

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. XBRL filing consists of two processes. Firstly generation of XBRL/XML file and upload on BSE e-filing 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 drive.
4. Make sure that you have downloaded the Chrome Browser to view report generated from the utility.
5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the reports can be generated. Please first go through Enable Macro - Manual attached with zip file.

3. Index

1	Details of general information about company
2	Composition of BOD
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4. Steps for Filing Corporate Governance Clause

I. Fill up the data: Navigate to each field of every section in the sheet to provide applicable data. (Data provided will get reflected while filling data.)

- Use paste special command to paste data from other sheet.
- Use "**Home**" button (cntrl + H) to toggle between the sheets.
- Use full screen button to view excel utility in Full screen mode.

II. Validating Sheets: Click on the "**Validate**" button to ensure that the sheet has been properly furnished in proper format. If there are some errors on the sheet, excel utility will prompt you to correct them.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheets". This will ensure that all sheets have been properly filled and validated successfully. If there are some errors on the sheet, excel utility will 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 all sheets have been properly filled and validated successfully. 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 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 in step IV, click on "Upload XML" button and upload generated xml file. On Upload screen provide the required information and browse the file.

5. 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 XBRL/XML file.

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 mandatory.

5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further.

6. Select data from "Dropdown list" wherever applicable.

7. Adding Notes: Click on "Add Notes" button to add notes



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if generated XBRL/XML file to BSE Listing

above.
cal system.
1 Excel utility
e functionalities of Excel Utility works fine.

[General Info](#)

[Annexure I - Compossition of BOD](#)

[Annexure I - Compossition of Committee](#)

[Annexure I - Meeting of BOD](#)

[Annexure I - Meeting of Committees](#)

[Annexure I - Related Party Transaction](#)

[Annexure I - Affirmation](#)

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[Signatory Details](#)

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able data in correct format. (Formats will

een properly filled and also data has been
ou about the same.

sheet" button to ensure that all sheets has
utility will prompt you about the same and
validate all sheets.

essful validation of all sheet is completed.

ate Report" to generate html report.

through Utility, login to BSE Listing Center
/se to select XML file and submit the XML.

erating XML.

s it is a mandatory field.

urther for generating XML.

[Home](#)[Validate](#)

General information about co

Scrip code

Name of the company

Reporting Quarter

Date of Report

Risk management committee

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Company
539265
Amrapali Fincap Limited
Third Quarter
11-01-2016
No

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I. Composition of Board of Directors				
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN
Add Delete				
1	Mr	Hasmukh Arvindbhai Thakkar	ACAPT3555H	00071065
2	Mr	Chirag Yashwant Thakkar	ADMPT4186H	01993020
3	Mr	Saurabh Balkrishna Shah	ADSPS7399R	06583142
4	Mr	Ganpat Motiram Rawal	ADHPR7823E	00190484

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Annexure I

Format to be submitted by listed entity on quarter

Category 1 (Chairperson/ Executive/ Non-Executive/ Independent/ Nominee)	Category 2 (Chairperson/ Executive/ Non-Executive/ Independent/ Nominee)	Category 3 (Chairperson/ Executive/ Non-Executive/ Independent/ Nominee)
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Chairperson	Executive Director	Managing Director
Promoter Director	Non - Independent Director	Non - Executive Director
Non - Executive Director	Independent Director	
Non - Executive Director	Independent Director	

ly basis

Date of appointment in the current term	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity
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19-02-2015		60	1	2
10-04-2015			2	1
30-09-2015		54	2	2
30-09-2015		54	1	1

No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity	
	0
	0
	2
	1

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II. Composition of Committees

Sr	Name Of Committee	Name of Committee members
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[Add](#)[Delete](#)

1	Audit Committee	Mr. Ganpat Motiram Rawal
2	Audit Committee	Mr. Saurabh Balkrishna Shah
3	Audit Committee	Mr. Hasmukh Arvindbhai Thakkar
4	Nomination and remuneration committee	Mr. Ganpat Motiram Rawal
5	Nomination and remuneration committee	Mr. Saurabh Balkrishna Shah
6	Nomination and remuneration committee	Mr. Chirag Yashwant Thakkar
7	Stakeholders Relationship Committee	Mr. Saurabh Balkrishna Shah
8	Stakeholders Relationship Committee	Mr. Ganpat Motiram Rawal
9	Stakeholders Relationship Committee	Mr. Hasmukh Arvindbhai Thakkar

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Annexure 1

Category 1 (Chairperson/ Executive/ Non-Executive/ Independent/ Nominee)	Category 2 (Chairperson/ Executive/ Non-Executive/ Independent/ Nominee)	Category 3 (Chairperson/ Executive/ Non-Executive/ Independent/ Nominee)
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Chairperson	Non - Executive Director	Independent Director
Non - Executive Director	Independent Director	
Executive Director	Managing Director	
Chairperson	Non - Executive Director	Independent Director
Non - Executive Director	Independent Director	
Promoter Director	Non - Independent Director	Non - Executive Director
Chairperson	Non - Executive Director	Independent Director
Non - Executive Director	Independent Director	
Executive Director	Managing Director	

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[Home](#)[Validate](#)**Annexure 1****III. Meeting of Board of Directors**

Sr	Date(s) of meeting (if any) in the previous quarter	Date(s) of meeting (if any) in the relevant quarter
Add Delete		
1	04-09-2015	01-10-2015
2		07-11-2015

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Maximum gap between any two consecutive (in number of days)
37

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[Home](#)[Validate](#)**Annexure 1****IV. Meeting of Committees**

Sr	Name of Committee	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)
Add Delete			
1	Audit Committee	01-10-2015	Yes
2	Audit Committee	07-11-2015	Yes
3	Nomination and remuneration committee	01-10-2015	
4	Stakeholders Relationship Committee	07-11-2015	

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Requirement of Quorum met (details)	Date(s) of meeting of the committee in the previous quarter	Maximum gap between any two consecutive meetings (in number of days)
All the Members were present	04-09-2015	
All the Members were present		37
	04-09-2015	27

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[Home](#)[Validate](#)**Annexure 1****Related Party Transactions****Subject**

Whether prior approval of audit committee obtained

Whether shareholder approval obtained for material RPT

Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee

Any other information to be provided

ev

Compliance status (Yes/No/NA)	
If status is "No" details of non-compliance may be given here.	
Yes	
Yes	
Yes	
	<input type="button" value="Add Notes"/>

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6
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8

Pre

Annexure 1

Affirmations

Subject

The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements)

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015

a. Audit Committee

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.

b. Nomination & remuneration committee

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.

c. Stakeholders relationship committee

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 100 listed entities)

The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.

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.

This report and/or the report submitted in the previous quarter has been placed before Board of Directors. Any comments/observations/advice of Board of Directors may be mentioned here:

Compliance status (Yes/No)
Yes
Yes
Yes
Yes
No
Yes
Yes
Add Notes

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Signatory Details	
Name of signatory	Hasmukh Thakkar
Designation of person	Managing Director
Place	Ahmedabad
Date	11-01-2016

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