

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

1	Details of general information about company	General Info
2	Composition of BOD	Annexure I - 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 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	01-04-2020
Date of end of financial year	31-03-2021
Reporting Quarter	Half Yearly
Date of Report	30-09-2020
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 1																				
Annexure 1 to be submitted by listed entity on quarterly basis																				
I. Composition of Board of Directors																				
Disclosure of index on composition of board of directors regulatory																				
Whether the listed entity has a Regular Chairperson																				
Whether Chairperson is related to MD or CEO																				
Sr	Sl. No / PAN	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. 17(4)(c) of Listing Regulation)	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 Regulation)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 17A(2) of Listing Regulation)	Number of memberships in Board/ Committees/ Committees held in listed entities including this listed entity (Refer Regulation 17A(2) of Listing Regulation)	No of past of Chairperson in listed entities including this listed entity (Refer Regulation 17A(2) of Listing Regulation)	Notes for non providing PAN	Notes for non providing DIN
1	MR	RAJASEK VEDRANKAN GOVIL	MRSP0886	00000170	Executive Director	Non-Executive - Non	Chairman	MD	26-11-1955	NA		12-08-2003	17-12-2017		4	1	6	1		
2	MR	REKHA BISHWAN INDIRA	MRD08180	00000001	Independent Director	Non-Executive - Non	Not Applicable		16-01-1974	NA	22-09-2020	25-09-2008			1	0	7	0		
3	MR	NEHA BHARGAV GOEL	MRD08108	00011291	Independent Director	Non-Executive - Non	Not Applicable		12-08-1998	NA		16-05-2009	16-05-2019		1	0	1	0		
4	MR	ANAND GOVIL ANAND	MRD08108	00000061	Non-Executive - Independent Director	Non-Executive - Independent Director	Not Applicable		21-04-1959	NA	16-06-2009	16-06-2009	16-06-2019		07	2	2	2		
5	MR	ANVANSINGH DINESH CHAND	MRD08108	01050281	Non-Executive - Independent Director	Non-Executive - Independent Director	Not Applicable		27-12-1964	NA		11-05-2017			01	2	2	2		
6	MR	MAHITA MANGESHKAR	MRD08108	02060724	Non-Executive - Independent Director	Non-Executive - Independent Director	Not Applicable		11-02-1981	NA		10-11-2017			01	1	1	1		
7	MR	MANOJ NAGPAL VERMA	MRD08108	01062408	Non-Executive - Independent Director	Non-Executive - Independent Director	Not Applicable		03-08-1973	NA		28-12-2018			01	1	1	1		
8	MR	DEHNAV PRADIP GOVIL	MRD08108	01050210	Non-Executive - Independent Director	Non-Executive - Independent Director	Not Applicable		17-08-1984	NA		25-09-2019			1	0	0	0		

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, 2020.
 3. Date of Cessation must be for the current quarter only, i.e. July 1,2020 to September 30 2020

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Audit Committee Details							
Sr	DIN Number	Name of Committee members	Whether the Audit Committee has a Regular Chairperson		Yes	Date of Cessation	Remarks
			Category 1 of directors	Category 2 of directors	Date of Appointment		
1	07969734	KARTICK MAHESHWARI	Non-Executive - Independent Director	Chairperson	10-11-2017		
2	00060015	KEWAL KRISHAN NCHIRIA	Non-Executive - Non Independent Director	Member	25-09-2020		
3	00220956	SURESH GOPAL VAIDYA	Non-Executive - Independent Director	Member	10-08-2019		
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							
Sr	DIN Number	Name of Committee members	Whether the Nomination and remuneration committee has a Regular Chairperson		Yes	Date of Cessation	Remarks
			Category 1 of directors	Category 2 of directors	Date of Appointment		
1	01565319	JAYAVARDHAN DHAR DIWAN	Non-Executive - Independent Director	Chairperson	13-05-2017		
2	00220956	SURESH GOPAL VAIDYA	Non-Executive - Independent Director	Member	10-08-2019		
3	00060015	KEWAL KRISHAN NCHIRIA	Non-Executive - Non Independent Director	Member	25-09-2020		
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							
Sr	DIN Number	Name of Committee members	Whether the Stakeholders Relationship Committee has a Regular Chairperson		Yes	Date of Cessation	Remarks
			Category 1 of directors	Category 2 of directors	Date of Appointment		
1	06962408	NANDITA NAGPAL VDHRA	Non-Executive - Independent Director	Chairperson	04-02-2020		
2	00060015	KEWAL KRISHAN NCHIRIA	Non-Executive - Non Independent Director	Member	25-09-2020		
3	00220956	SURESH GOPAL VAIDYA	Non-Executive - Independent Director	Member	10-08-2019		
4							
5							
6							
7							
8							
9							
10							

Risk Management Committee							
Sr	DIN Number	Name of Committee members	Whether the Risk Management Committee has a Regular Chairperson		Yes	Date of Cessation	Remarks
			Category 1 of directors	Category 2 of directors	Date of Appointment		
1							
2							
3							
4							
5							
6							
7							
8							
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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							
Sr	DIN Number	Name of Committee members	Whether the Corporate Social Responsibility Committee has a Regular Chairperson		Yes	Date of Cessation	Remarks
			Category 1 of directors	Category 2 of directors	Date of Appointment		
1	05017190	NEERU PRADEEP GOYAL	Non-Executive - Non Independent Director	Chairperson	10-08-2019		
2	00220956	SURESH GOPAL VAIDYA	Non-Executive - Independent Director	Member	10-08-2019		
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						
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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	29-06-2020			Yes	7	4
2	03-09-2020	65		Yes	6	3

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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	29-06-2020				Yes	4	3
2	Audit Committee	03-09-2020	65			Yes	3	2

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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	No	Since transaction was with wholly owned subsidiary company shareholders approval
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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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 500 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

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Annexure 1

Sr	Subject	Compliance status
1	Name of signatory	Nivedita Nayak
2	Designation	Company Secretary and 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)	Yes	
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

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Signatory Details

Name of signatory	Nivedita Nayak
Designation of person	Company Secretary and Compliance Officer
Place	Navi Mumbai
Date	07-10-2020

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