive - Non Independent Director	Member	24-08-2020		
6							
7							
8							
9							
10							

Risk Management Committee

Whether the Risk Management Committee has a Regular Chairperson							
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note: Please enter DIN, After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility Committee has a Regular Chairperson				Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	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						

[Home](#)[Validate](#)**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)	Notes for not providing Date	Whether requirement of Quorum met (Yes/No)	Number of Directors present*	No. of Independent Directors attending the meeting*
<a href="#">Add</a> <a href="#">Delete</a>						
1	27-07-2020			Yes	3	2
2	24-08-2020	27		Yes	3	2
3	12-09-2020	18		Yes	4	1

[Prev](#)[Next](#)

\* to be filled in only for the current quarter meetings

[Home](#)[Validate](#)

## Annexure 1

## IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory

[Add Notes](#)

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)	Disclosure of notes on meeting of committees explanatory			Add Notes	
				Name of other committee	Reason for not providing date	Whether requirement of Quorum met (Yes/No)	Number of Directors present*	No. of Independent Directors attending the meeting*
<a href="#">Add</a> <a href="#">Delete</a>								
1	Audit Committee	12-09-2020				Yes	4	1
2	Stakeholders Relationship Committee	12-09-2020				Yes	4	1

[Prev](#)[Next](#)

\* to be filled in only for the current quarter meetings

[Home](#)[Validate](#)**Annexure 1****V. Related Party Transactions**

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			<a href="#">Add Notes</a>
Disclosure of notes of material transaction with related party			<a href="#">Add Notes</a>

[Prev](#)[Next](#)

[Home](#)[Validate](#)

## 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 <b>a. Audit Committee</b>	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>b. Nomination &amp; remuneration committee</b>	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>c. Stakeholders relationship committee</b>	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>d. Risk management committee (applicable to the top 500 listed entities)</b>	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	<b>Any comments/observations/advice of Board of Directors may be mentioned here:</b>	<a href="#">Add Notes</a>

[Prev](#)[Next](#)

## Annexure 1

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



[Home](#)[Validate](#)

## Annexure III

Annexure III				
III. Affirmations				
Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website	46(2)	Yes	
2	Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	NA	
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	NA	
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	NA	
5	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	
Any other information to be provided				<a href="#">Add Notes</a> 154

[Prev](#)[Next](#)

## Annexure III

Annexure III		
1	Name of signatory	S. Chakraborty
2	Designation	Company Secretary

[Home](#)[Validate](#)

### Signatory Details

Name of signatory	S. Chakraborty
Designation of person	Company Secretary
Place	Mumbai
Date	13-10-2020

[Prev](#)