

XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
4.	Steps for Filing - Corporate Governance Report

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 on the Center Website (<https://xbml.msei.in>).

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 MSE 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 reports can be generated fine. 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. (Data not 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" button. 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 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. 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 MSE Listing Center: For uploading the XBRL/XML file generated, click on "Upload XML" button. On Upload screen provide the required information and upload the XML 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 generation of 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



Balance Report

of generated XBRL/XML file to MSE Listing

as above.

local system.

an Excel utility

to illustrate the functionalities of Excel Utility works

[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](#)

rt
cable data in correct format. (Formats will

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

sheet" button to ensure that all sheets has
cel utility will prompt you about the same
ure to validate all sheets.

essful validation of all sheet is completed.

erate Report" to generate html report.

ated through Utility, login to MSE Listing
i and browse to select XML file and submit

erating XML.

ss it is a mandatory field.

further for generating XML.

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

General information about company

Scrip code	000000
NSE Symbol	
MSEI Symbol	BALAJIAGRO
ISIN	INE049E01011
Name of the entity	BALAJI AGRO OILS LIMITED
Date of start of financial year	01-04-2019
Date of end of financial year	31-03-2020
Reporting Quarter	Quarterly
Date of Report	31-12-2019
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

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

**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	VALLABHANENI VENKATARAMAIAH	ABIPV7236J	00227148
2	Mr	VALLABHANENI SURAJ KUMAR	ABAPV6984F	00227360
3	Mr	VALLABHANENI BALAJI	ABAPV6982D	00227309
4	Mrs	VALLABHANENI SANGEETHA	AARPV7512M	07437197
5	Mr	GOTTIPATI BAPUJI	AJFPG6315G	00227436
6	Mr	MEDABALIMI BHANU PRASAD	AGEPM6437D	02011885
7	Mr	GOTTIPATI RAMESH BABU	ACYPG9390H	02870978
8	Mr	KANDIMALLA RAVIVARMA	BJNPK6076P	06720182

[Prev](#)

of board of directors explanatory	Add Notes	
Entity has a Regular Chairperson	Yes	
Chairperson is related to MD or CEO	Yes	
Category 1 of directors	Category 2 of directors	Category 3 of directors

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

Annexure I

Annexure I to be submitted by listed entity on qu

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

06-06-1945	NA	
27-05-1968	NA	
29-05-1967	NA	
07-11-1972	NA	
10-07-1966	NA	
24-06-1956	NA	
10-09-1959	NA	
21-07-1969	NA	

arterly basis

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

02-05-1994	01-07-2016		
22-02-1995	01-07-2016		
16-02-1995	01-07-2016		
31-10-2016			
31-10-2016			60
30-01-2014	31-10-2016		60
31-10-2016			60
14-08-2013	31-10-2016		60

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)

1	0	0	0
1	0	0	0
1	0	0	0
1	0	0	0
1	1	1	1
1	1	1	1
1	1	1	0
1	1	1	0

Notes for not providing PAN	Notes for not providing DIN

Next

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

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

Audit Committee Details

Sr	DIN Number	Name of Committee members
1	00227436	GOTTIPATI BAPUJI
2	02011885	MEDABALIMI BHANU PRASAD
3	06720182	KANDIMALLA RAVIVARMA
4	02870978	GOTTIPATI RAMESH BABU
5		
6		
7		
8		
9		
10		

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

Nomination and remuneration committee

Sr	DIN Number	Name of Committee members
1	02011885	MEDABALIMI BHANU PRASAD

2	06720182	KANDIMALLA RAVIVARMA
3	00227436	GOTTIPATI BAPUJI
4	02870978	GOTTIPATI RAMESH BABU
5		
6		
7		
8		
9		
10		

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

Stakeholders Relationship Committee

Sr	DIN Number	Name of Committee members
1	02011885	MEDABALIMI BHANU PRASAD
2	06720182	KANDIMALLA RAVIVARMA
3	00227436	GOTTIPATI BAPUJI
4	02870798	GOTTIPATI RAMESH BABU
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 memb

Corporate Social Responsibility Committee

Sr	DIN Number	Name of Committee members
1	02011885	MEDABALIMI BHANU PRASAD
2	06720182	KANDIMALLA RAVIVARMA
3	02870978	GOTTIPATI RAMESH BABU
4	00227360	VALLABHANENI SURAJ KUMAR
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

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
Non-Executive - Independent 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



Whether the Risk Management Committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors

ers and Category 1 of Directors shall be prefilled automatically



Whether the Corporate Social Responsibility 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

Add Notes

For this quarter kindly note the following points:
 1. Date of Appointment and Date of Cessation must be mandatorily filled for every Commitment.
 2. Date of Appointment can be any day upto 31-10-2019.
 3. Date of Cessation must be for the current quarter.

Yes		
Date of Appointment	Date of Cessation	Remarks
31-10-2016		
30-01-2014		
14-08-2013		
31-10-2016		

Yes		
Date of Appointment	Date of Cessation	Remarks
30-01-2014		

Category 2 of directors	Remarks

Next 

its:
7 (if applicable)
ee.
December 31,
quarter only, i.e.

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

Disclosure of notes on meeting of board of directors explanatory

[Add Not](#)

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	31-07-2019		
2	13-08-2019	12	
3	09-09-2019	26	
4	09-10-2019	29	
5	21-10-2019	11	
6	16-12-2019	55	

[Prev](#)

* 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	8	4
Yes	8	4
Yes	8	4
Yes	8	4
Yes	8	4
Yes	8	4

Next

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

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	31-07-2019	
2	Audit Committee	09-10-2019	69
3	Stakeholders Relationship Committee	31-07-2019	
4	Stakeholders Relationship Committee	09-10-2019	69
5	Nomination and remuneration committee	31-07-2019	
6	Nomination and remuneration committee	09-10-2019	69
7	Corporate Social Responsibility Committee	09-10-2019	

[Prev](#)

* to be filled in only for the current quarter meetings



Notes

No. of Independent Directors attending the meeting*

4
4
4
4
4
4
4
3

Next



Sr
1
2
3



Pre

Home

Validate

Annexure 1

7. 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	Add Notes
with related party	Add Notes

[Next](#)



Sr
1
2
3
4
5
6
7
8
9



Sr
1
2

Home

Validate

Annexure 1

I. 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.
remuneration committee

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

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

Next 

Compliance status
SRIDEVI CHINTADA
Company Secretary and Compliance Officer

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

Signatory Details

Name of signatory	SRIDEVI CHINTADA
Designation of person	Company Secretary and Compliance Officer
Place	Vijayawada
Date	15-01-2020

[Prev](#)