

XBRL Excel Utility	
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1. Overview
The excel utility can be used for creating the XBRL/XML file for efiling 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 ( <a href="http://www.listing.bseindia.com">www.listing.bseindia.com</a> ) .

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 <a href="#">General Info</a>
2	Composition of BOD <a href="#">Annexure I - Composition of BOD</a>
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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
<b>I. Fill up the data:</b> 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.
<b>II. Validating Sheets:</b> Click on the " <b>Validate</b> " 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.
<b>III. Validate All Sheets:</b> Click on the " <b>Home</b> " 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.
<b>IV. Generate XML :</b> 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.
<b>V. Generate Report :</b> 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.
<b>VI. Upload XML file to BSE Listing Center:</b> 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	524174
NSE Symbol	
MSEI Symbol	
ISIN	INE133C01033
Name of the entity	KESAR PETROPRODUCTS LTD
Date of start of financial year	01-04-2021
Date of end of financial year	31-03-2022
Reporting Quarter	Half Yearly
Date of Report	30-09-2021
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																			
<b>Disclosure of notes on composition of board of directors exploratory</b>																			
<b>Add Notes</b>																			
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	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of birth	Whether special resolution (Refer Reg. 57(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 Directories in listed entities other than the entity (Refer Regulation 57(1A) of Listing Regulations)	No of independent directors in listed entities other than entity (Refer Regulation 57(1A) of Listing Regulations)	No of memberships in Audit / Stakeholder Committee in listed entities including this listed entity (Refer Regulation 57(1A) of Listing Regulations)	No of post of Chairperson or Vice-Chairperson of listed entities other than the listed entity (Refer Regulation 57(1A) of Listing Regulations)	Notes for next providing PAN
1	Mrs. Neeraj Kumar Arora	089745105C	00000008	Non-Executive - Independent	Not Applicable	22-03-1958	NA			22-12-2018			11					Notes for next providing PAN	
1	Mrs. Neeraj Kumar Arora	089745105C	00000008	Non-Executive - Non	Not Applicable	22-03-1958	NA			22-12-2018			11					Notes for next providing PAN	
1	Mr. Vinay K. Khatri	050931372P	06451483	Non-Executive - Independent	Not Applicable	03-07-1988	NA			06-12-2013			30.07.2014					Notes for next providing PAN	
1	Mr. V. D. Patel	10A045088J	07181827	Non-Executive - Non	Not Applicable	28-01-1957	NA			06-12-2013			32					Notes for next providing PAN	
1	Mr. Girish Prakash Chawla	10A045102K	04886189	Independent Director	Not Applicable	23-02-1967	NA			18-08-2011			0					Notes for next providing PAN	
1	Mr. Girish Prakash Chawla	10A045102K	04886189	Non-Executive - Independent	Not Applicable	23-02-1967	NA			18-08-2011			0					Notes for next providing PAN	
1	Mr. Gurvinder Singh	089745105C	02432331	Independent Director	Not Applicable	21-06-1960	NA			26-01-2011			1					Notes for next providing PAN	
1	Mr. Gurvinder Singh	089745105C	02432331	Non-Executive - Independent	Not Applicable	21-06-1960	NA			26-01-2011			1					Notes for next providing PAN	

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## 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, 2021.
3. Date of Cessation must be for the current quarter only, i.e. July 1,2021 to September 30, 2021

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

## Audit Committee Details

Whether the Audit Committee has a Regular Chairperson					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment
1	01603068	Neelam Yashpal Arora	Non-Executive - Independent Director	Member	12-11-2019
2	07818627	K. D. Fatnani	Non-Executive - Independent Director	Chairperson	30-05-2017
3	06463483	Mohit P. Kaushik	Executive Director	Member	09-12-2013
4					20-07-2021
5					
6					
7					
8					
9					
10					

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

## Nomination and remuneration committee

Whether the Nomination and remuneration committee has a Regular Chairperson					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment
1	01603068	Neelam Yashpal Arora	Non-Executive - Independent Director	Member	12-11-2019
2	07818627	K. D. Fatnani	Non-Executive - Independent Director	Chairperson	30-05-2017
3	01854393	Snehalata D. Sharma	Non-Executive - Non Independent Director	Member	30-05-2015
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 prefilled automatically

