

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 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

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2	Composition of BOD	<a href="#">Annexure I - Composition of BOD</a>
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### 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

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### 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	01-04-2019
Date of end of financial year	31-03-2020
Reporting Quarter	Quarterly
Date of Report	31-12-2019
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Top 2000 listed entities

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

Whether the listed entity has a Regular Chairperson

Yes

Whether Chairperson is related to MD or CEO

No

Sr	Title (Mr / Ms)	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? [Refer Reg. 17(A) of Listing Regulations]	Date of passing special resolution	Initial Date of appointment	Date of Re-appointment	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)	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
1	Mrs	REGINA MANISH SINHA	AZLPS1725L	08488285	Non-Executive - Independent Director	Chairperson		20-12-1973	No		02-05-2019	30-09-2019		60	1	1	2	2		
2	Mr	RAMESH CHANDER GUPTA	AAGPG5115Q	00554094	Non-Executive - Independent Director	Not Applicable		01-01-1945	Yes	30-09-2019	31-07-2006	30-09-2019		60	1	1	2	0		
3	Mr	AMIT ATMARAM SHAH	AJFPP5697K	08467309	Executive Director	Not Applicable		29-01-1974	NA		30-05-2019	30-09-2019			1	0	0	0		
4	Mr	KRISHAN KUMAR KINRA	AGZPK3923B	03412973	Non-Executive - Independent Director	Not Applicable		28-10-1956	NA		17-10-2019			12	1	1	2	0		

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**Annexure 1**

**II. Composition of Committees**

Disclosure of roles on composition of committees reporting

**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 up to December 31, 2019.  
 3. Date of Cessation must be for the current quarter only, i.e. October 1,2019 to December 31,2019

**Note: Please refer DIN when entering DIN, Name of Committee members and Category 1 of Directors shall be populated 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
1.	08483285	BEGUNA MANGSI SHINHA	Non-Executive, Independent Director	Chairperson	30-09-2019	
2.	20554094	MANEESH CHANDER GUPTA	Non-Executive, Independent Director	Member	30-09-2019	
3.	20412973	ARSHIAN KUMAR KENKA	Non-Executive, Independent Director	Member	17-10-2019	
4.	20467309	ANIL ATMARAJ SHAIK	Executive Director	Member	30-09-2019	17-10-2019
5.						
6.						
7.						
8.						
9.						
10.						

**Note: Please refer DIN when entering DIN, Name of Committee members and Category 1 of Directors shall be populated 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
1.	20412973	ARSHIAN KUMAR KENKA	Non-Executive, Independent Director	Chairperson	17-10-2019	
2.	08483285	BEGUNA MANGSI SHINHA	Non-Executive, Independent Director	Member	17-10-2019	
3.	20554094	MANEESH CHANDER GUPTA	Non-Executive, Independent Director	Member	17-10-2019	
4.	20467309	ANIL ATMARAJ SHAIK	Executive Director	Member	30-09-2019	17-10-2019
5.						
6.						
7.						
8.						
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10.						

**Note: Please refer DIN when entering DIN, Name of Committee members and Category 1 of Directors shall be populated 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
1.	20412973	ARSHIAN KUMAR KENKA	Non-Executive, Independent Director	Chairperson	17-10-2019	
2.	08483285	BEGUNA MANGSI SHINHA	Non-Executive, Independent Director	Member	17-10-2019	
3.	20554094	MANEESH CHANDER GUPTA	Non-Executive, Independent Director	Member	17-10-2019	
4.	20467309	ANIL ATMARAJ SHAIK	Executive Director	Member	30-09-2019	17-10-2019
5.						
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**Note: Please refer DIN when entering DIN, Name of Committee members and Category 1 of Directors shall be populated automatically.**

Risk Management Committee						
Whether the Risk Management 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
1.						
2.						
3.						
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10.						

**Note: Please refer DIN when entering DIN, Name of Committee members and Category 1 of Directors shall be populated 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
1.						
2.						
3.						
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5.						
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9.						
10.						

**Note: Please refer DIN when entering DIN, Name of Committee members and Category 1 of Directors shall be populated automatically.**

Other Committee						
Sr	DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks
1.						
2.						
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[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	10-08-2019			Yes	2	1
2	17-10-2019	67		Yes	3	2
3	31-10-2019	13		Yes	2	1
4	14-11-2019	13		Yes	2	1

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

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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)	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*
1	Audit Committee	10-08-2019				Yes	2	1
2	Audit Committee	14-11-2019	95			Yes	2	1
3	Stakeholders Relationship Committee	10-08-2019				Yes	2	1
4	Stakeholders Relationship Committee	14-11-2019				Yes	2	1

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

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>

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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>

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

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### Signatory Details

Name of signatory	S. Chakraborty
Designation of person	Company Secretary
Place	Mumbai
Date	10-01-2020

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