



XBRL Excel Utility	
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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 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	01-04-2021
Date of end of financial year	31-03-2022
Reporting Quarter	Quarterly
Date of Report	30-06-2021
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																	No			
Sr	Title (Mr / Ms)	Name of the Director	PAN	DN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether special resolution passed? [Refer Reg. 171A] 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 past 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 DN
Add		Delete																		
1	Mr.	Pradeep Vedprakash Goyal	AASPGM498G	00008370	Executive Director	Chairperson	MD	20-11-1955	NA		12-08-1983		17-12-2020		4	3	6	3		
2	Mr.	Kewal Krishan Nohria	AACFME340G	00060015	Non-Executive - Non Independent Director	Not Applicable		10-01-1932	Yes	25-09-2020	14-04-2008	25-09-2020			1	0	2	0		
3	Mrs.	Neenu Pradeep Goyal	ADKPG798DL	05017190	Non-Executive - Non Independent Director	Not Applicable		07-09-1958	NA		29-01-2009	10-08-2019			1	0	0	0		
4	Mr.	Abhinav Pradeep Goyal	AITPG5761E	08786430	Non-Executive - Non Independent Director	Not Applicable		17-08-1984	NA		25-09-2020				1	0	0	0		
5	Mr.	Suresh Gopal Vaidya	AABPV7590H	00220956	Non-Executive - Independent Director	Not Applicable		01-04-1939	Yes	10-08-2019	24-06-2005	10-08-2019		60	2	2	3	0		
6	Mr.	Jayvishwan Dhar Diwan	AIAPD622H	01565319	Non-Executive - Independent Director	Not Applicable		27-12-1964	NA		11-05-2017			60	1	1	1	0		
7	Mr.	Kartik Maheshwari	AERPM7397F	07969734	Non-Executive - Independent Director	Not Applicable		15-02-1981	NA		10-11-2017			60	1	1	1	1		
8	Ms.	Nandita Nagpal Vohra	AAMPV6190A	06962408	Non-Executive - Independent Director	Not Applicable		03-08-1973	NA		28-12-2018			60	1	1	1	1		

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Actions

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 profiled 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.	07968734	Kartik Mohanbhai	Non-Executive, Independent Director	Chairperson	10-11-2017		
2.	00060015	KawalKishan Nohria	Non-Executive, Non Independent Director	Member	25-09-2020		
3.	00220956	Suresh Sagar Vaidya	Non-Executive, Independent Director	Member	10-08-2019		
4.	01563319	Jayawarthen Dhar Dhan	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 profiled 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.	01563319	Jayawarthen Dhar Dhan	Non-Executive, Independent Director	Chairperson	13-05-2017		
2.	00220956	Suresh Sagar Vaidya	Non-Executive, Independent Director	Member	10-08-2019		
3.	00060015	KawalKishan Nohria	Non-Executive, Non Independent Director	Member	25-09-2020		
4.	07968734	Kartik Mohanbhai	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 profiled 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.	00924408	Nandha Nagaraj Velra	Non-Executive, Independent Director	Chairperson	04-02-2020		
2.	00060015	KawalKishan Nohria	Non-Executive, Non Independent Director	Member	25-09-2020		
3.	00220956	Suresh Sagar Vaidya	Non-Executive, Independent Director	Member	10-08-2019		
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 profiled 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.	00017180	Nema Prabhas Gosai	Non-Executive, Non Independent Director	Chairperson	10-08-2019		
2.	00220956	Suresh Sagar Vaidya	Non-Executive, Independent Director	Member	10-08-2019		
3.	01563319	Jayawarthen Dhar Dhan	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.						
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10.						

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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*
	Add Delete					
1	12-02-2021			Yes	7	3
2	27-05-2021	103		Yes	8	4

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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	12-02-2021				Yes	4	3
2	Audit Committee	27-05-2021	103			Yes	4	4

* to be filled in only for the current quarter meetings

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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	No	Since the transaction is with wholly owned subsidiary shareholders approval not required
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 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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Signatory Details

Name of signatory	Nivedita Nayak
Designation of person	Company Secretary and Compliance Officer
Place	Navi Mumbai
Date	07-07-2021

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