

XBRL Excel Utility	
1.	<a href="#">Overview</a>
2.	<a href="#">Before you begin</a>
3.	<a href="#">Index</a>
4.	<a href="#">Steps for Filing - Corporate Governance Report</a>

### 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 reports can be generated. 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. 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 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 to correct them.

**III. Validate All Sheets:** Click on the "**Home**" button. And then click on "Validate All Sheets". This will ensure that all sheets have been properly filled and validated successfully. If there are some errors on the sheet, excel utility will prompt you to correct them and stop validation at the same time. After correction, once again follow the same procedure.

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

#### 5. 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

f 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](#)

**t**  
able data in correct format. (Formats will

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

heet" button to ensure that all sheets has  
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](#)

## General information about

Scrip code
Name of the entity
Date of start of financial year
Date of end of financial year
Reporting Quarter
Date of Report
Risk management committee

[Prev](#)

ut company
532340
<b>OMNI AXS SOFTWARE LIMITED</b>
01-04-2017
31-03-2018
Half Yearly
30-09-2017
Not Applicable

Enter the quarter  
ended date only

Next

[Home](#)

[Validate](#)

Three horizontal light blue bars, likely representing a header or navigation area.

Disclosure of notes on composition

Is there any change in information of board of direc

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

[Add](#)

[Delete](#)

[Prev](#)

**Annexure I**

**Annexure I to be submitted by listed enti**

**I. Composition of Board of D**

of board of directors explanatory	<b>Add Notes</b>	
:tors compare to previous quarter	No	
Category 1 of directors	Category 2 of directors	Category 3 of directors



ty on quarterly basis

irectors

<b>Date of appointment in the current term</b>	<b>Date of cessation</b>	<b>Tenure of director (in months)</b>	<b>No of Directorship in listed entities including this listed entity (Refer Regulation 25(1) of Listing Regulations)</b>
--	------------------------------	---	---

<b>Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations)</b>	<b>No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)</b>	<b>Notes</b>

**Next**

Home

Validate

## II. Compo

Is there any c

Sr	Name Of Committee	Name of Committee members
----	-------------------	---------------------------

Add

Delete

Enter only one committee meml

Prev

## Annexure 1

### Composition of Committees

Disclosure of notes on composition of committees explanatory

**Add Notes**

Change in information of committees compare to previous quarter

No

**Category 1 of directors**

**Category 2 of directors**

**Name of other committee**

**Enter name in one row**

**Next**

Home

Validate

Annexure 1		
III. Meeting of Board of Directors		
Disclosure of notes on meeting of board of directors explanatory		<a href="#">Add Notes</a>
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)
<a href="#">Add</a> <a href="#">Delete</a>		
1	30-05-2017	
2	14-09-2017	106

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	14-09-2017	Yes
2	Nomination and remuneration committee	14-09-2017	Yes
3	Stakeholders Relationship Committee	14-09-2017	Yes

[Prev](#)

**Annexure 1**

**Meeting of Committees**

Meeting of committees explanatory Add Notes

Requirement of Quorum met (details)	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
-------------------------------------	---	--	-------------------------

	30-05-2017	106	
	30-05-2017	106	
	30-05-2017	106	

**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: 10px;">Add Notes</div>
with related party	<div style="text-align: center; background-color: #C00000; color: white; padding: 5px; border-radius: 10px;">Add Notes</div>

**Next**



VI

**Sr**

1

2

3

4

5

6

7

8

9

## 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:**

Compliance status (Yes/No)
Yes
Yes
Yes
Yes
NA
Yes
Yes
Yes
<a href="#">Add Notes</a>

[Next](#)



I.

Sr

1

2

3

4



Pre

Home

Validate

## Annexure III to be submitted by listed entity at the end of 6 months

### Affirmations

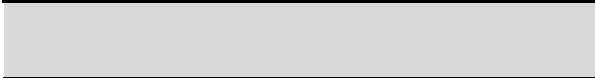
Broad heading
Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website
Presence of Chairperson of Audit Committee at the Annual General Meeting
Presence of Chairperson of the nomination and remuneration committee at the annual general meeting
Whether "Corporate Governance Report" disclosed in Annual Report
<b>Any other information to be provided</b>

ev

**Annexure III**

**after end of financial year along-w**

<b>Regulation Number</b>	<b>Compliance status (Yes/No/NA)</b>
46(2)	Yes
18(1)(d)	Yes
19(3)	Yes
34(3) read with para C of Schedule V	Yes





with second quarter report of next financial year

If status is "No" details of non-compliance may be given here.

Add Notes

Next

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

Signatory Details	
Name of signatory	RAJENDRA JAIN
Designation of person	<b>Compliance Officer</b>
Place	Chennai
Date	15-10-2017

[Prev](#)