

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

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

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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 LIMITED
Date of start of financial year	01-04-2022
Date of end of financial year	31-03-2023
Reporting Quarter	Quarterly
Date of Report	31-12-2022
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

I. Composition of Board of Directors

Disclosure of facts on composition of board of directors regulatory		Add notes																									
Whether the listed entity has Regular Chairperson				Yes																							
Whether Chairperson is related to MD or CEO				No																							
				Disqualification of Directors under section 161 of the Companies Act, 2013																							
Sr	Title (Mr/Ms)	Name of the Director	PAN	DN	Category 1 of director	Category 2 of director	Category 3 of director	Date of Birth	Whether the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution passed? (Refer Reg. 17(3A) of Listing Regulations)	Date of passing special resolution	Initial Date of appointment	Date of re-appointment	Date of cessation	Term of Director (in months)	No of Directorship in listed entities including this listed entity (Refer Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Listing Regulations)	Number of memberships in Audit/ Stakeholder Committees including this listed entity (Refer Listing Regulations)	No of posts of Chairperson in Audit/ Stakeholder Committees held in listed entities including this listed entity (Refer Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN		
Add	Cancel																										
1	Mr	Nitesh Jambhani	A88FA181C	13603068	Non-Executive - Independent Director	Not Applicable		22-03-1959	No				NA			12-11-2019				18.00	1	1	1	1	2		
2	Mr	Purjoy Vinod Khandelwal	A82PH379K	17551646	Non-Executive - Non Independent Director	Chairman		27-06-1983	No				NA			06-12-2021				1.00	1	0	0	0	0		
3	Mr	K. R. Rathnay	AAMF5688D	17818827	Non-Executive - Independent Director	Not Applicable		28-01-1947	No				NA		28-09-2022	05-05-2017	28-09-2022		17.00	1	1	1	1	2			
4	Mr	Ranjana Kataria Sheela	CE8P2952N	08980731	Executive Director	Not Applicable		01-06-1980	No				NA			12-08-2021				1.00	1	0	2	0			
5	Mr	Deepak Shankar Lal Sharma	ANP53929K	01221046	Non-Executive - Non Independent Director	Not Applicable		26-11-1956	No				NA			25-08-2022				2.00	2	0	0	0			
6	Mr	Nubabeh Sarwanil Eka Doshi	ANP53269I	08452650	Non-Executive - Independent Director	Not Applicable		08-05-1935	No				NA			18-10-2022				2.00	1	1	1	1	0		
7	Mr	Satish Chand Mathur	AANP8623H	03641285	Non-Executive - Independent Director	Not Applicable		05-06-1938	No				NA			27-10-2021				1.00	1	1	0	0			

ADD

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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, 2022.
 3. Date of Cessation must be for the current quarter only, i.e. July 1,2022 to September 30, 2022

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	08452630	Nainesh Sumanti Rai Desai	Non-Executive - Independent Director	Member	12-11-2022		
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	08452630	Nainesh Sumanti Rai Desai	Non-Executive - Independent Director	Member	12-11-2022		
4	08286732	Ramjan Kadar Shaikh	Executive Director	Member	11-11-2021	12-11-2022	
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	08452630	Nainesh Sumanti Rai Desai	Non-Executive - Independent Director	Member	12-11-2022		
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							
2							
3							
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						

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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)	Total Number of Directors as on date of the meeting	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
	Add Delete						
1	10-08-2022			Yes	6	6	3
2	30-08-2022	19		Yes	5	5	2
3	14-11-2022	75		Yes	5	5	2
4	21-12-2022	36		Yes	6	6	3
5	27-12-2022	5		Yes	6	6	3

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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	Reason for not providing date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors in the Committee as on date of the meeting	Number of Directors Present (All Directors including Independent Director)	No. of Independent Directors attending the meeting*	No. of members attending the meeting (other than Board of Directors)
1	Audit Committee	10-08-2022				Yes	4	4	3	0
2	Nomination and remuneration committee	30-08-2022	19			Yes	3	3	2	0
3	Stakeholders relationship Committee	30-08-2022				Yes	3	3	2	0
4	Audit Committee	12-11-2022	73			Yes	3	3	2	0
5	Nomination and remuneration committee	12-11-2022				Yes	3	3	2	0
6	Stakeholders relationship Committee	12-11-2022				Yes	3	3	2	0
7	Audit Committee	14-11-2022	1			Yes	3	3	2	0
8	Nomination and remuneration committee	14-11-2022				Yes	3	3	2	0
9	Nomination and remuneration committee	27-12-2022	42			Yes	4	4	3	0

* to be filled in only for the current quarter meetings

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

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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 1000 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	SABA JAMEEL SHAIKH
2	Designation	Company Secretary and Compliance Officer

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Signatory Details	
Name of signatory	SABA JAMEEL SHAIKH
Designation of person	Company Secretary and Compliance Officer
Place	MUMBAI
Date	20-01-2023

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