



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 filing 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](http://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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### 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	01-04-2024
Date of end of financial year	31-03-2025
Reporting Quarter	Quarterly
Date of Report	30-06-2024
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 1

Annexure 1 to be submitted by listed entity on quarterly basis

1. Composition of Board of Directors

Disclosure of votes on composition of board of directors (optional)		Not Applicable		Yes		No		Disqualification of Directors under section 168 of the Companies Act, 2013																		
Whether the listed entity has a Regular Chairperson		Yes		No		No																				
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIR	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? (Under Reg. 173A of Listing Regulations)	Date of passing special resolution	Initial Date of appointment	Date of Re-appointment	Date of cessation	Term of director (in months)	No of Directorship in listed entities including the listed entity (Under Regulation 173A of Listing Regulations)	No of independent Directorship in listed entities including the listed entity (Under Regulation 173A of Listing Regulations)	Number of memberships in Audit Committee/ Related entities (Under Regulation 302) of Listing Regulations)	No of post of Chairperson in Audit Committee/ Related entities (Under Regulation 302) of Listing Regulations)	Reason for Cessation	Notes for not providing PAN	Notes for not providing DIR
1	Mr	RAMANUJAM SUBRAMA	AJPH3264C	03/08/1972	Non Executive - Independent Director	Chairman		28-12-1947	No				Active	NA	14-08-2021	08-08-2024	10-02-2021		01-00	1	1	0	0			
2	Mr	ANIL KISHOREN SANKAR	ANPS2153C	05/11/1984	Non Executive - Independent Director	Not Applicable		14-08-1979	No				Active	NA		01-08-2024	01-08-2024		0-00	1	1	1	0			
3	Ms	SHRUTI SHEELAKSHI NATH	SHRUS232C	09/07/2004	Director	Not Applicable		18-06-2006	No				Active	NA		01-08-2024	01-08-2024		0-00	1	1	0	0			
4	Mr	RAJESH KESHAV BHOOTAN	RAJES181R	06/09/1988	Non Executive - Non Independent Director	Not Applicable		24-05-1988	No				Active	NA		21-08-2022				0	0	0	0			
5	Mr	RAJESH KUMAR SINGH	RAJES0207L	09/02/1988	Non Executive - Non Independent Director	Not Applicable		12-06-1987	No				Active	NA	04-08-2024	01-08-2024				0	0	0	0			
6	Mr	ANIL SHARMA	ANPS6724P	02/06/1968	Executive Director	Not Applicable	MD	12-02-1961	No				Active	NA		01-08-1988	01-08-2021			1	0	0	0			
7	Mr	ANIL SHARMA	ANPS064K	02/01/1983	Executive Director	Not Applicable		26-12-2008	No				Active	NA		26-12-2008	26-12-2021			1	0	0	0			
8	Mr	ANIL SHARMA	COES2412A	05/11/1961	Executive Director	Not Applicable		24-08-1986	No				Active	NA		01-08-2021	01-08-2021			1	0	1	0			

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Address

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 populated 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	0038847	RAM NEWS SHARMA	Non-Executive - Independent Director	Chairperson	05-01-2021		
2	0032088	NAND GOPAL KINCHAN	Non-Executive - Non Independent Director	Member	20-04-2022		
3	10479724	SHRUTI SREEBAG NATHI	Non-Executive - Independent Director	Member	01-04-2024		
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 populated 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	10479724	SHRUTI SREEBAG NATHI	Non-Executive - Independent Director	Chairperson	01-04-2024		
2	0038847	RAM NEWS SHARMA	Non-Executive - Independent Director	Member	11-11-2016		
3	1051319	VIJAY KUMAR NAGAN	Non-Executive - Non Independent Director	Member	01-04-2024		
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 populated 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	0038847	RAM NEWS SHARMA	Non-Executive - Independent Director	Chairperson	01-04-2024		
2	10479724	SHRUTI SREEBAG NATHI	Non-Executive - Independent Director	Member	01-04-2024		
3	0511816	AMEYA SHROFF	Executive Director	Member	01-04-2024		
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 populated 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							
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	0038847	SANDY SHROFF	FINANCE COMMITTEE	Executive Director	Member	
2	0038847	SANDY SHROFF	FINANCE COMMITTEE	Executive Director	Member	
3	0038847	RAM NEWS SHARMA	FINANCE COMMITTEE	Non-Executive - Independent Director	Member	
4						
5						
6						
7						
8						
9						
10						

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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*
<a href="#">Add</a> <a href="#">Delete</a>							
1	30-03-2024			Yes	8	7	3
2	24-05-2024	54		Yes	8	8	3

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\* to be filled in only for the current quarter meetings

**Annexure 1**

**IV. Meeting of Committees**

Disclosure of notes on meeting of committees explanatory

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)
1	Audit Committee	14-02-2024				Yes	4	4	3	0
2	Audit Committee	24-05-2024	99			Yes	3	3	2	0
3	Nomination and remuneration committee	30-03-2024				Yes	3	3	3	0
4	Nomination and remuneration committee	24-05-2024	54			Yes	3	3	2	0
5	Stakeholders Relationship Committee	14-02-2024				Yes	3	3	2	0
6	Stakeholders Relationship Committee	24-05-2024	99			Yes	3	3	2	0

\* to be filled in only for the current quarter meetings

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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
Other details of cyber security incidence or breaches or loss of data event		<a href="#">Add Notes</a>
Number of cyber security incidence or breaches or loss of data event occurred during the quarter		
Sr.	Date of the event	Brief details of the event

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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			<a href="#">Add Notes</a>
Disclosure of notes of material transaction with related party			<a href="#">Add Notes</a>

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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 <b>a. Audit Committee</b>	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>b. Nomination &amp; remuneration committee</b>	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>c. Stakeholders relationship committee</b>	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>d. Risk management committee (applicable to the top 1000 listed entities)</b>	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	<b>Any comments/observations/advice of Board of Directors may be mentioned here:</b>	<a href="#">Add Notes</a>

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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	12-07-2024

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