

XBRL Excel Utility	
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1. Overview

The excel utility can be used for creating the XBRL/XML file for 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

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4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL button on General information sheet.

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	503162
NSE Symbol	RELCHEMQ
MSEI Symbol	NOTLISTED
ISIN	INE750D01016
Name of the entity	RELIANCE CHEMOTEX INDUSTRIES LTD.
Date of start of financial year	01-04-2022
Date of end of financial year	31-03-2023
Reporting Quarter	Quarterly
Date of Report	30-06-2022
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Top 2000 listed entities

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			
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether special resolution passed? (Refer Reg. 17(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 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 entity (Refer Regulation 26(1) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
Add		Delete																		
1	Mr	RAMADROSS SRINIVASAN	AAAPR2998A	00238831	Non-Executive - Independent Director	Chairperson		26-10-1946	Yes	07-09-2019	29-10-2013	07-09-2019		93	1	1	1	0		
2	Mr	RAM NIWAS SHARMA	AJPS3706J	00368947	Non-Executive - Independent Director	Not Applicable		29-12-1947	Yes	24-09-2021	09-04-2016	10-02-2021		17	1	1	1	1		
3	Mr	NARAYAN SHROFF	AKEP9742H	05207412	Non-Executive - Independent Director	Not Applicable		06-05-1937	Yes	07-09-2019	14-02-2012	07-09-2019		93	1	1	1	1		
4	Mrs	DIPKA SHROFF	AJRP5073L	00226941	Non-Executive - Non Independent Director	Not Applicable		27-10-1962	NA		10-02-2015	26-09-2015		1	0	0	0	0		
5	Mr	NAND GOPAL KHATAN	AELPK827K	00020588	Non-Executive - Non Independent Director	Not Applicable		31-05-1951	NA		23-08-1977	23-08-1977		6	5	6	3			
6	Mr	SANJIV SHROFF	AKOP6734P	00296008	Executive Director	Not Applicable	MD	17-05-1961	NA		01-09-1988	01-09-2020		1	0	1	1	0		
7	Mr	RAHUL SHROFF	AZDP9444C	02301693	Executive Director	Not Applicable		31-12-1986	NA		28-07-2008	26-09-2021		1	0	0	0	0		
8	Mr	AMEYA SHROFF	COHPS3679A	05311516	Executive Director	Not Applicable		24-08-1990	NA		01-08-2013	01-08-2019		1	0	0	0	0		

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

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

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, 2021.
 3. Date of Cessation must be for the current quarter only, i.e. July 1,2021 to September 30,2021

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	00368947	RAM NIWAS SHARMA	Non-Executive - Independent Director	Chairperson	10-02-2021		
2	05207412	NARAYAN SHROFF	Non-Executive - Independent Director	Member	21-05-2017		
3	00235831	RAMADROSS SRINIVASAN	Non-Executive - Independent Director	Member	29-10-2013		
4	0020588	NAND GOPAL KHATAN	Non-Executive - Non Independent Director	Member	20-04-2002		
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled 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	05207412	NARAYAN SHROFF	Non-Executive - Independent Director	Chairperson	21-05-2017		
2	00368947	RAM NIWAS SHARMA	Non-Executive - Independent Director	Member	11-11-2016		
3	00235831	RAMADROSS SRINIVASAN	Non-Executive - Independent Director	Member	29-10-2013		
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 pre-filled 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	05207412	NARAYAN SHROFF	Non-Executive - Independent Director	Chairperson	10-02-2021		
2	00368947	RAM NIWAS SHARMA	Non-Executive - Independent Director	Member	20-04-2002		
3	00296008	SANJIV SHROFF	Executive Director	Member	31-01-2004		
4							
5							
6							
7							
8							
9							
10							

Risk Management Committee							
Whether the Risk Management 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							
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 pre-filled automatically

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility 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	00368947	RAM NIWAS SHARMA	Non-Executive - Independent Director	Chairperson	30-05-2014	25-05-2022	183
2	00235831	RAMADROSS SRINIVASAN	Non-Executive - Independent Director	Member	10-02-2021	25-05-2022	179
3	02301693	RAHUL SHROFF	Executive Director	Member	30-05-2014	25-05-2022	180
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	00296008	SANJIV SHROFF	FINANCE COMMITTEE	Executive Director	Member	
2	02301693	RAHUL SHROFF	FINANCE COMMITTEE	Executive Director	Member	
3	00368947	RAM NIWAS SHARMA	FINANCE COMMITTEE	Non-Executive - Independent Director	Member	
4						
5						
6						
7						
8						
9						
10						

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)	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
Add Delete						
1	09-02-2022			Yes	7	2
2	25-05-2022	104		Yes	8	3

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* to be filled in only for the current quarter meetings

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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)	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
Add Delete								
1	Audit Committee	09-02-2022				Yes	3	2
2	Audit Committee	25-05-2022	104			Yes	4	3
3	Stakeholders Relationship Committee	09-02-2022				Yes	2	1
4	Stakeholders Relationship Committee	25-05-2022	104			Yes	3	2
5	Nomination and remuneration committee	09-02-2022				Yes	2	2
6	Nomination and remuneration committee	25-05-2022	104			Yes	3	3

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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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Annexure 1

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 500 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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Annexure 1

Sr	Subject	Compliance status
1	Name of signatory	UTKARSH GAUR
2	Designation	Company Secretary and Compliance Officer

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Signatory Details	
Name of signatory	UTKARSH GAUR
Designation of person	Company Secretary and Compliance Officer
Place	UDAIPUR
Date	08-07-2022

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