

XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
4.	Import XBRL file
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 the same to the BSE India 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 drive.
4. Make sure that you have downloaded the Chrome Browser to view report generated from the utility.
5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the data is saved. Please first go through Enable Macro - Manual attached with zip file.

3. Index

1	Details of general information about company
2	Composition of BOD
3	Composition of Committee
4	Meeting of BOD
5	Meeting of Committees
6	Related Party Transaction
7	Affirmation
8	Website
9	Annual Affirmation
10	Annual Affirmation Continue
11	Annexure III

12	Signatory Details
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4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL button.

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. (Data entered in the sheet will be 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 furnished in proper format. If there are some errors on the sheet, excel utility will prompt you with error messages.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheets" button. This will validate all sheets in the workbook. If all sheets have been properly filled and validated successfully. If there are some errors on the sheet, excel utility will prompt you with error messages. 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. 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' button.

- 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 excel utility, click on "Upload XML" button. On Upload screen provide the required information and browse the generated xml file. On Upload screen provide the required information and browse the generated xml file.

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 XBRL/XML file.

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 applicable.

5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further for generating XBRL/XML file.

6. Select data from "Dropdown list" wherever applicable.

7. Adding Notes: Click on "Add Notes" button to add notes



nce Report

f generated XBRL/XML file to BSE Listing

above.

cal system.

1 Excel utility

2 functionalities of Excel Utility works fine.

[General Info](#)

[Annexure I - Composition of BOD](#)

[Annexure I - Composition of Committee](#)

[Annexure I - Meeting of BOD](#)

[Annexure I - Meeting of Committees](#)

[Annexure I - Related Party Transaction](#)

[Annexure I - Affirmation](#)

[Annexure II - Website](#)

[Annexure II - Annual Affirmation](#)

[Annexure II -Annual Affirmation Continue](#)

[Annexure III](#)

[Signatory Details](#)

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el utility will prompt you about the same
re to validate all sheets.

essful validation of all sheet is completed.

ate Report" to generate html report.

hrough Utility, login to BSE Listing Center
use to select XML file and submit the XML.

erating XML.

s it is a mandatory field.

urther for generating XML.

[Home](#)[Validate](#)[Import XML](#)

General information about company

Scrip code	532340
NSE Symbol	
MSEI Symbol	
ISIN	INE369B01019
Name of the entity	OMNI AXS SOFTWARE LIMITED
Date of start of financial year	01-04-2018
Date of end of financial year	31-03-2019
Reporting Quarter	Quarterly
Date of Report	31-12-2018
Risk management committee	Not Applicable

[Prev](#)[Next](#)

**Enter the quarter
ended date only**

[Home](#)

[Validate](#)

Three empty light blue horizontal bars.

Disclosure of notes on composition

Is there any change in information of board of direc

Wether the listed

Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN
----	-----------------------	----------------------	-----	-----

[Add](#)

[Delete](#)

[Prev](#)

Annex

Annexure I to be submitted by I

I. Composition of B

of board of directors explanatory	Add Notes	
ctors compare to previous quarter	No	
d entity has a Regular Chairperson	No	
Category 1 of directors	Category 2 of directors	Category 3 of directors

Figure I			
listed entity on quarterly basis			
Board of Directors			
Date of appointment in the current term	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity (Refer Regulation 25(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 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

[Home](#)[Validate](#)

Audit Committee Details

Sr	DIN Number	Name of Committee members
1	03496870	A. GOVINDARAJ
2	08113494	V MYTHILI
3	02296815	S.N. MADHAVAN
4		
5		
6		
7		
8		
9		
10		

Nomination and remuneration committee

Sr	DIN Number	Name of Committee members
1	03496870	A GOVINDARAJ
2	08113494	V MYTHILI

3	02296815	S.N. MADHAVAN
4		
5		
6		
7		
8		
9		
10		

Stakeholders Relationship Committee

Sr	DIN Number	Name of Committee members
1	03496870	A GOVINDARAJ
2	08113494	V MYTHILI
3	02296815	S N MADHAVAN
4		
5		
6		
7		
8		
9		
10		

