

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 filing consists of two processes. Firstly generation of XBRL/XML file and upload of the file to the 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 reports can be generated fine. 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
8	Website
9	Annual Affirmation
10	Annual Affirmation Continue
11	Annexure III
12	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. (Data entered in the sheet 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 furnished in proper format. If there are some errors on the sheet, excel utility will prompt you to correct them.

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 prompt you to correct them 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 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, click on "Upload XML" button in Listing Center and upload generated xml file. On Upload screen provide the required information and confirm the upload of 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 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



Finance Report
if generated XBRL/XML file to BSE Listing

as above.
local system.
in Excel utility
All the functionalities of Excel Utility works

[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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een properly filled and also data has been you about the same.
sheet" button to ensure that all sheets has cel utility will prompt you about the same re to validate all sheets.
essful validation of all sheet is completed.
rate Report" to generate html report.
ated through Utility, login to BSE Listing and browse to select XML file and submit

enerating XML.
ss it is a mandatory field.
further for generating XML.

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General information abo

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
523708
EIMCO ELECON INDIA LTD.
01-04-2016
31-03-2017
Yearly
31-03-2017
Not Applicable

Enter the quarter
ended date only

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Disclosure of notes on composition

Is there any change in information of board of directors

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

[Add](#)

[Delete](#)

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Annexure I

Annexure I to be submitted by listed enti

I. Composition of Board of D

of board of directors explanatory	<input type="button" value="Add Notes"/>	
tors compare to previous quarter	No	
Category 1 of directors	Category 2 of directors	Category 3 of directors

Directorship 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 (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

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II. Compo

Is there any ch

Is there any ch

Sr	Name Of Committee	Name of Committee members
----	-------------------	---------------------------

Add

Delete

Enter only one committee mem

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Annexure 1

Composition of Committees

Disclosure of notes on composition of committees explanatory		Add Notes
Change in information of committees compare to previous quarter		No
Category 1 of directors	Category 2 of directors	Name of other committee

Enter name in one row

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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

09-11-2016

2

07-02-2017

89

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IV. M

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)
Add Delete			
1	Audit Committee	07-02-2017	Yes
2	Nomination and remuneration committee	07-02-2017	Yes
3	Corporate Social Responsibility Committee	07-02-2017	Yes
4	Stakeholders Relationship Committee	07-02-2017	Yes

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Annexure 1

Meeting of Committees

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)	Name of other committee
	04-11-2016	94	
	04-11-2016	94	
	09-11-2016	89	
	09-11-2016	89	

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Sr
1
2
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.
Yes	
NA	
Yes	
party transactions	<div style="background-color: #C00000; color: white; padding: 5px; display: inline-block; border-radius: 5px;">Add Notes</div>
with related party	<div style="background-color: #C00000; color: white; padding: 5px; display: inline-block; border-radius: 5px;">Add Notes</div>

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VI

Sr

1

2

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5

6

7

8

9

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Annexure 1

. Affirmations

Subject

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 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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Annexure II to be submitted by listed entity at

I. Disclosure on v

Sr	Item
1	Details of business
2	Terms and conditions of appointment of independent directors
3	Composition of various committees of board of directors
4	Code of conduct of board of directors and senior management personnel
5	Details of establishment of vigil mechanism/ Whistle Blower policy
6	Criteria of making payments to non-executive directors
7	Policy on dealing with related party transactions
8	Policy for determining 'material' subsidiaries
9	Details of familiarization programmes imparted to independent directors
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances
11	email address for grievance redressal and other relevant details
12	Financial results
13	Shareholding pattern
14	Details of agreements entered into with the media companies and/or their associates
15	New name and the old name of the listed entity
16	Disclosure of notes on website in terms of Listing Regulations explanatory [Text Block]

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Annexure II
the end of the financial year (for the whole of fi
website in terms of Listing Regulations

Compliance status	If status is "No" details of non-compliance may be given here.
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
NA	
Yes	
Yes	
Yes	
Yes	
Yes	
NA	
NA	

Add Notes

financial year)
Web address
www.eimcoelecon.in
www.eimcoelecon.in
www.eimcoelecon.in
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II. Annual Affirmations	
Sr	Particulars
1	Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'
2	Board composition
3	Meeting of Board of directors
4	Review of Compliance Reports
5	Plans for orderly succession for appointments
6	Code of Conduct
7	Fees/compensation
8	Minimum Information
9	Compliance Certificate
10	Risk Assessment & Management
11	Performance Evaluation of Independent Directors
12	Composition of Audit Committee
13	Meeting of Audit Committee
14	Composition of nomination & remuneration committee
15	Composition of Stakeholder Relationship Committee
16	Composition and role of risk management committee
17	Vigil Mechanism
18	Policy for related party Transaction
19	Prior or Omnibus approval of Audit Committee for all related party transactions
20	Approval for material related party transactions
21	Composition of Board of Directors of unlisted material Subsidiary
22	Other Corporate Governance requirements with respect to subsidiary of listed entity
23	Maximum Directorship & Tenure
24	Meeting of independent directors
25	Familiarization of independent directors
26	Memberships in Committees
27	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel
28	Disclosure of Shareholding by Non-Executive Directors
29	Policy with respect to Obligations of directors and senior management

Any other information to be provided

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Annexure II

Regulation Number	Compliance status (Yes/No/NA)
16(1)(b) & 25(6)	Yes
17(1)	Yes
17(2)	Yes
17(3)	Yes
17(4)	Yes
17(5)	Yes
17(6)	Yes
17(7)	Yes
17(8)	Yes
17(9)	Yes
17(10)	Yes
18(1)	Yes
18(2)	Yes
19(1) & (2)	Yes
20(1) & (2)	Yes
21(1),(2),(3),(4)	NA
22	Yes
23(1),(5),(6),(7) & (8)	Yes
23(2), (3)	Yes
23(4)	NA
24(1)	NA
24(2),(3),(4),(5) & (6)	NA
25(1) & (2)	Yes
25(3) & (4)	Yes
25(7)	Yes
26(1)	Yes
26(3)	Yes
26(4)	Yes
26(2) & 26(5)	Yes





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

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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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Signatory Details	
Name of signatory	Bharti L. Isarani
Designation of person	Company Secretary
Place	Vallabh Vidyanagar
Date	10-04-2017

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