

	XBRL Excel Utility
1.	<u>Overview</u>
2.	Before you begin
3.	<u>Index</u>
4.	Import XBRL file
5.	Steps for Filing Corporate Governance Report
6.	Fill up the data in excel utility

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
5	Meeting of Committees	Annexure I - Meeting of Committees
6	Related Party Transaction	Annexure I - Related Party Transaction
7	Affirmation	Annexure I - Affirmation
8	Website	Annexure II - Website
9	Annual Affirmation	Annexure II - Annual Affirmation
10	Annual Affirmation Continue	Annexure II -Annual Affirmation Continue
11	Annexure III	Annexure III
12	Signatory Details	Signatory Details

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

Home

Validate

Import XML

General information abo	ut company
Scrip code	524174
NSE Symbol	
MSEI Symbol	
ISIN	INE133C01033
Name of the entity	KESAR PETROPRODUCTS LTD
Date of start of financial year	01-04-2023
Date of end of financial year	31-03-2024
Reporting Quarter	Quarterly
Date of Report	30-06-2023
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

Enter the quarter ended date only

Prev

Next

											Accessor													
										Assess	I to be submitted by lister													
											1. Composition of Boom	of threaters												
		Statement of red	nan ampediar	of board of directors explanatory	Add States																			_
_	Weller to be mit thou a force Opener																							
			Whether Du	Description burefalled to MD or CEO	- 10			1	New Alberta of D	treaters under wedlen 164 of the	Communication States		1											_
Title (Mr./ Ma)	Name of the Circular	PAN	on	Geograp Landinesians	Category 2 of directors	Category S of directors	Date of Birth	Whether the director is disqualities?	Start Date of depublication	and Date of disqualification	Sends of depublishers	Garrant status	Whether special resolution passed? [Sales Reg. 13(14) of Linkog Regulations]	Sale of people special resolution	hitial Date of appointment	Calo of Ro- appointment	Enterel eresites	Tenure of director (in months)	No of Directorship in Dated position	Daired artificies including this Daired antity (Rater	Number of memberships in deally linkerholder Committee (c) including this bird entity (feder Regulation 20(1) of Uniting Regulations)	his of goal of Chairperson in Sudil/ Statesholder Committee hold in Indead antition installing this based antity (Salve Regulation 26(2) of Lining Regulations)	Nation for east providing PAN	Nation for not DN
AM 0	Delate																							
	day linked hors	ammarine.	*********	Non-Executive Independent Streets	See See See See See		13.00.1888								13.13.0008			44.00						
	Cat Manual Resembles	MOROCHI.		San Executive: Non-	Outcome		17.00.1887								00-12-2021									
				Non-Executive Independent																-				
No. 10	Televis	AMPROVED	CC#18627	Streeter	Set Seelingthy		28.00-2907	-					in.	28-09-2022	10:05:2017	29-09-2022		73.00		-	-	-		-
to ter	mian Kadar Duckh	COMPRESS.		Security Streeter	Set Seel colde		22.00.2502						76.		12:08:2021				_					
Mr Dire	onh Shankarial Sharma	ARPROOF	002332046	Non-Executive Non- Independent Greater	Not been builte		29-12-2956						No.		21:04:2022				2					
	nné lumenti fisi sinasi	AMERICAN		Non-Executive Independent	Set Seed wide		08-00-2955								13.13.9073									
U 100	transit Surranti Sul dinasi	AMPOUND TO	0000000	Sentamentur Independent	that bearings to		00-00-1805								13-15-2003			- 10	-	- 1	-			†
																								_

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

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.

Auc	dit 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							

-	rease enter birt. Arter enter	ing bire, realise or committee memo	iers and category 1 or Directors snan de prenned a	utomutumy								
ION	mination and remuneration committee											
			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												
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

	ceholders Relationship C		ers and category 1 or Directors shall be premied at				
			Whether the Stakeholders Relation	onship 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	isk Management Committee									
			Whether the Risk Manage							
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										

	rate Social Responsib		ers and category 2 or birectors shall be presided as				
corpo	rate Journ Responsible	inty committee					
			Whether the Corporate Social Respons				
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							

Oth	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			

Prev



			A	nnexure 1					
- 1	II. Meeting of Board of Directors								
	Disclosure of notes on meeting of board of direct	tors explanatory	Add Not	es					
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	10-02-2023			Yes	7	7	4		
2	23-03-2023	40		Yes	7	7	4		
3	02-05-2023	39		Yes	7	7	4		
4	29-05-2023	26		Yes	7	7	4		
4	Prev Next								

* to be filled in only for the current quarter meetings

Home	Validate

	Annexure 1									
	IV. Meeting of Committees									
Disclosure of notes on meeting of committees explanator						of committees explanatory	Add Notes			
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)	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)
	Add Delete									
1	Audit Committee	10-02-2023				Yes	4	4	3	(
2	Audit Committee	23-03-2023	40			Yes	4	4	3	(
3	Audit Committee	02-05-2023	39			Yes	4	4	3	(
4	Audit Committee Nomination and remuneration	29-05-2023	26			Yes	4	4	3	(
5	committee	23-03-2023				Yes	3	3	3	(
6	committee	29-05-2023	66			Yes	3	3	3	(
	Stakeholders Relationship Committee	29-05-2023				Yes				

* to be filled in only for the current quarter meetings

Home Validate

	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 p	Add Notes				
	Disclosure of notes of material transaction	with related party	Add Notes			
- Dr	av.		Novt			

Home Validate

	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 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				

Prev

Next

Annexure 1				
Sr	Subject	Compliance status		
1	Name of signatory	SABA JAMEEL SHAIKH		
2	Designation	Company Secretary and		

Home

Validate

Signatory Details				
Name of signatory	SABA JAMEEL SHAIKH			
Designation of person	Company Secretary and Compliance Officer			
Place	MUMBAI			
Date	15-07-2023			

Prev