XBRL Excel Utility	
1.	<u>Overview</u>
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 efiling of Corporate Governa

XBRL filling consists of two processes. Firstly generation of XBRL/XML file and upload o Center Website (https://xbrl.msei.in) .

2. Before you begin

The version of Microsoft Excel in your system should be Microsoft Office Excel 2007 and a
 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 lo

4. Make sure that you have downloaded the Chrome Browser to view report generated from 5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the 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 Repor

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 be 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 succe 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 'Generation' 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 t and upload generated xml file. On Upload screen provide the required information and brow

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 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 unless

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

f generated XBRL/XML file to MSE Listing

above.

cal system.i Excel utilitye 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

cable 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.

:hrough Utility, login to MSE Listing Center vse 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 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	Yearly	
Date of Report	31-03-2020	
Risk management committee	Not Applicable	
Market Capitalisation as per immediate previous Financial Year	Any other	

Prev

Next

Enter the quarter ended date only

ome	

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	
l entity has a Regular Chairperson	Yes	
airperson is related to MD or CEO	Yes	
Category 1 of directors	Category 2 of directors	Category 3 of directors

	Chairparsan	
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 qua

I. Composition of Board of Directors

Date of Birth [Refer Reg.	ecial resolution assed? Date of passing special 17(1A) of Listing resolution alations]
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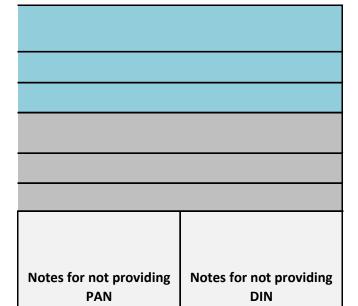
06-06-1945	NA	
27-05-1968	NA	
29-05-1967	NA	
07-11-1972	NA	
10-07-1966	NA	
24-06-1956	NA	
10-09-1959	NA	
21-07-1969	NA	

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

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



Next



Validate

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

Audit	Comr	nittee	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 member

MEDABALIMI BHANU PRASAD

KANDIMALLA RAVIVARMA

 Nomination and remuneration committee

 Sr
 DIN Number
 Name of Committee members

02011885

06720182

1

2

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 member

Stakeholders Relationship 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		

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 membe

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		

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



Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

ers and Category 1 of Directors shall be prefilled automatically

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

Whether the Audit Committee has a Regular Chairperson

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
Non-Executive - Independent Director	Member

ers and Category 1 of Directors shall be prefilled automatically

 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

 Image: Non-Executive - Independent Direct

Whether the Stakeholders Relationship Committee has a Regular 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		

Name of other committee	Category 1 of directors

	For this quarter kindly note the following points:	
	1. Date of Appointment and Date of Cessation (if applicable) must be mandate	
	Committee.	
Add Notes	 Date of Appointment can be any day upto December 31, 2019. Date of Cessation must be for the current quarter only, i.e. October 1,2019 1 	
	3. Date of Cessation must be for the current quarter only, i.e. October 1,2019	

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		
14-08-2013		

31-10-2016	
31-10-2016	

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

Date of Appointment	Date of Cessation	Remarks

Yes		
Date of Appointment	Date of Cessation	Remarks
30-06-2014		
30-06-2014		
30-06-2014		
30-06-2014		

Category 2 of directors	Remarks



rily filled for every

to December 31,2019.

Home Validate

		Α	nnexure 1	
Ш.	III. Meeting of Board of Directors			
	Disclosure of notes on meeting of board of direc	tors explanatory	Add Not	
Sr	Tr 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	09-10-2019			
2	21-10-2019	11		
3	16-12-2019	55		
4	13-02-2020	58		
Pr	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
		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	09-10-2019	
2	Audit Committee	13-02-2020	126
3	Stakenolders Relationship Committee	09-10-2019	
4	Stakenolders Relationship Committee	13-02-2020	126
5	Nomination and remuneration committee	09-10-2019	
6	Nomination and remuneration	13-02-2020	126
7	Corporate Social Responsibility Committee	09-10-2019	
8	Corporate Social Responsibility Committee	13-02-2020	126

Prev

* to be filled in only for the current quarter meetings

1

Annexure 1			
Meeting of Committees	Meeting of Committees		
Disclosure of notes on meeting of committees explanatory			Ado
Name of other committee	Reson for not providing date	Whether requirement of Quorum met (Yes/No)	Number of Directors present*

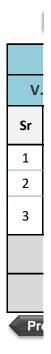
	T1
Yes	4

d Notes

No. of Independent Directors attending the meeting*

4
4
4
4
4
4
4
4

Next



Annexure 1

Related Party Transactions

Validate

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 transactior

Compliance status	If status is "No" details of non-compliance may be
(Yes/No/NA)	given here.
Yes	
NA	
NA	
party transactions	Add Notes
n with related party	Add Notes
	Next

