XBRL Excel Utility	
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1. Overview

The excel utility can be used for creating the XBRL/XML file for efiling 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

1	Details of general information about company	General Info
2	Composition of BOD	Annexure I - Composition of BOD
3	Composition of Committee	Annexure I - Composition of Committee
4	Meeting of BOD	Annexure I - Meeting of BOD
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7	Affirmation	Annexure I - Affirmation
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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 Genenral 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

General information about company

Scrip code	524174
NSE Symbol	
MSEI Symbol	
ISIN	INE133C01033
Name of the entity	KESAR PETROPRODUCTS LTD
Date of start of financial year	01-04-2021
Date of end of financial year	31-03-2022
Reporting Quarter	Quarterly
Date of Report	30-06-2021
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

Enter the quarter ended date only

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	
Wether 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(1A) 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	Mrs	Neelam Yashpal Arora	ABBPA4181C	01603068	Non-Executive - Independent Director	Not Applicable		22-03-1959	NA		12-11-2019			20	2	2	4	2		
2	Mrs	Snehalata D. Sharma	AHZPS4392B	01854393	Non-Executive - Non Independent Director	Chairperson		09-08-1960	NA		30-05-2015				1	0	0	0		
3	Mr	Mohit P. Kaushik	CJPPK9322P	06463483	Executive Director	Not Applicable	CEO	02-07-1988	NA		09-12-2013				1	0	2	0		
4	Mr	K. D. Patnani	AAAPP0668D	07818627	Non-Executive - Independent Director	Not Applicable		28-01-1947	NA		30-05-2017			49	1	1	2	0		

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Annexure 1
II. Composition of Committees

Disclosure of notes on composition of committees explanatory	**Add Notes**

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	01603068	Neelam Yashpal Arora	Non-Executive - Independent Director	Member	12-11-2019		
2	07818627	K. D. Fatnani	Non-Executive - Independent Director	Chairperson	30-05-2017		
3	06463483	Mohit P. Kaushik	Executive Director	Member	09-12-2013		
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

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	01603068	Neelam Yashpal Arora	Non-Executive - Independent Director	Member	12-11-2019		
2	07818627	K. D. Fatnani	Non-Executive - Independent Director	Chairperson	30-05-2017		
3	01854393	Snehalata D. Sharma	Non-Executive - Non Independent Director	Member	30-05-2015		
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	01603068	Neelam Yashpal Arora	Non-Executive - Independent Director	Member	12-11-2019		
2	07818627	K. D. Fatnani	Non-Executive - Independent Director	Chairperson	30-05-2017		
3	06463483	Mohit P. Kaushik	Executive Director	Member	09-12-2013		
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	01603068	Neelam Yashpal Arora	Non-Executive - Independent Director	Chairperson	12-11-2019		
2	07818627	K. D. Fatnani	Non-Executive - Independent Director	Member	30-05-2017		
3	06463483	Mohit P. Kaushik	Executive Director	Member	09-12-2013		
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					

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***
	Add Delete					
1	11-02-2021			Yes	4	2
2	30-06-2021	138		Yes	4	2

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* to be filled in only for the current quarter meetings

				Annexure 1				
			IV.	**Meeting of Committees**				
						Disclosure of notes on meeting of committees explanatory		
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**	**Reson 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	11-02-2021				Yes	3	2
2	Audit Committee	30-06-2021	138			Yes	3	2
3	Stakeholders Relationship Committee	11-02-2021				Yes	3	2
4	Stakeholders Relationship Committee	30-06-2021				Yes	3	2

* 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	Add Notes	
	Disclosure of notes of material transaction with related party	Add Notes	

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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	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	

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 **a. Audit Committee**	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. **b. Nomination & remuneration committee**	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. **c. Stakeholders relationship committee**	Yes
5	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 500 listed entities)**	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	**Any comments/observations/advice of Board of Directors may be mentioned here:**	Add Notes

Annexure 1		
Sr	**Subject**	**Compliance status**
1	Name of signatory	VINJAMURI GOVINDRAJA CHARI
2	Designation	Company Secretary and Compliance Officer

Signatory Details	
Name of signatory	VINJAMURI GOVINDRAJA CHARI
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	12-07-2021