

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

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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	513532
NSE Symbol	NOTLISTED
MSEI Symbol	NOTLISTED
ISIN	INE770A01010
Name of the entity	PRADEEP METALS LIMITED
Date of start of financial year	01-04-2019
Date of end of financial year	31-03-2020
Reporting Quarter	Half Yearly
Date of Report	30-09-2019
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 notes on composition of board of directors explanatory		Add notes																		
Whether the listed entity has a Regular Chairperson				Yes																
Whether Chairperson is related to CEO or CFO				No																
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	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 237 of Listing Regulations)	No. of Independent Directorship in listed entities including this listed entity (Refer Regulation 174B(2) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee including this listed entity (Refer Regulation 242 of Listing Regulations)	No. of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 243 of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN		
1	Mr.	PROFESSY VEDANTANAGARAO	AAJGK0000	00000776	Executive Director	Chairperson	ED	28-11-1955	21-08-2003	17-12-2012			4	1						
2	Mr.	RAJESHKANTH SURESHKANTH JAGANNATHAN	AAJGK02798	00002798	Non-Executive - Non Independent Director	Not Applicable		28-03-1960	21-08-2003	21-08-2012			2	1						
3	Mr.	RAJESH SURESHKANTH JAGANNATHAN	AAJGK0000	00000001	Non-Executive - Non Independent Director	Not Applicable		28-03-1960	21-08-2008	21-08-2012			2	1						
4	Mr.	RAJESH SURESHKANTH JAGANNATHAN	AAJGK0000	00002798	Non-Executive - Non Independent Director	Not Applicable		28-03-1960	21-08-2008	21-08-2012			2	1						
5	Mr.	RAJESH SURESHKANTH JAGANNATHAN	AAJGK0000	00002798	Non-Executive - Independent Director	Not Applicable		28-03-1960	21-08-2008	21-08-2012	04-02-2014		16	2	1	1				
6	Mr.	RAJESHKANTH SURESHKANTH JAGANNATHAN	AAJGK02798	00002798	Non-Executive - Independent Director	Not Applicable		28-03-1960	21-08-2007	21-08-2012			16	2	1	1				
7	Mr.	RAJESH SURESHKANTH JAGANNATHAN	AAJGK0000	00002798	Non-Executive - Independent Director	Not Applicable		28-03-1960	21-08-2007	21-08-2012			16	2	1	1				
8	Mr.	RAJESH SURESHKANTH JAGANNATHAN	AAJGK0000	00002798	Non-Executive - Independent Director	Not Applicable		28-03-1960	21-08-2008	21-08-2012			16	2	1	1				

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, 2019.
3. Date of Cessation must be for the current quarter only, i.e. July 1,2019 to September 30,2019.

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	07969734	KARTICK MAHESHWARI	Non-Executive - Independent Director	Chairperson	10-11-2017		
2	00060015	KEWAL KISHANLAL AGARWAL	Non-Executive - Non Independent Director	Member	14-08-2018		
3	00220956	SURESH GOPAL VAIDYA	Non-Executive - Independent Director	Member	04-09-2014		
4	01565319	JAYAVARDHAN DHAR DIWAN	Non-Executive - Independent Director	Member	13-05-2017		
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	01565319	JAYAVARDHAN DHAR DIWAN	Non-Executive - Independent Director	Chairperson	13-05-2017		
2	00220956	SURESH GOPAL VAIDYA	Non-Executive - Independent Director	Member	14-09-2014		
3	00060015	KEWAL KISHANLAL AGARWAL	Non-Executive - Non Independent Director	Member	14-08-2018		
4	07969734	KARTICK MAHESHWARI	Non-Executive - Independent Director	Member	10-11-2017		
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	00022796	OMPRAKASH KISHANLAL AGARWAL	Non-Executive - Non Independent Director	Chairperson	21-08-2017		
2	00060015	KEWAL KISHANLAL AGARWAL	Non-Executive - Non Independent Director	Member	14-08-2018		
3	00220956	SURESH GOPAL VAIDYA	Non-Executive - Independent Director	Member	04-09-2014		
4							
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	05017190	NEERU PRADEEP GOYAL	Non-Executive - Non Independent Director	Chairperson	29-09-2016		
2	00220956	SURESH GOPAL VAIDYA	Non-Executive - Independent Director	Member	04-09-2014		
3	01565319	JAYAVARDHAN DHAR DIWAN	Non-Executive - Independent Director	Member	13-05-2017		
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						

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)	Number of Directors present*	No. of Independent Directors attending the meeting*
Add Delete						
1	15-05-2019			Yes	8	4
2	10-08-2019	86		Yes	7	4

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* to be filled in only for the current quarter meetings

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Annexure 1

IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory

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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*
	Add	Delete						
1	Audit Committee	15-05-2019				Yes	4	3
2	Audit Committee	10-08-2019	86			Yes	4	3
3	Nomination and remuneration committee	15-05-2019			154	Yes	4	3

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

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Annexure 1		
VI. Affirmations		
Sr	Subject	Compliance :
1	The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015	
2	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015 a. Audit Committee	
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. b. Nomination & remuneration committee	
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee	
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 500 listed entities)	
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.	
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.	
8	This report and/or the report submitted in the previous quarter has been placed before Board of Directors.	
9	Any comments/observations/advice of Board of Directors may be mentioned here:	Add Notes

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Annexure 1		
Sr	Subject	Compliance :
1	Name of signatory	Nivedi
2	Designation	Company Secretary Compliance Officer

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Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website	46(2)	Yes	
2	Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	Yes	
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	Yes	
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	No	Due to illhealth the Chairperson Mr. Omprakash Agarwal was not able
5	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	
Any other information to be provided				Add Notes

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1	Name of signatory	Nivedita Nayak
2	Designation	Company Secretary and Compliance Officer

to attend t

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Signatory Details

Name of signatory	Nivedita Nayak
Designation of person	Company Secretary and Compliance Officer
Place	Navi Mumbai
Date	05-10-2019

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