

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 shareholding pattern.

Shareholding pattern XBRL filling consists of two processes. Firstly generation of XBRL/XML file of the Shareholding pattern, and upload of generated XBRL/XML file to BSE Listing Center.

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	Declaration	Declaration
3	Summary	Summary
4	Shareholding Pattern	Shareholding Pattern

4. Steps for Filing Shareholding Pattern

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 Shareholding Pattern

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. Adding new rows: Sections such as Promoters details allow you to enter as much data in a tabular form. You can Click on "Add" to add more rows.
7. Deleting rows: Rows that has been added can be removed by clicking the button "Delete". A popup will ask you to provide the range of rows you want to delete.
8. Select data from "Dropdown list" wherever applicable.
9. Adding Notes: Click on "Add Notes" button to add notes

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

Sr. No.	Particular	Yes/No	Promoter and Promoter Group	Public shareholder	Non Promoter- Non Public
1	Whether the Listed Entity has issued any partly paid up shares?	No	No	No	No
2	Whether the Listed Entity has issued any Convertible Securities ?	No	No	No	No
3	Whether the Listed Entity has issued any Warrants ?	No	No	No	No
4	Whether the Listed Entity has any shares against which depository receipts are issued?	No	No	No	No
5	Whether the Listed Entity has any shares in locked-in?	No	No	No	No
6	Whether any shares held by promoters are pledge or otherwise encumbered?	Yes	Yes		
7	Whether company has equity shares with differential voting rights?	No	No	No	No

Table 1 - Summary Statement holding of specified securities

Note : Data will be automatically populated from shareholding pattern sheet - Data Entry Restricted in this sheet

Category (I)	Category of shareholder (II)	Nos. Of shareholders (III)	No. of fully paid up equity shares held (IV)	No. Of Partly paid-up equity shares held (V)	No. Of shares underlying Depository Receipts (VI)	Total nos. shares held (VII) = (IV)+(V)+ (VI)	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Number of Voting Rightsheld in each class of securities (X)			No. Of Shares Underlying Outstanding convertible securities (XI)	No. of Shares Underlying Outstanding Warrants (XII)	No. Of Shares Underlying Outstanding convertible securities and No. Of Warrants (XIII) (a)	Shareholding, as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XIV) = (VII)+(XIII) As a % of (A+B+C2)	Number of Locked in shares (XV)		Number of Shares pledged or otherwise encumbered (XVI)		Number of equity shares held in dematerialized form (XVII)	
								No of Voting (XIV) Rights							Total as a % of (A+B+C)	No.	As a % of total Shares held (b)	No.		As a % of total Shares held (b)
								Class eg: X	Class eg: y	Total										
(A)	Promoter & Promoter Group	13	4271795			4271795	74.06	4,271,795.00					74.06				576000	13.48	4271795	
(B)	Public	6042	1496590			1496590	25.94	1496590.00					25.94						1404234	
(C)	Non Promoter- Non Public																			
(C1)	Shares underlying DRs																			
(C2)	Trusts																			
	Total	6055	5768385			5768385	100	5768385.00					100				576000	9.99	5676029	

