

XBRL Excel Utility	
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1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of Corporate Governance Report

XBRL filling consists of two processes. Firstly generation of XBRL/XML file and upload of generated XBRL/XML file to BSE Listing 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 system.
4. Make sure that you have downloaded the Chrome Browser to view report generated from Excel utility
5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the functionalities of Excel Utility works fine. Please first go through Enable Macro - Manual attached with zip file.

3. Index

1	Details of general information about company	General Info
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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 in correct format. (Formats 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 properly filled and also data has been furnished in proper format. If there are some errors on the sheet, excel utility will prompt you about the same.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheet" button to ensure that all sheets has been properly filled and validated successfully. If there are some errors on the sheet, excel utility will prompt you about the same and 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 successful validation of all sheet is completed. 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' to generate html 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 Utility, login to BSE Listing Center and upload generated xml file. On Upload screen provide the required information and browse to select XML file and submit the XML.

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 XML.

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 it is a mandatory field.

5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further for generating XML.

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

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

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General information about company

Scrip code	506858
NSE Symbol	NOTLISTED
MSEI Symbol	NOTLISTED
ISIN	INE636P01011
Name of the entity	GUJARAT PETROSYNTHESE LIMITED
Date of start of financial year	01-04-2023
Date of end of financial year	31-03-2024
Reporting Quarter	Quarterly
Date of Report	31-12-2023
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

Enter the quarter
ended date only

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Annexure I

Annexure I to be submitted by listed entity on quarterly basis
I. Composition of Board of Directors

Disclosure of notes on composition of board of directors explanatory																									
																				Add Notes					
Whether the listed entity has a Regular Chairperson																									
																				Yes					
Whether Chairperson is related to MD or CEO																									
																				No					
Disqualification of Directors under section 164 of the Companies Act, 2013																									
Sr	Title (M / W)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution passed? [Refer Reg. 17(2)(a) of Listing Regulations]	Date of passing special resolution	Initial Date of appointment	Date of Re-appointment	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	No of independent Directorships in listed entities including this listed entity (Refer Regulation 17A(1) & 17A(2))	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	Notes for not providing DIN
Ans	Discuse																								
1	Ms	URMI NUTHAKKI PRASAD	AAREP317B	00339482	Executive Director	Not Applicable	MD	26-09-1964	No				Active	NA		01-04-1993	01-04-2022			1	0	1	0		
2	Ms	CHARITA TOKKAR	AADPT0760N	00321561	Executive Director	Not Applicable	MD	01-11-1960	No				Active	NA		28-05-1990	01-04-2022			1	0	1	0		
3	Ms	HALESH SHRESH PABNIK	AADPM4027E	08258755	Non-Executive - Independent Director	Not Applicable		21-11-1960	No				Active	NA		19-10-2018	19-10-2023		69.33	1	1	2	1		
4	Ms	MOHESHWAR GARJE DGLAMBAR	AALP6G886B	00689109	Director	Not Applicable		29-09-1965	No				Active	Yes	29-09-2020	31-10-2007	01-04-2019		117.00	1	1	2	1		
5	Ms	RAGHU VENKATARAMAN	AJFFP9272M	00222383	Non-Executive - Independent Director	Not Applicable		30-09-1966	No				Active	Yes	29-09-2020	21-05-2013	01-04-2019		117.00	1	1	2	0		
6	Ms	PHITROY BLUENORJI MUNDHI	ACRPM481M	10258513	Chairperson	Not Applicable		11-02-1950	No				Active	NA		09-08-2023	09-08-2023		4.21	1	1	2	0		
7	Ms	NUTHAKKI BALENDR PRASAD	ABSPNK312B	00141609	Non-Executive - Non Independent Director	Not Applicable		28-12-1964	No				Active	NA		09-08-2023	09-08-2023		4.21	1	0	4	0		

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Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

[Add Notes](#)

For this quarter kindly note the following points:

1. Date of Appointment and Date of Cessation (if applicable) must be mandatorily filled for every Committee.
2. Date of Appointment can be any day upto September 30, 2022.
3. Date of Cessation must be for the current quarter only, i.e. July 1,2022 to September 30,2022

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

Audit Committee Details

Whether the Audit Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00689103	MORESHWAR GARDE DIGAMBAR	Non-Executive - Independent Director	Chairperson	28-10-2010		
2	08258755	RAJESH SHIRISH PARIKH	Non-Executive - Independent Director	Member	13-11-2019		
3	02012383	RAGHU VENKATARAMAN	Non-Executive - Independent Director	Member	01-02-2014		
4	10256513	PHIROZ BURJORJI MUNSHI	Non-Executive - Independent Director	Member	13-10-2023		
5	00145659	NUTHAKKI RAJENDER PRASAD	Non-Executive - Non Independent Director	Member	13-10-2023		
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

