



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](http://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	<a href="#">General Info</a>
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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	524091
NSE Symbol	NOTLISTED
MSEI Symbol	NOTLISTED
ISIN	INE482D01024
Name of the entity	ACRYSIL 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	30-06-2020
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Top 2000 listed entities

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 notes on composition of board of directors explanatory		Add Notes																			
Whether the listed entity has a Regular Chairperson				Yes																	
Whether Chairperson is related to MD or CEO				Yes																	
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether special resolution passed? (Refer Reg. 171(A) 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 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)	Notes for not providing PAN	Notes for not providing DIN	
Add		Delete																			
1	Mr	Chirag A. Parekh	ACIP22947C	00298807	Executive Director	Chairperson	MD	30-08-1969	NA		02-11-2002		01-11-2019			1	0	2	0		
2	Mr	Jagdish R. Naik	AACFN3979P	00030172	Non-Executive - Independent Director	Not Applicable		23-09-1958	NA		29-09-1989		01-04-2019		375	1	1	3	1		
3	Mr	AJR R. Sanghvi	AACPS8665F	00340809	Non-Executive - Independent Director	Not Applicable		04-03-1957	NA		31-01-2000		01-04-2019		245	1	1	3	1		
4	Mr	Pradeep H. Gohil	AGLPG5075C	03022804	Non-Executive - Independent Director	Not Applicable		02-08-1949	NA		28-01-2013		01-04-2019		89	2	2	4	1		
5	Mrs	Senal V. Ambani	AGYFA8932B	02404841	Non-Executive - Independent Director	Not Applicable		19-04-1959	NA		23-05-2016		23-05-2016		49	2	2	5	0		
6	Mr	Rustam N. Mulla	AALPM5714E	00328070	Non-Executive - Independent Director	Not Applicable		20-11-1971	NA		17-03-2020				4	1	1	1	0		

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<b>Annexure 1</b>	
<b>II. Composition of Committees</b>	
Disclosure of notes on composition of committees explanatory	<a href="#" style="background-color: #A52A2A; color: white; padding: 5px 10px; border: 1px solid black;">Add Notes</a>

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 June 30, 2020.  
 3. Date of Cessation must be for the current quarter only, i.e. October 1,2019 to December 31,2019.

**Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	03022804	Pradeep H. Gohil	Non-Executive - Independent Director	Member	23-05-2016		
2	00030172	Jagdish R. Naik	Non-Executive - Independent Director	Chairperson	07-11-2012		
3	00340809	Ajit R. Sanghvi	Non-Executive - Independent Director	Member	07-11-2012		
4	02404841	Sonal V. Ambani	Non-Executive - Independent Director	Member	23-05-2016		
5	00298807	Chirag A. Parekh	Executive Director	Member	26-05-2014		
6	00328070	Rustam N. Mulla	Non-Executive - Independent Director	Member	12-06-2020		
7							
8							
9							
10							

**Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	03022804	Pradeep H. Gohil	Non-Executive - Independent Director	Chairperson	26-05-2014		
2	00030172	Jagdish R. Naik	Non-Executive - Independent Director	Member	07-11-2012		
3	00340809	Ajit R. Sanghvi	Non-Executive - Independent Director	Member	23-05-2016		
4	02404841	Sonal V. Ambani	Non-Executive - Independent Director	Member	23-05-2016		
5	00328070	Rustam N. Mulla	Non-Executive - Independent Director	Member	12-06-2020		
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**

<b>Stakeholders Relationship Committee</b>
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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	00340809	Ajit R. Sanghvi	Non-Executive - Independent Director	Chairperson	07-11-2012		
2	00030172	Jagdish R. Naik	Non-Executive - Independent Director	Member	07-11-2012		
3	02404841	Sonal V. Ambani	Non-Executive - Independent Director	Member	23-05-2016		
4	00298807	Chirag A. Parekh	Executive Director	Member	07-11-2012		
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 prefilled 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	00298807	Chirag A. Parekh	Executive Director	Chairperson	13-03-2014		
2	03022804	Pradeep H. Gohil	Non-Executive - Independent Director	Member	13-03-2014		
3	02404841	Sonal V. Ambani	Non-Executive - Independent Director	Member	23-05-2016		
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						
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9						
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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*	No. of Independent Directors attending the meeting*
	<a href="#">Add</a> <a href="#">Delete</a>					
1	28-01-2020			Yes	5	4
2	17-03-2020	48		Yes	6	5
3	01-06-2020	75		Yes	6	5
4	12-06-2020	10		Yes	6	5

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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)	Number of Directors present*	No. of Independent Directors attending the meeting*
1	Audit Committee	28-01-2020				Yes	5	4
2	Audit Committee	17-03-2020	48			Yes	5	4
3	Audit Committee	12-06-2020	86			Yes	6	5
4	Stakeholders Relationship Committee	28-01-2020				Yes	4	3
5	Stakeholders Relationship Committee	12-06-2020	135			Yes	4	3
6	Corporate Social Responsibility Committee	28-01-2020				Yes	3	2
7	Corporate Social Responsibility Committee	12-06-2020	135			Yes	3	2
8	Nomination and remuneration committee	28-01-2020				Yes	4	4
9	Nomination and remuneration committee	17-03-2020	48			Yes	4	4

\* 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	Yes	
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	Yes	
Disclosure of notes on related party transactions			<a href="#">Add Notes</a>
Disclosure of notes of material transaction with related party			<a href="#">Add Notes</a>

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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 <b>a. Audit Committee</b>	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>b. Nomination &amp; remuneration committee</b>	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>c. Stakeholders relationship committee</b>	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>d. Risk management committee (applicable to the top 500 listed entities)</b>	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	<b>Any comments/observations/advice of Board of Directors may be mentioned here:</b>	<a href="#">Add Notes</a>

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<b>Sr</b>	<b>Subject</b>	<b>Compliance status</b>
1	Name of signatory	Neha Poddar
2	Designation	Company Secretary and Compliance Officer

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### Signatory Details

Name of signatory	Neha Poddar
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	10-07-2020

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