

XBRL Excel Utility	
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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 file to the BSE 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
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4. Import XBRL file

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

5. Steps for Filing Corporate Governance Report

I. Fill up the data: Navigate to each field of every section in the sheet to provide applic 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 b furnished in proper format. If there are some errors on the sheet, excel utility will prompt y

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All S been properly filled and validated successfully. If there are some errors on the sheet, excel stop validation at the same time. After correction, once again follow the same procedure to

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 succ 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 'Gener

- 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 t and upload generated xml file. On Upload screen provide the required information and brow

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 gene

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 unles

5. Data provided must be in correct format, otherwise Utility will not allow you to proceed f

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

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



nce Report
if generated XBRL/XML file to BSE Listing

above.
cal system.
l Excel utility
e 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](#)

utton on General information sheet.

t
able data in correct format. (Formats will

een properly filled and also data has been
ou about the same.

Sheet" button to ensure that all sheets has
utility will prompt you about the same and
validate all sheets.

essful validation of all sheet is completed.

ate Report" to generate html report.

through 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 AXSSOFTWARE 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	30-06-2020
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

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**Enter the quarter
ended date only**

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

Disclosure of notes on composition

Wether the listed

Whether Ch

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

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

1	Mr	A GOVINDARAJ	AHPPG0562M	03496870
2	Mrs	V MYTHILI	EMKPM8812G	08113494
3	Mr	S N MADHAVAN	AAPPM2859L	02296815
4	Mr	P J SUNDERRAJAN	BXQPS3723L	02639799

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of board of directors explanatory	Add Notes	
Entity has a Regular Chairperson	Yes	
Chairperson is related to MD or CEO	No	
Category 1 of directors	Category 2 of directors	Category 3 of directors

Non-Executive - Independent Director	Chairperson	
Non-Executive - Independent Director	Not Applicable	
Executive Director	Not Applicable	
Non-Executive - Independent Director	Not Applicable	

Annexure I

Annexure I to be submitted by listed entity on qua

I. Composition of Board of Directors

Date of Birth	Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations]	Date of passing special resolution
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03-01-1972	NA	
20-02-1964	NA	
27-08-1965	NA	
11-03-1964	NA	

arterly basis

Initial Date of appointment	Date of Re-appointment	Date of cessation	Tenure of director (in months)
------------------------------------	-------------------------------	--------------------------	---------------------------------------

27-04-2018	30-09-2018		26
27-04-2018	30-09-2018		26
17-07-2018	17-07-2018		23
27-02-2020			4

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 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)
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1	1	2	2
1	1	2	0
1	0	2	0
1	1	2	0

Notes for not providing PAN	Notes for not providing DIN

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Note: Please enter DIN. After entering DIN, Name of Committee members

Audit Committee Details

Sr	DIN Number	Name of Committee members
1	03496870	A GOVINDARAJ
2	08113494	V MYTHILI
3	02639799	P J SUNDERRAJAN
4	02296815	S N MADHAVAN
5		
6		
7		
8		
9		
10		

Note: Please enter DIN. After entering DIN, Name of Committee members

Nomination and remuneration committee

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

3	02639799	P J SUNDERRAJAN
4	02296815	S N MADHAVAN
5		
6		
7		
8		
9		
10		

Note: Please enter DIN. After entering DIN, Name of Committee member

Stakeholders Relationship Committee

Sr	DIN Number	Name of Committee members
1	03496870	A GOVINDARAJ
2	08113494	V MYTHILI
3	02639799	P J SUNDERRAJAN
4	02296815	S N MADHAVAN
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		

Note: Please enter DIN. After entering DIN, Name of Committee members

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		
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Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

ers and Category 1 of Directors shall be prefilled automatically

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
Non-Executive - Independent Director	Member
Executive Director	Member

ers and Category 1 of Directors shall be prefilled automatically

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

Non-Executive - Independent Director	Member
Executive Director	Member

ers and Category 1 of Directors shall be prefilled automatically



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
Non-Executive - Independent Director	Member
Executive Director	Member



Whether the Risk Management Committee has a Regular Chairperson



Add Notes

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 June 30.
 3. Date of Cessation must be for the current quarter 1.2019 to December 31.2019.

Yes		
Date of Appointment	Date of Cessation	Remarks
27-04-2018		
27-04-2018		
27-02-2020		
17-07-2018		

Yes		
Date of Appointment	Date of Cessation	Remarks
27-04-2018		
27-04-2018		

27-02-2020		
17-07-2018		

Yes		
Date of Appointment	Date of Cessation	Remarks
27-04-2018		
27-04-2018		
27-02-2020		
17-07-2018		

Category 2 of directors	Remarks

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plicable) must be

), 2020.

only, i.e. October

[Home](#)[Validate](#)**Annexure 1****III. Meeting of Board of Directors**

Disclosure of notes on meeting of board of directors explanatory

[Add Note](#)

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
	Add	Delete	
1	14-02-2020		
2	27-02-2020	12	

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* to be filled in only for the current quarter meetings



es

Whether requirement of Quorum met (Yes/No)	Number of Directors present*	No. of Independent Directors attending the meeting*
--	------------------------------	---

Yes	4	3
Yes	4	3

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IV.

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)
	Add	Delete	
1	Audit Committee	14-02-2020	
2	Audit Committee	27-02-2020	12
3	Nomination and remuneration committee	14-02-2020	
4	Nomination and remuneration committee	27-02-2020	12
5	Stakeholders relationship Committee	14-02-2020	
6	Stakeholders relationship Committee	27-02-2020	12

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* to be filled in only for the current quarter meetings

Annexure 1

Meeting of Committees

Disclosure of notes on meeting of committees explanatory

Ad

Name of other committee	Reason for not providing date	Whether requirement of Quorum met (Yes/No)	Number of Directors present*
-------------------------	-------------------------------	--	------------------------------

	154	Yes	4
	157	Yes	4
	155	Yes	4
		Yes	4
	156	Yes	4
		Yes	4

d Notes

No. of Independent Directors attending the meeting*

	3
	3
	3
	3
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	3

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Sr
1
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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 transaction

ev

Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
Yes	
NA	
NA	
party transactions	<div style="text-align: center; padding: 5px;"> <input type="button" value="Add Notes"/> </div>
with related party	<div style="text-align: center; padding: 5px;"> <input type="button" value="Add Notes"/> </div>

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Pre

Sr
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2

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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 500 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

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Compliance status
S N MADHAVAN
Company Secretary and Compliance Officer

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Signatory Details	
Name of signatory	S N MADHAVAN
Designation of person	Company Secretary and Compliance Officer
Place	CHENNAI
Date	13-07-2020

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