Home

	Appavura II to be submitted by listed antitud	
	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	.0 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	Schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange	
16	New name and the old name of the listed entity	
17	Advertisements as per regulation 47 (1)	
18	Credit rating or revision in credit rating obtained	
19	Separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year	
20	Whether company has provided information under separate section on its website as per Regulation 46(2)	
21	Materiality Policy as per Regulation 30	
22	Dividend Distribution policy as per Regulation 43A (as applicable)	
23	It is certified that these contents on the website of the listed entity are correct	

24 Disclosure of notes on website in terms of Listing Regulations explan	tory [Text Block]
--	-------------------

Prev

Annexure II

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

Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
Yes	
NA	
Yes	
NA	
NA	
Yes	
Yes	
NA	
NA	
Yes	
Yes	
NA	
Yes	

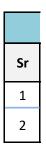
website in terms of Listing Regulations

Add Notes

ancial year)

Web address	
www.baol.in	
www.baol.in	
www.baoi.iii	
www.baol.in	
www.baol.in	
www.baol.in	
www.baol.in	
www.baol.in	





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:

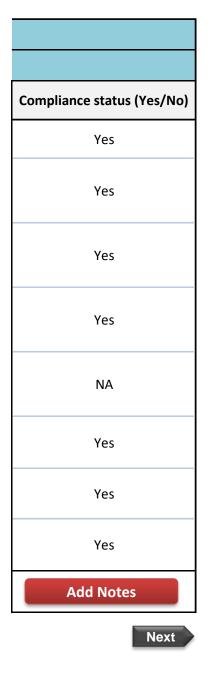
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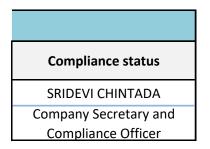
Annexure 1

Subject

Name of signatory

Designation







г

Validate

<u> </u>	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	Quorum of Board meeting
5	Review of Compliance Reports
6	Plans for orderly succession for appointments
7	Code of Conduct
8	Fees/compensation
9	Minimum Information
10	Compliance Certificate
11	Risk Assessment & Management
12	Performance Evaluation of Independent Directors
13	Recommendation of Board
14	Maximum number of Directorships
15	Composition of Audit Committee
16	Meeting of Audit Committee
17	Composition of nomination & remuneration committee
18	Quorum of Nomination and Remuneration Committee meeting
19	Meeting of Nomination and Remuneration Committee
20	Composition of Stakeholder Relationship Committee
21	Meeting of Stakeholders Relationship Committee
22	Composition and role of risk management committee
23	Meeting of Risk Management Committee
24	Vigil Mechanism
25	Policy for related party Transaction
26	Prior or Omnibus approval of Audit Committee for all related party transactions
27	Approval for material related party transactions
28	Disclosure of related party transactions on consolidated basis
29	Composition of Board of Directors of unlisted material Subsidiary

30	Other Corporate Governance requirements with respect to subsidiary of listed entity
31	Annual Secretarial Compliance Report
32	Alternate Director to Independent Director
33	Maximum Tenure
34	Meeting of independent directors
35	Familiarization of independent directors
36	Declaration from Independent Director
37	D & O Insurance for Independent Directors
38	Memberships in Committees
39	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel
40	Disclosure of Shareholding by Non-Executive Directors
41	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), 17(1A) & 17(1B)	Yes
17(2)	Yes
17(2A)	Yes
17(3)	Yes
17(4)	Yes
17(5)	Yes
17(6)	Yes
17(7)	Yes
17(8)	Yes
17(9)	Yes
17(10)	Yes
17(11)	Yes
17A	Yes
18(1)	Yes
18(2)	Yes
19(1) & (2)	Yes
19(2A)	Yes
19(3A)	Yes
20(1), 20(2) & 20(2A)	Yes
20(3A)	Yes
21(1),(2),(3),(4)	Yes
21(3A)	Yes
22	Yes
23(1),(1A),(5),(6),(7) & (8)	Yes
23(2), (3)	Yes
23(4)	Yes
23(9)	Yes
24(1)	NA

24(2),(3),(4),(5) & (6)	NA
24(A)	Yes
25(1)	NA
25(2)	Yes
25(3) & (4)	Yes
25(7)	Yes
25(8) & (9)	Yes
25(10)	NA
26(1)	Yes
26(3)	Yes
26(4)	Yes
26(2) & 26(5)	Yes

Annexure II



Add Notes	
	Next

SRIDEVI CHINTADA	
Company Secretary and Compliance Officer	

 Home
 Validate

 Annexure II

 III. Affirmations

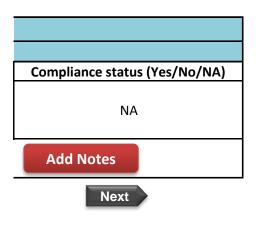
 Sr
 Particulars

 Sr
 The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied

 Any other information to be provided

Prev

	Annexure II
1	Name of signatory
2	Designation



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	15-05-2020

Prev