## Stakeholders Relationship Committee

Whether the Stakeholders Relationship Committee has a Regular Chairperson					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment
1	01603068	Neelam Yashpal Arora	Non-Executive - Independent Director	Member	12-11-2019
2	07818627	K. D. Fatnani	Non-Executive - Independent Director	Chairperson	30-05-2017
3	06463483	Mohit P. Kaushik	Executive Director	Member	09-12-2013
4					20-07-2021
5					
6					
7					
8					
9					
10					

## Risk Management Committee

Whether the Risk Management Committee has a Regular Chairperson					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment
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 prefilled automatically

## Corporate Social Responsibility Committee

Whether the Corporate Social Responsibility Committee has a Regular Chairperson					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment
1	01603068	Neelam Yashpal Arora	Non-Executive - Independent Director	Chairperson	12-11-2019
2	07818627	K. D. Fatnani	Non-Executive - Independent Director	Member	30-05-2017
3	06463483	Mohit P. Kaushik	Executive Director	Member	09-12-2013
4					20-07-2021
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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## Annexure 1

## III. Meeting of Board of Directors

Disclosure of notes on meeting of board of directors explanatory

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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* (other than Independent Director)	No. of Independent Directors attending the meeting*
1	30-06-2021			Yes	4	2
2	12-08-2021	42		Yes	4	2
3	18-08-2021	5		Yes	6	3

[Add](#)[Delete](#)[Next](#)\* 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* (other than Independent Director)
1	Audit Committee	30-06-2021				Yes	3
2	Audit Committee	12-08-2021	42			Yes	3
3	Stakeholders Relationship Committee	30-06-2021				Yes	2
4	Stakeholders Relationship Committee	12-08-2021				Yes	2

\* to be filled in only for the current quarter meetings

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## Annexure 1

## 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	NA	
Disclosure of notes on related party transactions			<a href="#">Add Notes</a>
Disclosure of notes of material transaction with related party			<a href="#">Add Notes</a>

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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 <b>a. Audit Committee</b>	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>b. Nomination &amp; remuneration committee</b>	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>c. Stakeholders relationship committee</b>	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>d. Risk management committee (applicable to the top 500 listed entities)</b>	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	<b>Any comments/observations/advice of Board of Directors may be mentioned here:</b>	<a href="#">Add Notes</a>

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Sr	Subject	Compliance status
1	Name of signatory	VINJAMURI GOVINDRAJA CHARI
2	Designation	Company Secretary and Compliance Officer

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## Annexure III

III. Affirmations				
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				<a href="#">Add Notes</a>

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## Annexure III

1	Name of signatory	VINJAMURI GOVINDRAJA CHARI
2	Designation	Company Secretary and Compliance Officer

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**Additional Half yearly Disclosure**

Applicability of disclosure	Not Applicable		
		<a href="#">Add Notes</a>	
Reason for Non Applicability			
I. Disclosure of Loans/ guarantees/comfort letters /securities etc.refer note below			
(A)Any loan or any other form of debt advanced by the listed entity directly or indirectly to			
Entity	Aggregate amount advanced during six months	Balance outstanding at the end of six months	
Promoter or any other entity controlled by them			
Promoter Group or any other entity controlled by them			
Directors (including relatives) or any other entity controlled by them			
KMPs or any other entity controlled by them			
(B) Any guarantee / comfort letter (by whatever name called) provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed By			
Entity	Type (guarantee, comfort letter etc.)	Aggregate amount of issuance during six months	Balance outstanding at the end of six months(taking into account any invocation)
Promoter or any other entity controlled by them			
Promoter Group or any other entity controlled by them			
Directors (including relatives) or any other entity controlled by them			
KMPs or any other entity controlled by them			
(C) Any security provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed by			
Entity	Type of security (cash, shares etc.)	Aggregate value of security provided during six months	Balance outstanding at the end of six months
Promoter or any other entity controlled by them			
Promoter Group or any other entity controlled by them			
Directors (including relatives) or any other entity controlled by them			
KMPs or any other entity controlled by them			
(D) Additional Information			<a href="#">Add Notes</a>
II. Affirmations			
Affirmations		Compliance Status	Company Remarks
All loans (or other form of debt), guarantees, comfort letters (by whatever name called) or securities in connection with any loan(s) (or other form of debt) given directly or indirectly by the listed entity to promoter(s),			<a href="#">Add Notes</a>
Name			
Designation			
Place			
Date			

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Signatory Details	
Name of signatory	VINJAMURI GOVINDRAJA CHARI
Designation of person	Company Secretary and Compliance Officer
Place	MUMBAI
Date	19-10-2021

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