Risk Management Committee

Sr	DIN Number	Name of Committee members
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Corporate Social Responsibility Committee

Sr	DIN Number	Name of Committee members
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Other Committee

Sr	DIN Number	Name of Committee members
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Prev

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Is there any change in information of committees compare to previous quarter

Whether the Audit Committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors
Non-Executive - Independent Director	Chairperson
Non-Executive - Independent Director	Member
Executive Director	Member

Whether the Nomination and remuneration committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors
Non-Executive - Independent Director	Chairperson
Non-Executive - Independent Director	Member

Executive Director	Member



Whether the Stakeholders Relationship Committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors
Non-Executive - Independent Director	Chairperson
Non-Executive - Independent Director	Member
Executive Director	Member



Whether the Risk Management Committee has a Regular Chairperson



Add Notes
Yes

For this quarter kindly note the following points:
 1. Date of Appointment and Date of Cessation (if applicable) mandatorily filled for every Committee.
 2. Date of Appointment can be any day upto December 31, 2018.
 3. Date of Cessation must be for the current quarter October 1, 2018 to December 31, 2018.

No		
Date of Appointment	Date of Cessation	Remarks
27-04-2018		
27-04-2018		
17-07-2018		

No		
Date of Appointment	Date of Cessation	Remarks
27-04-2018		115
27-04-2018		

17-07-2018		114

No		
Date of Appointment	Date of Cessation	Remarks
27-04-2018		
27-04-2018		
17-07-2018		

Category 2 of directors	Remarks

Next 

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[Home](#)[Validate](#)

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)

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

1

14-08-2018

2

14-11-2018

91

[Prev](#)[Next](#)

[Home](#)[Validate](#)

IV. M

Disclosure of notes on m

Sr	Name of Committee	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)
Add Delete			
1	Audit Committee	14-11-2018	Yes
2	Nomination and remuneration committee	14-11-2018	Yes
3	Stakeholders Relationship Committee	14-11-2018	Yes

[Prev](#)

Annexure 1

Meeting of Committees

Meeting of committees explanatory Add Notes

Requirement of Quorum met	Date(s) of meeting of the committee in the previous quarter	Maximum gap between any two consecutive meetings (in number of days)	Name of other committee
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3	14-08-2018	91	
3	14-08-2018	91	
3	14-08-2018	91	

Next

V.
Sr
1
2
3

Pr

Home

Validate

Annexure 1

Related Party Transactions

Subject

Whether prior approval of audit committee obtained

Whether shareholder approval obtained for material RPT

Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee

Disclosure of notes on related

Disclosure of notes of material transactor

ev

Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
NA	
NA	
NA	
party transactions	<div style="text-align: center; background-color: #C00000; color: white; padding: 5px; border-radius: 5px;">Add Notes</div>
with related party	<div style="text-align: center; background-color: #C00000; color: white; padding: 5px; border-radius: 5px;">Add Notes</div>

Next

VI
Sr
1
2
3
4
5
6
7
8
9

← Pre

Sr
1
2

Annexure 1

Affirmations

Subject

The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015.

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015

a. Audit Committee

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.

b. Nomination & remuneration committee

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.

c. Stakeholders relationship committee

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 100 listed entities)

The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.

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.

This report and/or the report submitted in the previous quarter has been placed before Board of Directors.

Any comments/observations/advice of Board of Directors may be mentioned here:

EV

Annexure 1

Subject

Name of signatory

Designation

Compliance status (Yes/No)
Yes
Yes
Yes
Yes
NA
Yes
Yes
Yes
Add Notes

[Next](#)

Compliance status
S N MADHAVAN Company Secretary and Compliance Officer

[Home](#)[Validate](#)

Signatory Details

Name of signatory	S N MADHAVAN
Designation of person	Company Secretary and Compliance Officer
Place	CHENNAI
Date	12-01-2019

[Prev](#)