

| XBRL Excel Utility | |
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| 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 e-filing of Corporate Governance Report. XBRL filing consists of two processes. Firstly generation of XBRL/XML file and upload of the file to the BSE 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 data is saved. Please first go through Enable Macro - Manual attached with zip file.

3. Index

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| 1 | Details of general information about company |
| 2 | Composition of BOD |
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4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL button.

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. (The data you provide 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 furnished in proper format. If there are some errors on the sheet, excel utility will prompt you with the error message.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheets" button. This will validate all sheets. If 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 successful validation. 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' button.

- 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 excel utility, click on "Upload XML" button and upload generated xml file. On Upload screen provide the required information and browse the file.

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 report.

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 applicable.

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



nce Report

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 - Composition of BOD](#)

[Annexure I - Composition of Committee](#)

[Annexure I - Meeting of BOD](#)

[Annexure I - Meeting of Committees](#)

[Annexure I - Related Party Transaction](#)

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[Annexure II - Annual Affirmation](#)

[Annexure II -Annual Affirmation Continue](#)

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[Signatory Details](#)

utton on General information sheet.

t
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
use to select XML file and submit the XML.

erating XML.

s it is a mandatory field.

urther for generating XML.

[Home](#)[Validate](#)[Import XML](#)

General information about company

| | |
|--|-----------------------------|
| Scrip code | 507836 |
| NSE Symbol | |
| MSEI Symbol | |
| ISIN | INE435D01014 |
| Name of the entity | Mac Charles (India) Limited |
| Date of start of financial year | 01-04-2020 |
| Date of end of financial year | 31-03-2021 |
| Reporting Quarter | Quarterly |
| Date of Report | 31-12-2020 |
| Risk management committee | Not Applicable |
| Market Capitalisation as per immediate previous Financial Year | Top 2000 listed entities |

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**Enter the quarter
ended date only**

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Disclosure of notes on composition

Whether the listed

Whether Ch

| Sr | Title (Mr / Ms) | Name of the Director | PAN | DIN |
|----|-----------------|----------------------|-----|-----|
|----|-----------------|----------------------|-----|-----|

[Add](#)[Delete](#)

| | | | | |
|---|----|--------------------------|------------|----------|
| 1 | Mr | Appiah Palecanda Boppana | AAPPB3437R | 00215646 |
| 2 | Ms | Tanya Girdhar | APYPG3286M | 06641106 |
| 3 | Mr | Suresh Vaswani | ADKPV0390H | 06645434 |
| 4 | Mr | Aditya Virwani | AEDPV9640L | 06480521 |
| 5 | Mr | P R Ramakrishnan | AAQPR4991P | 00055416 |
| 6 | Mr | Sartaj Sewa Singh | AASPS7725E | 01820913 |

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| | | |
|-------------------------------------|-------------------------|-------------------------|
| | | |
| | | |
| | | |
| of board of directors explanatory | Add Notes | |
| Entity has a Regular Chairperson | Yes | |
| Chairperson is related to MD or CEO | No | |
| Category 1 of directors | Category 2 of directors | Category 3 of directors |

| | | |
|--|----------------|--|
| Non-Executive - Independent Director | Chairperson | |
| Non-Executive - Independent Director | Not Applicable | |
| Non-Executive - Independent Director | Not Applicable | |
| Non-Executive - Non Independent Director | Not Applicable | |
| Non-Executive - Non Independent Director | Not Applicable | |
| Executive Director | Not Applicable | |

