

Section A Data Extraction: Source Documents Required

Availability & Manual Entry Status

Details of the Listed Entity

S. No.	Field Title	Source Document	Status
1	Corporate Identity Number (CIN)	Form MGT-7 / MGT-7A	✓ Available
2	Name of the Listed Entity	Form MGT-7 / MGT-7A	✓ Available
3	Year of Incorporation	Form MGT-7 / MGT-7A + Certificate of Incorporation	✓ Available
4	Registered Office Address	Form MGT-7 / MGT-7A	✓ Available
5	Corporate Address	Form MGT-7 / MGT-7A + Annual Report	✓ Available
6	E-mail	Annual Report / Corporate Website	✓ Available
7	Telephone	Annual Report / Corporate Documents	✓ Available
8	Website	Annual Report / Corporate Documents	✓ Available
9	Financial Year	Standalone & Consolidated Balance Sheet / P&L Statement	✓ Available
10	Stock Exchanges	Form MGT-7 / MGT-7A + Balance Sheet Header	✓ Available
11	Paid-up Capital	Standalone Balance Sheet	✓ Available

S. No.	Field Title	Source Document	Status
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12	BRSR Contact Person	MANUAL ENTRY	Manual
13	Reporting Boundary	MANUAL ENTRY	Manual
14	Name of Assurance Provider	Auditor's Report + BRSR Assurance Letter	✓ Available
15	Type of Assurance Obtained	BRSR Assurance Letter + Statutory Audit Report	✓ Available

Products/Services

Field Title	Source Document	Status
Main Activity & Business Activity Description (90% Turnover)	GST Sales Summary Report / GST Software	✓ Available
Products/Services with NIC Codes (90% Turnover)	GST Sales Summary Report / GST Software	✓ Available

Operations

Field Title	Source Document	Status
National Locations (Plants & Offices)	GST Portal + Company Operational Records	✓ Available
International Locations (Plants & Offices)	Consolidated Annual Report Notes	✓ Available

Markets Served

Field Title	Source Document	Status
Number of States (National)	MCA Portal / Internal Operations Map	✓ Available
Number of Countries (International)	Consolidated Annual Report / Internal Records	✓ Available
Export Contribution (% of Turnover)	GST Sales Summary + P&L Statement	✓ Available
Types of Customers	Company Website / Annual Report	✓ Available

Employees & Workers Details

Field Title	Source Document	Status
Permanent Employees (Male/Female)	MANUAL ENTRY - HR MIS / HR Master Excel / Payroll System	Manual
Other than Permanent Employees (Male/Female)	MANUAL ENTRY - HR MIS / HR Master Excel / Payroll System	Manual
Permanent Workers (Male/Female)	MANUAL ENTRY - HR MIS / Payroll System / Labour Records	Manual
Other than Permanent Workers (Male/Female)	MANUAL ENTRY - HR MIS / Payroll System / Labour Records	Manual
Differently Abled Employees & Workers	MANUAL ENTRY - HR MIS / HR Records / Compliance Register	Manual

Women Participation & Representation

Field Title	Source Document	Status
Board of Directors (Female Count & %)	Form MGT-7 / MGT-7A + Annual Report	Partial
Key Management Personnel (Female Count & %)	Form MGT-7 / MGT-7A + Annual Report	Partial

Turnover Rates

Field Title	Source Document	Status
Permanent Employee Turnover Rate (3-Year Trend)	MANUAL ENTRY - HR MIS / HR Records / Payroll System	Manual
Permanent Worker Turnover Rate (3-Year Trend)	MANUAL ENTRY - HR MIS / HR Records / Payroll System	Manual

Holding, Subsidiary & Associate Companies

Field Title	Source Document	Status
Names & Shareholding Details	Form MGT-7 / MGT-7A + Consolidated Annual Report	✓ Available
BR Initiatives Participation	MANUAL ENTRY - Internal ESG/BRSR Governance Records	Manual

CSR Applicability

Field Title	Source Document	Status
Turnover (in Rs.)	Standalone P&L Statement	✓ Available
Net Worth (in Rs.)	Standalone Balance Sheet	✓ Available
Net Profit (in Rs.)	Standalone P&L Statement	✓ Available

Transparency & Disclosures – Complaints/Grievances

Field Title	Source Document	Status
Stakeholder-wise Complaint Data (All Principles)	MANUAL ENTRY - Internal Grievance Redressal Register / Complaints Log	Manual

Material Issues & Risk/Opportunity Assessment

Field Title	Source Document	Status
Material Business Conduct Issues	MANUAL ENTRY - Internal ESG/BRSR Materiality Assessment + GPC B Audited Report	Manual

Master Source Document Checklist

Document Name	Type	Status
Form MGT-7 / MGT-7A	Statutory	✓ Available
Certificate of Incorporation	Legal	✓ Available
Standalone Balance Sheet	Financial	✓ Available
Standalone P&L Statement	Financial	✓ Available
Consolidated Balance Sheet	Financial	✓ Available
Consolidated P&L Statement	Financial	✓ Available
Annual Report	Corporate	✓ Available
Auditor's Report	Corporate	✓ Available
BRSR Assurance Letter	Corporate	✓ Available
GST Sales Summary / GST Portal	Operational	✓ Available
GST Registration Details	Operational	✓ Available
Consolidated Annual Report Notes	Financial	✓ Available
MCA Portal Data / Internal Operations Map	Operational	✓ Available
HR MIS / HR Master Excel	HR System	Manual
Internal Grievance Redressal Register	HR/Compliance	Manual

Document Name	Type	Status
Internal ESG/BRSR Materiality Assessment	ESG/Governance	Manual
Internal BRSR Governance Note	ESG/Governance	Manual

Summary Statistics

- ✓ Available (Green): 34 source elements
- ✗ Not Available (Red): 0 source elements
- MANUAL ENTRY (Yellow): 11 source elements

Total documents/elements to collect: 45