

XBRL Excel Utility	
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4.	Import XBRL file
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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 (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
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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 have 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	524174
NSE Symbol	
MSEI Symbol	
ISIN	INE133C01033
Name of the entity	KESAR PETROPRODUCTS LIMITED
Date of start of financial year	01-04-2022
Date of end of financial year	31-03-2023
Reporting Quarter	Quarterly
Date of Report	31-12-2022
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																								
Disclosure of roles on composition of board of directors/expansion				Add Notes																				
Whether the listed entity has a RegCo/Chaperone				Yes																				
Whether Chaperone is related to MD or CEO				No																				
Disqualification of Directors under section 16(4) of the Companies Act, 2013																								
Sr	Title (Mr / Ms)	Name of the Director	PAN	DN	Category 1 of directors	Category 2 of directors	Date of Birth	Whether the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution passed by the Board of Directors (Under section 172(4) 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 which this listed entity holds office including this listed entity (Under Regulation 17A(2) of Listing Regulations)	No. of independent Directorships in listed entities in which this listed entity holds office including this listed entity (Under Regulation 17A(2) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee held in listed entities in which this listed entity holds office (Under Regulation 26(1) of Listing Regulations)	No. of joint of Chaperone to audit of Stakeholder Committee held in listed entities in which this listed entity holds office (Under Regulation 26(1) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
1	Mr.	Nehru Varshali Arora	ABP7411EC	01602008	Non-Executive - Independent Director	Not Applicable	22-03-1959	No					NA	12-11-2019			18.00	3	3	4	2			
2	Mr.	Pratik Vaidya Dwivedi	ABP7437DE	07504665	Non-Executive - Non Independent Chairman	Not Applicable	27-04-1982	No					NA	06-12-2021			1	0	0	0				
3	Mr.	K. D. Sengar	AAAP7360BD	07516127	Non-Executive - Independent	Not Applicable	28-01-1947	No					NA	20-09-2022	20-09-2022		67.70	1	1	2	2			
4	Mr.	Banjan Kadam Shashik	CEB709912L	08060732	Executive Director	Not Applicable	01-06-1980	No					NA	12-08-2021			1	0	2	0				
5	Mr.	Dinesh Chandrapal Sharma	ABP73300E	07511246	Non-Executive - Non Independent	Not Applicable	29-11-1956	No					NA	26-04-2022			2	0	0	0				
6	Mr.	Nishant Surana Sanjay	ABP72486U	08562600	Non-Executive - Independent	Not Applicable	08-05-1990	No					NA	02-11-2022			2.00	0	0	4	0			
7	Mr.	Sethi Chand Mihir	AAH70657BH	07641285	Non-Executive - Independent	Not Applicable	05-06-1958	No					NA	27-12-2022			1.00	1	1	0	0			

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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, 2022.
3. Date of Cessation must be for the current quarter only, i.e. July 1,2022 to September 30 2022

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	Date of Cessation	Remarks
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	08452630	Nainesh Sumanti Rai Desai	Non-Executive - Independent Director	Member	12-11-2022		
4	08286732	Ramjan Kadar Shaikh	Executive Director	Member	11-11-2021		
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	Date of Cessation	Remarks
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	08452630	Nainesh Sumanti Rai Desai	Non-Executive - Independent Director	Member	12-11-2022		
4	08286732	Ramjan Kadar Shaikh	Executive Director	Member	11-11-2021	12-11-2022	
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	Date of Cessation	Remarks
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	08452630	Nainesh Sumanti Rai Desai	Non-Executive - Independent Director	Member	12-11-2022		
4	08286732	Ramjan Kadar Shaikh	Executive Director	Member	11-11-2021		
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	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 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	Date of Cessation	Remarks
1							
2							
3							
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						
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			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)	Total Number of Directors as on date of the meeting	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
1	10-08-2022			Yes	6	6	3
2	30-08-2022	19		Yes	5	5	2
3	14-11-2022	75		Yes	5	5	2
4	21-12-2022	36		Yes	6	6	3
5	27-12-2022	5		Yes	6	6	3

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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)	Total Number of Directors in the Committee as on date of the meeting	Number of Directors Present (All Directors including Independent Director)	No. of Independent Directors attending the meeting*	No. of members attending the meeting (other than Board of Directors)
1	Audit Committee	10-08-2022			Yes		4	4	3	0
2	Nomination and remuneration committee	30-08-2022	19		Yes		3	3	2	0
3	Stakeholders relationship Committee	30-08-2022			Yes		3	3	2	0
4	Audit Committee	12-11-2022	73		Yes		3	3	2	0
5	Nomination and remuneration committee	12-11-2022			Yes		3	3	2	0
6	Stakeholders relationship Committee	12-11-2022			Yes		3	3	2	0
7	Audit Committee	14-11-2022	1		Yes		3	3	2	0
8	Nomination and remuneration committee	14-11-2022			Yes		3	3	2	0
9	Stakeholders relationship Committee	27-12-2022	42		Yes		4	4	3	0

* 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	Yes	
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 1000 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	SABA JAMEEL SHAIKH
2	Designation	Company Secretary and Compliance Officer

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Signatory Details	
Name of signatory	SABA JAMEEL SHAIKH
Designation of person	Company Secretary and Compliance Officer
Place	MUMBAI
Date	20-01-2023

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