

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 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
10	Annual Affirmation Continue
11	Annexure III

12	Signatory Details
----	-------------------

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 applicable data. (The data you provide 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 furnished in proper format. If there are some errors on the sheet, excel utility will prompt you with the error message.

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

- 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 file" and upload generated xml file. On Upload screen provide the required information and browse the 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 the report.

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.

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 AXS SOFTWARE LIMITED
Date of start of financial year	01-04-2018
Date of end of financial year	31-03-2019
Reporting Quarter	Yearly
Date of Report	31-03-2019
Risk management committee	Not Applicable

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

**Enter the quarter
ended date only**

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

Disclosure of notes on composition

Wether the listed

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

[Prev](#)

Annex

Annexure I to be submitted by I

I. Composition of B

of board of directors explanatory	Add Notes	
entity has a Regular Chairperson	No	
Category 1 of directors	Category 2 of directors	Category 3 of directors

Non-Executive - Independent Director	Not Applicable	Shareholder Director
Non-Executive - Independent Director	Not Applicable	Shareholder Director
Executive Director	Not Applicable	MD

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)
---	-------------------	--------------------------------	--

27-04-2018		11	1
27-04-2018		11	1
17-07-2018		8	1

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
--	---	------------------------------------

2	2	
2	0	
2	0	

Notes for not providing DIN

Next 

[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

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

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 March 31.2019.
 3. Date of Cessation must be for the current quarter 1.2019 to March 31.2019.

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

Yes		
Date of Appointment	Date of Cessation	Remarks
27-04-2018		136
27-04-2018		137

17-07-2018		138

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

Category 2 of directors	Remarks

Next 

plicable) must be

31, 2019.

only, i.e. January

[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)	Notes for not providing Date
Add Delete			
1	14-11-2018		
2	14-02-2019	91	

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

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

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	14-02-2019	Yes
2	Nomination and remuneration committee	14-02-2019	Yes
3	Stakeholders Relationship Committee	14-02-2019	Yes

[Prev](#)

Annexure 1

IV. 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
---------------------------	---	--	-------------------------

	14-11-2018	91	
	14-11-2018	91	
	14-11-2018	91	

Next

Other Committee

Reson for not providing date

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 transaction

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="background-color: #C00000; color: white; padding: 5px; display: inline-block; border-radius: 5px;">Add Notes</div>
with related party	<div style="background-color: #C00000; color: white; padding: 5px; display: inline-block; border-radius: 5px;">Add Notes</div>

Next

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

Annexure II to be submitted by listed entity at

I. Disclosure on

Sr	Item
1	Details of business
2	Terms and conditions of appointment of independent directors
3	Composition of various committees of board of directors
4	Code of conduct of board of directors and senior management personnel
5	Details of establishment of vigil mechanism/ Whistle Blower policy
6	Criteria of making payments to non-executive directors
7	Policy on dealing with related party transactions
8	Policy for determining 'material' subsidiaries
9	Details of familiarization programmes imparted to independent directors
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances
11	email address for grievance redressal and other relevant details
12	Financial results
13	Shareholding pattern
14	Details of agreements entered into with the media companies and/or their associates
15	New name and the old name of the listed entity
16	Disclosure of notes on website in terms of Listing Regulations explanatory [Text Block]

[Prev](#)

Annexure II

the end of the financial year (for the whole of fin

website in terms of Listing Regulations

Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
No	The Website is under construction and will be updated shortly
No	updated shortly
No	updated shortly
No	updated shortly
No	updated shortly
NA	
No	updated shortly
No	updated shortly
No	updated shortly
No	The Website is under construction and will be updated shortly
No	updated shortly
No	updated shortly
No	updated shortly
No	updated shortly
NA	

Add Notes

Financial year)

Web address

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](#)

II. Annual Affirmations	
Sr	Particulars
1	Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'
2	Board composition
3	Meeting of Board of directors
4	Review of Compliance Reports
5	Plans for orderly succession for appointments
6	Code of Conduct
7	Fees/compensation
8	Minimum Information
9	Compliance Certificate
10	Risk Assessment & Management
11	Performance Evaluation of Independent Directors
12	Composition of Audit Committee
13	Meeting of Audit Committee
14	Composition of nomination & remuneration committee
15	Composition of Stakeholder Relationship Committee
16	Composition and role of risk management committee
17	Vigil Mechanism
18	Policy for related party Transaction
19	Prior or Omnibus approval of Audit Committee for all related party transactions
20	Approval for material related party transactions
21	Composition of Board of Directors of unlisted material Subsidiary
22	Other Corporate Governance requirements with respect to subsidiary of listed entity
23	Maximum Directorship & Tenure
24	Meeting of independent directors
25	Familiarization of independent directors

26	Memberships in Committees
27	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel
28	Disclosure of Shareholding by Non-Executive Directors
29	Policy with respect to Obligations of directors and senior management
Any other information to be provided	

Prev

1	Name of signatory
2	Designation

Annexure II

Regulation Number	Compliance status (Yes/No/NA)
16(1)(b) & 25(6)	Yes
17(1)	Yes
17(2)	Yes
17(3)	Yes
17(4)	NA
17(5)	Yes
17(6)	Yes
17(7)	Yes
17(8)	Yes
17(9)	NA
17(10)	Yes
18(1)	Yes
18(2)	Yes
19(1) & (2)	Yes
20(1) & (2)	Yes
21(1),(2),(3),(4)	NA
22	NA
23(1),(5),(6),(7) & (8)	NA
23(2), (3)	NA
23(4)	NA
24(1)	NA
24(2),(3),(4),(5) & (6)	NA
25(1) & (2)	Yes
25(3) & (4)	Yes
25(7)	Yes

26(1)	Yes
26(3)	Yes
26(4)	Yes
26(2) & 26(5)	Yes

Annexure II

<p>If status is "No" details of non-compliance may be given here.</p>

Add Notes

Next 

--

S.N. MADHAVAN

Company Secretary and Compliance Officer

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

Annexure II		
III. Affirmations		
Sr	Particulars	Compliance status (Yes/No/NA)
1	The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied	NA
Any other information to be provided		Add Notes

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

Annexure II		
1	Name of signatory	S.N. MADHAVAN
2	Designation	Company Secretary and C

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

Signatory Details	
Name of signatory	S.N. MADHAVAN
Designation of person	Company Secretary and Compliance Officer
Place	CHENNAI
Date	15-04-2019

[Prev](#)