

XBRL Excel Utility	
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5.	Steps for Filing Corporate Governance Report
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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
3	Composition of Committee	Annexure I - Composition of Committee
4	Meeting of BOD	Annexure I - Meeting of BOD
5	Meeting of Committees	Annexure I - Meeting of Committees
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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	522105
NSE Symbol	
MSEI Symbol	
ISIN	INE372E01025
Name of the entity	BIRLA PRECISION TECHNOLOGIES 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

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. 17(1A) 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 24(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	VEDANT BIRLA	BAWP80291D	03327691	Executive Director	Chairperson	MD	25-12-1991	NA		18-08-2016	28-09-2019		36	1	0	2	0		
2	Ms	ROSHNI VILAS GANGAWANE	BDFPG3214F	08403286	Non-Executive - Independent Director	Not Applicable		11-10-1992	NA		28-03-2019	28-09-2019		24	1	1	1	0		
3	Mr	SANTHOSH KUMAR	AIRPK9539R	08686131	Executive Director	Not Applicable		15-02-1971	NA		05-02-2020	28-03-2020		36	1	0	0	0		
4	Ms	KOJIA TIWARI	ATZPT9880F	08689097	Non-Executive - Independent Director	Not Applicable		12-02-1991	NA		05-02-2020	28-03-2020		36	1	1	2	2		
5	Mr	ADITYA	APMPA6584Q	08689116	Non-Executive - Independent Director	Not Applicable		05-07-1982	NA		05-02-2020	28-03-2020		36	1	1	2	0		
6	Ms	YASHIKA JAIN	CBVPJ4793E	08858361	Non-Executive - Independent Director	Not Applicable		25-10-1996	NA		31-08-2020	29-12-2020		36	1	1	1	1		

Annexure 1

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

II. Composition of Committees

Disclosure of roles on composition of committees regulatory

Add Notes

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be populated 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.	0868097	POOJA TIWARI	Non-Executive - Independent Director	Chairperson	10-03-2020		
2.	0840326	YASHIKA JAIN	Non-Executive - Independent Director	Member	31-08-2020		
3.	0868916	ADITYA	Non-Executive - Independent Director	Member	10-03-2020		
4.	0332761	VEDANT BILA	Executive Director	Member	29-03-2019		
5.							
6.							
7.							
8.							
9.							
10.							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be populated 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.	0332761	VEDANT BILA	Executive Director	Member	29-03-2019		
2.	0840326	KOSHIN VILAS GANGAWANE	Non-Executive - Independent Director	Member	29-03-2019		
3.	0868097	POOJA TIWARI	Non-Executive - Independent Director	Chairperson	10-03-2020		
4.	0868916	ADITYA	Non-Executive - Independent Director	Member	10-03-2020		
5.							
6.							
7.							
8.							
9.							
10.							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be populated 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.	0868097	POOJA TIWARI	Non-Executive - Independent Director	Chairperson	10-03-2020		
2.	0840326	KOSHIN VILAS GANGAWANE	Non-Executive - Independent Director	Member	29-03-2019		
3.	0868916	ADITYA	Non-Executive - Independent Director	Member	10-03-2020		
4.	0332761	VEDANT BILA	Executive Director	Member	29-03-2019		
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 populated 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.	0332761	VEDANT BILA	Executive Director	Chairperson	29-03-2019		
2.	0840326	KOSHIN VILAS GANGAWANE	Non-Executive - Independent Director	Member	29-03-2019		
3.	0868097	POOJA TIWARI	Non-Executive - Independent Director	Member	10-03-2020		
4.	0868916	ADITYA	Non-Executive - Independent Director	Member	10-03-2020		
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.						

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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	30-07-2020			Yes	5	3
2	31-08-2020	31		Yes	5	3
3	12-09-2020	11		Yes	6	3
4	09-11-2020	57		Yes	6	3
5	03-12-2020	23		Yes	5	3

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* to be filled in only for the current quarter meetings

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Disclosure of notes on meeting of committees explanatory

[Add Notes](#)

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

1	Audit Committee	30-07-2020				Yes	4	3
2	Audit Committee	31-08-2020	31			Yes	4	3
3	Audit Committee	12-09-2020	11			Yes	4	3
4	Audit Committee	09-11-2020	57			Yes	4	3
5	Nomination and remuneration committee	30-07-2020				Yes	4	3
6	Nomination and remuneration committee	31-08-2020				Yes	4	3
7	Nomination and remuneration committee	09-11-2020				Yes	4	3
8	Stakeholders Relationship Committee	30-07-2020				Yes	4	3
9	Stakeholders Relationship Committee	09-11-2020				Yes	4	3

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* 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	NA	
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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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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Sr	Subject	Compliance status
1	Name of signatory	SANTHOSH KUMAR
2	Designation	Director

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Signatory Details

Name of signatory	SANTHOSH KUMAR
Designation of person	Director
Place	MUMBAI
Date	08-01-2021

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