Annexure I

Annexure I to be submitted by listed entity on qua

I. Composition of Board of Directors

| Date of Birth | Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations] | Date of passing special resolution |
|----------------------|--|---|
|----------------------|--|---|

| | | |
|------------|----|--|
| 04-02-1962 | NA | |
| 24-01-1975 | NA | |
| 17-12-1952 | NA | |
| 12-05-1994 | NA | |
| 19-06-1952 | NA | |
| 27-05-1957 | NA | |

arterly basis

| Initial Date of appointment | Date of Re-appointment | Date of cessation | Tenure of director (in months) |
|------------------------------------|-------------------------------|--------------------------|---------------------------------------|
|------------------------------------|-------------------------------|--------------------------|---------------------------------------|

| | | | |
|------------|------------|--|----|
| 26-08-2000 | 26-09-2019 | | 60 |
| 21-08-2015 | 14-08-2020 | | 60 |
| 30-07-2013 | 30-07-2018 | | 60 |
| 01-12-2016 | 25-09-2017 | | |
| 01-12-2016 | 25-09-2017 | | |
| 26-06-2020 | | | 48 |

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| 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) |
|--|---|---|--|
|--|---|---|--|

| | | | |
|---|---|---|---|
| 1 | 1 | 2 | 2 |
| 1 | 1 | 2 | 0 |
| 1 | 1 | 2 | 0 |
| 1 | 0 | 0 | 0 |
| 1 | 0 | 1 | 0 |
| 1 | 0 | 0 | 0 |

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| |

Note: Please enter DIN. After entering DIN, Name of Committee member

Audit Committee Details

| Sr | DIN Number | Name of Committee members |
|----|------------|---------------------------|
| 1 | 00215646 | Appiah Palecanda Boppana |
| 2 | 00055416 | P R Ramakrishnan |
| 3 | 06641106 | Tanya Girdhar |
| 4 | 06645434 | Suresh Vaswani |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Note: Please enter DIN. After entering DIN, Name of Committee member

Nomination and remuneration committee

| Sr | DIN Number | Name of Committee members |
|----|------------|---------------------------|
| 1 | 00215646 | Appiah Palecanda Boppana |
| 2 | 06641106 | Tanya Girdhar |

| | | |
|----|----------|------------------|
| 3 | 00055416 | P R Ramakrishnan |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Note: Please enter DIN. After entering DIN, Name of Committee member

Stakeholders Relationship Committee

| Sr | DIN Number | Name of Committee members |
|----|------------|---------------------------|
| 1 | 00215646 | Appiah Palecanda Boppana |
| 2 | 06641106 | Tanya Girdhar |
| 3 | 00055416 | P R Ramakrishnan |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Risk Management Committee

| Sr | DIN Number | Name of Committee members |
|----|------------|---------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Note: Please enter DIN. After entering DIN, Name of Committee members

Corporate Social Responsibility Committee

| Sr | DIN Number | Name of Committee members |
|----|------------|---------------------------|
| 1 | 00215646 | Appiah Palecanda Boppana |
| 2 | 06641106 | Tanya Girdhar |
| 3 | 00055416 | P R Ramakrishnan |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Other Committee

| Sr | DIN Number | Name of Committee members |
|----|------------|---------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
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Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

ers and Category 1 of Directors shall be prefilled automatically

Whether the Audit Committee has a Regular Chairperson

| Category 1 of directors | Category 2 of directors |
|--|-------------------------|
| Non-Executive - Independent Director | Chairperson |
| Non-Executive - Non Independent Director | Member |
| Non-Executive - Independent Director | Member |
| Non-Executive - Independent Director | Member |
| | |
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ers and Category 1 of Directors shall be prefilled automatically

Whether the Nomination and remuneration committee has a Regular Chairperson

| Category 1 of directors | Category 2 of directors |
|--------------------------------------|-------------------------|
| Non-Executive - Independent Director | Member |
| Non-Executive - Independent Director | Member |

| | |
|--|--------|
| Non-Executive - Non Independent Director | Member |
| | |
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| | |

ers and Category 1 of Directors shall be prefilled automatically



Whether the Stakeholders Relationship Committee has a Regular Chairperson

| Category 1 of directors | Category 2 of directors |
|--|-------------------------|
| Non-Executive - Independent Director | Member |
| Non-Executive - Independent Director | Member |
| Non-Executive - Non Independent Director | Member |
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Whether the Risk Management Committee has a Regular Chairperson



