

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) .

### 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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### 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	523708
NSE Symbol	EIMCOELECO
MSEI Symbol	NOTLISTED
ISIN	INE158B01016
Name of the entity	EIMCO ELECON (INDIA) 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

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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				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 Birth	Whether special resolution passed? (Refer Reg. 171A) 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	
Add		Delete																			
1	Mr	PRADIP M. PATEL	AGCP22712L	00012138	Non-Executive - Non Independent Director	Chairperson related to Promoter		05-11-1947	NA		11-01-1996					2	0	4	0		
2	Mr	PRASHANT C. AMIN	ACJPA6312J	01056652	Non-Executive - Nominee Director	Not Applicable		09-08-1956	NA		25-10-2007					2	0	0	1		
3	Mr	NALIN M. SHAH	AACP0508F	00882723	Non-Executive - Independent Director	Not Applicable		13-02-1947	Yes	30-03-2019	08-05-2012	01-04-2019		100	2	2	2	5			
4	Mr	NIRMAL P. BHOGLIHAL	AACP84431A	00173168	Non-Executive - Independent Director	Not Applicable		14-05-1949	NA		23-09-2011	01-04-2019		108	3	2	3	1			
5	Ms	MANJULADEVI P. SHROFF	AAPF02390B	00297159	Non-Executive - Independent Director	Not Applicable		27-02-1964	NA		02-02-2015	13-08-2020		67	1	1	1	0			
6	Ms	REENA P. BHAGWATI	ABA8P87617B	00096280	Non-Executive - Independent Director	Not Applicable		26-08-1966	NA		09-11-2016			46	4	3	5	0			
7	Mr	PRAYASVIN B. PATEL	AFHPP3384G	00037394	Executive Director	Not Applicable	MD	03-04-1958	NA		09-11-2016				2	0	0	0			
8	Mr	MUKUNARAYAN DWIVEDI	ABHP02433Q	08442155	Executive Director	Not Applicable	MD	26-01-1967	NA		10-09-2019				1	0	0	0			

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Annexure 1	
II. Composition of Committees	
Disclosure of notes on composition of committees explanatory	<a href="#" style="background-color: #A52A2A; color: white; padding: 5px 10px; text-decoration: none;">Add Notes</a>

For this quarter kindly note the following points:  
 1. Date of Appointment and Date of Cessation (if applicable) must be mandatorily filled 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 prefilled 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	00882723	NALIN M. SHAH	Non-Executive - Independent Director	Chairperson	08-05-2012		
2	00173168	NIRMAL P. BHOGILAL	Non-Executive - Independent Director	Member	04-11-2011		
3	00297159	MANJULADEVI P. SHROFF	Non-Executive - Independent Director	Member	18-05-2017		
4	00012138	PRADIP M. PATEL	Non-Executive - Non Independent Director	Member	11-05-2007		
5							
6							
7							
8							
9							
10							

**Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	00882723	NALIN M. SHAH	Non-Executive - Independent Director	Chairperson	25-07-2016		
2	00173168	NIRMAL P. BHOGILAL	Non-Executive - Independent Director	Member	02-02-2015		
3	00012138	PRADIP M. PATEL	Non-Executive - Non Independent Director	Member	02-02-2015		
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 prefilled 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	01056652	PRASHANT C. AMIN	Non-Executive - Nominee Director	Chairperson	25-07-2016		
2	00882723	NALIN M. SHAH	Non-Executive - Independent Director	Member	30-10-2018		
3	00012138	PRADIP M. PATEL	Non-Executive - Non Independent Director	Member	02-02-2015		
4							
5							
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 prefilled 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	00012138	PRADIP M. PATEL	Non-Executive - Non Independent Director	Chairperson	02-02-2015		
2	01056652	PRASHANT C. AMIN	Non-Executive - Nominee Director	Member	02-02-2015		
3	00297159	MANJULADEVI P. SHROFF	Non-Executive - Independent Director	Member	25-07-2016		
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						
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9						
10						

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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	25-06-2020			Yes	8	4
2	10-08-2020	45		Yes	8	4

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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

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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	25-06-2020				Yes	4	3
2	Audit Committee	10-08-2020	45			Yes	4	3
3	Stakeholders Relationship Committee	25-06-2020				Yes	3	1
4	Stakeholders Relationship Committee	10-08-2020	45			Yes	3	1

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



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### 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	Yes	
2	Whether shareholder approval obtained for material RPT	Yes	
3	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Yes	
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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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>

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Annexure 1		
Sr	Subject	Compliance status
1	Name of signatory	Rikenkumar Dalwadi
2	Designation	Company Secretary and Compliance Officer

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<b>III. Affirmations</b>				
<b>Sr</b>	<b>Particulars</b>	<b>Regulation Number</b>	<b>Compliance status (Yes/No/NA)</b>	<b>If status is "No" details of non-compliance may be given here.</b>
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)	Yes	
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	Yes	
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	Yes	
5	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	
<b>Any other information to be provided</b>				<a href="#">Add Notes</a>

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1	Name of signatory	Rikenkumar Dalwadi
2	Designation	Company Secretary and Compliance Officer

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### Signatory Details

Name of signatory	Rikenkumar Dalwadi
Designation of person	Company Secretary and Compliance Officer
Place	Vallabh Vidyanagar
Date	06-10-2020

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