

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 filing 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
5	Meeting of Committees	Annexure I - Meeting of Committees
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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	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	31-12-2021
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

Enter the quarter ended date only

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Annexure I

Annexure I to be submitted by listed entity on quarterly basis

1. Composition of Board of Directors

Disclosure of notes on composition of board of directors explanation										1. Composition of Board of Directors										
Whether the listed entity has a Regular Chairperson										Whether Chairperson is related to MGR or CEO										
Add Notes																				
Sl	Title held / Role	Name of the Director	PAN	DN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether special resolution passed? (Under Reg. 174A 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 Directorships held (including this listed entity) (Under Regulation 174A of Listing Regulations)	No. of Independent Directorships held (including this listed entity) (Under Regulation 174A of Listing Regulations)	Number of memberships in other Committees/Committees held in listed entities (Under Regulation 174A of Listing Regulations)	No. of posts of Chairperson in listed entities (Under Regulation 174A of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
1	Chairman	Shri. Ramesh Chandra Sharma	ABJ2241K1	19500708	Non-Executive - Independent Director	Not Applicable		12-02-1950	NA		12-12-2013				24	0	0	0		
2	Director	Shri. Anand K. Sharma	ABJ2241K1	19510701	Non-Executive - Non-Independent Director	Not Applicable		05-07-1951	NA					05-12-2013	0	0	0	0		
3	Director	Shri. Anand Chandra Sharma	ABJ2241K1	19510701	Non-Executive - Independent Director	Chairperson		05-07-1951	NA						0	0	0	0		
4	Director	Mr. K. S. Sharma	AAJ2226K2	19530227	Non-Executive - Independent Director	Not Applicable		22-01-1957	NA						0	0	0	0		
5	Director	Shri. Anand Chandra Sharma	ABJ2241K1	19510701	Non-Executive - Non-Independent Director	Not Applicable		05-07-1951	NA						0	0	0	0		
6	Director	Shri. Anand Chandra Sharma	ABJ2241K1	19510701	Non-Executive - Independent Director	Not Applicable		05-07-1951	NA	05-01-2021	05-01-2021				0	0	0	0		
7	Director	Shri. Anand Chandra Sharma	ABJ2241K1	19510701	Executive Director	Not Applicable		05-07-1951	NA						0	0	0	0		

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

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, 2021.
 3. Date of Cessation must be for the current quarter only, i.e. July 1, 2021 to September 30, 2021

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled 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	02420331	Govind Krishna Sharma	Non-Executive - Independent Director	Member	11-11-2021		
4	08286732	Ramjan Kadar Shaikh	Executive Director	Member	11-11-2021		
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled 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	02420331	Govind Krishna Sharma	Non-Executive - Independent Director	Member	11-11-2021		
4	08286732	Ramjan Kadar Shaikh	Executive Director	Member	11-11-2021		
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled 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	02420331	Govind Krishna Sharma	Non-Executive - Independent Director	Member	11-11-2021		
4	08286732	Ramjan Kadar Shaikh	Executive Director	Member	11-11-2021		
5							
6							
7							
8							
9							
10							

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	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 pre-filled 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	Member	12-11-2019		
2	07818627	K. D. Fatnani	Non-Executive - Independent Director	Chairperson	30-05-2017		
3	02420331	Govind Krishna Sharma	Non-Executive - Independent Director	Member	11-11-2021		
4	01898839	Surya Prakash Sitaram Pandey	Non-Executive - Non Independent Director	Member	11-11-2021		
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					

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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)	Notes for not providing Date	Whether requirement of Quorum met (Yes/No)	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
	Add Delete					
1	12-08-2021			Yes	4	2
2	18-08-2021	5		Yes	6	3
3	11-11-2021	84		Yes	6	3
4	06-12-2021	24		Yes	6	3

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* to be filled in only for the current quarter meetings

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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	Reason for not providing date	Whether requirement of Quorum met (Yes/No)	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
1	Audit Committee	12-08-2021				Yes	2	2
2	Audit Committee	11-11-2021	90			Yes	2	2
3	Stakeholders Relationship Committee	12-08-2021				Yes	2	2
4	Stakeholders Relationship Committee	11-11-2021				Yes	2	2
5	Nomination and remuneration committee	12-08-2021				Yes	2	2
6	Nomination and remuneration committee	18-08-2021				Yes	3	2
7	Nomination and remuneration committee	11-11-2021				Yes	3	2
8	Nomination and remuneration committee	06-12-2021				Yes	4	3

* 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	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		
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

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

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Signatory Details

Name of signatory	VINJAMURI GOVINDRAJA CHARI
Designation of person	Company Secretary and Compliance Officer
Place	MUMBAI
Date	17-01-2022

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