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| Add Notes |

For this quarter kindly note the following points:

1. Date of Appointment and Date of Cessation (if applicable) must be mandatory.
2. Date of Appointment can be any day upto September 30, 2020.
3. Date of Cessation must be for the current quarter only, i.e. July 1,2020 to September 30, 2020.

| Yes | | |
|---------------------|-------------------|---------|
| Date of Appointment | Date of Cessation | Remarks |
| 22-09-2014 | | |
| 01-12-2016 | | |
| 21-08-2015 | | |
| 30-07-2013 | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| No | | |
|---------------------|-------------------|---------|
| Date of Appointment | Date of Cessation | Remarks |
| 22-09-2014 | | |
| 21-08-2015 | | |

| | | |
|------------|--|--|
| 01-12-2016 | | |
| | | |
| | | |
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| | | |
| | | |
| | | |
| | | |

| No | | |
|---------------------|-------------------|---------|
| Date of Appointment | Date of Cessation | Remarks |
| 22-09-2014 | | |
| 21-08-2015 | | |
| 01-12-2016 | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
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| Category 2 of directors | Remarks |
|-------------------------|---------|
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Next 

orily filled for every Committee.

eptember 30,2020.

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

Disclosure of notes on meeting of board of directors explanatory

[Add Note](#)

| 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 |
|--|---|---|------------------------------|
| Add Delete | | | |
| 1 | 31-07-2020 | | |
| 2 | 11-11-2020 | 102 | |

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* to be filled in only for the current quarter meetings

| | | |
|--|--|--|
| | | |
| | | |

es

| Whether requirement of Quorum met (Yes/No) | Number of Directors present* | No. of Independent Directors attending the meeting* |
|--|------------------------------|---|
|--|------------------------------|---|

| | | |
|-----|---|---|
| Yes | 6 | 3 |
| Yes | 5 | 3 |

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| | | | |
|-----|--|--|--|
| | | | |
| IV. | | | |

| 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) |
|----|-------------------|---|---|
|----|-------------------|---|---|

[Add](#)[Delete](#)

| | | | |
|---|-----------------|------------|-----|
| 1 | Audit Committee | 31-07-2020 | |
| 2 | Audit Committee | 11-11-2020 | 102 |

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* to be filled in only for the current quarter meetings

Annexure 1

Meeting of Committees

Disclosure of notes on meeting of committees explanatory

Add

| Name of other committee | Reason for not providing date | Whether requirement of Quorum met (Yes/No) | Number of Directors present* |
|-------------------------|-------------------------------|--|------------------------------|
|-------------------------|-------------------------------|--|------------------------------|

| | | | |
|--|--|-----|---|
| | | Yes | 4 |
| | | Yes | 4 |

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d Notes

No. of Independent Directors attending the meeting*

| | |
|--|---|
| | 3 |
| | 3 |

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| V. |
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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

Disclosure of notes on related

Disclosure of notes of material transaction

ev

| Compliance status (Yes/No/NA) | If status is "No" details of non-compliance may be given here. |
|----------------------------------|---|
| Yes | |
| Yes | |
| Yes | |
| party transactions | <div style="background-color: #C00000; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Add Notes</div> |
| with related party | <div style="background-color: #C00000; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Add Notes</div> |

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| Sr |
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| 2 |

[Home](#)[Validate](#)**Annexure 1****Affirmations****Subject**

The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015

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 500 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:

ev

Annexure 1**Subject**

Name of signatory

Designation

| Compliance status (Yes/No) |
|----------------------------|
| Yes |
| Yes |
| Yes |
| Yes |
| NA |
| Yes |
| Yes |
| Yes |
| Add Notes |

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| Compliance status |
|---|
| Chandana Naidu |
| Company Secretary and Compliance Officer |

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Signatory Details

| | |
|-----------------------|--|
| Name of signatory | Chandana Naidu |
| Designation of person | Company Secretary and Compliance Officer |
| Place | Bangalore |
| Date | 08-01-2021 |

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