Nomination and remuneration committee

Whether the Nomination and remuneration committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00689103	MORESHWAR GARDE DIGAMBAR	Non-Executive - Independent Director	Chairperson	31-07-2004		
2	08258755	RAJESH SHIRISH PARIKH	Non-Executive - Independent Director	Member	23-06-2020		
3	02012383	RAGHU VENKATARAMAN	Non-Executive - Independent Director	Member	30-05-2015		
4	10256513	PHIROZ BURJORJI MUNSHI	Non-Executive - Independent Director	Member	13-10-2023		
5	00145659	NUTHAKKI RAJENDER PRASAD	Non-Executive - Non Independent Director	Member	13-10-2023		
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

Stakeholders Relationship Committee							
Whether the Stakeholders Relationship Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	08258755	RAJESH SHIRISH PARIKH	Non-Executive - Independent Director	Chairperson	13-11-2019		
2	00319482	URMI NUTHAKKI PRASAD	Executive Director	Member	25-07-2014		
3	02012383	RAGHU VENKATARAMAN	Non-Executive - Independent Director	Member	14-11-2014		
4	00689103	MORESHWAR GARDE DIGAMBAR	Non-Executive - Independent Director	Member	11-02-2022		
5	10256513	PHIROZ BURJORJI MUNSHI	Non-Executive - Independent Director	Member	13-11-2023		
6	00321561	CHARITA THAKKAR	Executive Director	Member	13-11-2023		
7	00145659	NUTHAKKI RAJENDER PRASAD	Non-Executive - Non Independent Director	Member	13-11-2023		
8							
9							
10							

Risk Management Committee							
Whether the Risk Management Committee has a Regular Chairperson							
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility Committee has a Regular Chairperson							

Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Other Committee						
Sr	DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
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10						

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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	Whether requirement of Quorum met (Yes/No)	Total Number of Directors as on date of the meeting	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
1	09-08-2023			Yes	5	5	3
2	13-10-2023	64		Yes	7	7	4
3	13-11-2023	30		Yes	7	7	4

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* to be filled in only for the current quarter meetings

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IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory

[Add Notes](#)

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)	Name of other committee	Reason for not providing date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors in the Committee as on date of the meeting	Number of Directors Present (All Directors including Independent Director)	No. of Independent Directors attending the meeting*	No. of members attending the meeting (other than Board of Directors)
Add Delete										
1	Audit Committee	09-08-2023				Yes	3	3	3	0
2	Audit Committee	13-10-2023	64			Yes	3	3	3	0
3	Audit Committee	13-11-2023	30			Yes	5	5	4	0
4	Stakeholders Relationship Committee	09-08-2023				Yes	4	4	3	0
5	Stakeholders Relationship Committee	13-11-2023	95			Yes	4	4	3	0
6	Nomination and remuneration committee	09-08-2023				Yes	3	3	3	0
7	Nomination and remuneration committee	13-10-2023	64			Yes	3	3	3	0

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* to be filled in only for the current quarter meetings

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V. Related Party Transactions			
Sr	Subject	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Whether prior approval of audit committee obtained	Yes	
2	Whether shareholder approval obtained for material RPT	NA	
3	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Yes	
Disclosure of notes on related party transactions			Add Notes
Disclosure of notes of material transaction with related party			Add Notes

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WI Details of non compliance of prior approval of audit committee obtained
 WI Details of non compliance of shareholder approval obtained for material RPT
 WI Details of non compliance of RPT entered into pursuant to omnibus approval have been reviewed by audit committee
 DI: Disclosure notes on quarterly formats for compliance report on corporate governance
 Disclosure of notes of material transaction with related party

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Details of Cyber security incidence

Whether as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, 2015 there has been cyber security incidents or breaches or loss of data or documents during the quarter

No

Date of the event

Brief details of the event

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VI. Affirmations

Sr	Subject	Compliance status (Yes/No)
1	The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015	Yes
2	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015 a. Audit Committee	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. b. Nomination & remuneration committee	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee	Yes
5	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 1000 listed entities)	NA
6	The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	Yes
7	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.	Yes
8	This report and/or the report submitted in the previous quarter has been placed before Board of Directors.	Yes
9	Any comments/observations/advice of Board of Directors may be mentioned here:	Add Notes

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Sr	Subject	Compliance status
1	Name of signatory	SAGAR PAHARIYA
2	Designation	Company Secretary and Compliance Officer

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Signatory Details

Name of signatory	SAGAR PAHARIYA
Designation of person	Company Secretary and Compliance Officer
Place	MUMBAI
Date	12-01-2024

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