Sr.	Category & Name of the Shareholders (I)	Nos. Of shareholders (III)	No. of fully paid up equity shares held (IV)	No. Of Partly paid-up equity shares held (V)	No. Of shares underlying Depository Receipts (VI)	Total nos. shares held (VII) = (IV)+(V)+(VI)	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Number of Voting Rights held in each class of securities(X)			No. Of Shares Underlying Outstanding convertible securities (X)	No. Of Shares Underlying Outstanding Warrants (XI)	No. Of Shares Underlying Outstanding convertible securities and No. Of Warrants (X) (a)	Shareholding , as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (X):= (VII)+(X) As a % of (A+B+C2)	Number of Locked in shares (XII)		Number of Shares pledged or otherwise encumbered (XIII)		Number of equity shares held in dematerialised form (XIV)	
								No of Voting (XIV)Rights							Total as a % of Total Voting rights	No. (a)	As a % of total Shares held (b)	No. (a)		As a % of total Shares held (b)
								Class eg: X	Class eg:Y	Total										
A Table II - Statement showing shareholding pattern of the Promoter and Promoter Group																				
(1) Indian																				
(a)	Individuals/Hindu undivided Family	1	17796			17796	0.31	17796.00					0.31				0	0.00	17796	
(b)	Central Government/ State Government(s)																			
(c)	Financial Institutions/ Banks																			
(d)	Any Other (specify)	11	2806124			2806124	48.65	2806124.00					48.65				576000	20.53	2806124	
Sub-Total (A)(1)		12	2823920			2823920	48.96	2823920.00					48.96				576000	20.40	2823920	
(2) Foreign																				
(a)	Individuals (Non-Resident Individuals/ Foreign Individuals)																			
(b)	Government																			
(c)	Institutions																			
(d)	Foreign Portfolio Investor																			
(e)	Any Other (specify)	1	1447875			1447875	25.10	1447875.00					25.10				0	0.00	1447875	
Sub-Total (A)(2)		1	1447875			1447875	25.10	1447875.00					25.10				0	0.00	1447875	
Total Shareholding of Promoter and Promoter Group (A)=(A)(1)+(A)(2)		13	4271795			4271795	74.06	4271795.00					74.06				576000	13.48	4271795	

Details of Shares which remain unclaimed for Promoter & Promoter Group

B Table III - Statement showing shareholding pattern of the Public shareholder Note : Kindly show details of shareholders having more than one percentage of total no of shares. Please refer software manual.																			
(1) Institutions																			
(a)	Mutual Funds	1	275547			275547	4.78	275547.00					4.78						275547
(b)	Venture Capital Funds																		
(c)	Alternate Investment Funds																		
(d)	Foreign Venture Capital Investors																		
(e)	Foreign Portfolio Investors																		
(f)	Financial Institutions/ Banks	3	205			205	0.00	205.00					0.00						105
(g)	Insurance Companies																		
(h)	Provident Funds/ Pension Funds																		
(i)	Any Other (specify)																		
Sub-Total (B)(1)		4	275752			275752	4.78	275752.00					4.78						275652
(2) Non-institutions																			
(a)(i)	Individuals - Individual shareholders holding nominal share capital up to Rs. 2 lakhs.	5510	890586			890586	15.44	890586.00					15.44						799230
(a)(ii)	Individual shareholders holding nominal share capital in excess of Rs. 2 lakhs.	1	65550			65550	1.14	65550.00					1.14						65550
(b)	NBFCs registered with RBI																		
(c)	Employee Trusts																		
(d)	Overseas Depositories (holding DRs) (balancing figure)																		
(e)	Any Other (specify)	527	264702			264702	4.59	264702.00					4.59						263802
Sub-Total (B)(2)		6038	1220838			1220838	21.16	1220838.00					21.16						1128582
Total Public Shareholding (B)=(B)(1)+(B)(2)+(B)(3)		6042	1496590			1496590	25.94	1496590.00					25.94						1404234

Details of the shareholders acting as persons in Concert for Public

Details of Shares which remain unclaimed for Public

C Table IV - Statement showing shareholding pattern of the Non Promoter- Non Public shareholder																			
(1)	Category (DR Holders - Name of DR Holders, DR Applications)																		
(2)	Employee Benefit Trusts under SEBI (Share Based Employee Benefit) Regulations, 2014																		
Total NonPromoter- Non Public Shareholding (C)= (C)(1)+(C)(2)																			
Total (A+B+C)		6055	5768385			5768385	100.00	5768385.00					100.00						5676029
Total (A+B+C)		6055	5768385			5768385	100.00	5768385.00					100.00				576000	9.99	5676029

Disclosure of notes on shareholding pattern Add Notes

Disclosure of notes in case of promoter holding in dematerialised form is less than 100 percentage Add Notes

Disclosure of notes in case of public share holding is less than 25 percentage Add Notes

Disclosure of notes on shareholding pattern for company remarks explanatory Add Notes

