	XBRL Excel Utility		
1.	Overview		
2.	Before you begin		
3.	Index		
4.	Import XBRL file		
5.	Steps for Filing Corporate Governance Report		
6.	Fill up the data in excel utility		

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 c 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 a 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 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

4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL bi

5. 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 succ 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

- 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 1 and upload generated xml file. On Upload screen provide the required information and brow

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 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

of generated XBRL/XML file to BSE Listing

above.

cal system.

1 Excel utility

e 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

utton on Genenral information sheet.

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.

through Utility, login to BSE Listing Center /se to select XML file and submit the XML.

erating XML.

s it is a mandatory field.

urther for generating XML.

Home

Validate Import XML

General information about company			
Scrip code	524136		
NSE Symbol			
MSEI Symbol			
ISIN	INE417E01010		
Name of the entity	PEE CEE COSMA SOPE LTD.		
Date of start of financial year	01-04-2021		
Date of end of financial year	31-03-2022		
Reporting Quarter	Half Yearly		
Date of Report	30-09-2021		
Risk management committee	Not Applicable		
Market Capitalisation as per immediate previous Financial Year	Any other		

Enter the quarter ended date only

Home	Validate	
		Disclosure of notes on composition

Whether the listed

	Whether Ch				
Sr	Title (Mr / Ms) Name of the Director		PAN	DIN	
	Add	Delete			
1	Mr	Mayank Jain	AAVPJ6448G	00112947	
2	Mr	Ankur Jain	АСРРЈО470Ј	00172356	
3	Mr	Ankit Jain	AFSPJ4488C	05343684	
4	Mr	Nemi Chandra Jain	ABFPJ0025N	00172406	
5	Mr	Amar Singh Rajput	AFQPR0892G	00172301	
6	Mrs	Babita Agarwal	AAUPA2775Q	07101475	
7	Mr	Anil Gupta	AAEPG6322R	00283431	

Prev

of board of directors explanatory	Add Notes	
l entity has a Regular Chairperson	Yes	
airperson is related to MD or CEO	No	
Category 1 of directors	Category 2 of directors	Category 3 of directors

Executive Director	Chairperson	
Executive Director	Not Applicable	
Executive 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 Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations] Date of passing special resolution

13-11-1976	NA	
30-09-1979	NA	
26-10-1986	NA	
25-04-1940	Yes	24-09-2018
01-01-1940	Yes	24-09-2018
25-11-1966	NA	
09-09-1950	NA	

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

30-08-2019		
30-08-2019		
20-10-2020		
27-07-2005	01-04-2019	90
27-01-2006	01-04-2019	90
25-03-2015	25-03-2020	78
14-11-2014	14-11-2019	82

			-
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	1	0
1	0	1	0
1	0	0	0
1	1	2	2
1	1	1	0
1	1	2	0
1	1	0	0

Notes for not providing PAN	Notes for not providing DIN

Next



Validate

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

Audit Committee Details

Sr	DIN Number	Name of Committee members
1	00172406	Nemi Chandra Jain
2	00172301	Amar Singh Rajput
3	00172356	Ankur Jain
4	07101475	Babita Agarwal
5		
6		
7		
8		
9		
10		

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

Nomination and remuneration committee		
Sr	DIN Number	Name of Committee members
1	00172406	Nemi Chandra Jain

2	00172301	Amar Singh Rajput
3	00283431	Anil Gupta
4	07101475	Babita Agarwal
5		
6		
7		
8		
9		
10		

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

Sr	DIN Number	Name of Committee members
1	00172406	Nemi Chandra Jain
2	07101475	Babita Agarwal
3	00112947	Mayank Jain
4		
5		
6		
7		
8		
9		
10		

Stakeholders Relationship Committee

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	00172301	Amar Singh Rajput
2	07101475	Babita Agarwal
3	05343684	Ankit Jain
4		
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		



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
Executive 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
Executive Director	Member

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 2 of directors
Chairperson
Member
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 appointment and attended for every Committee.
2. Date of Appointment can be any day upto Septem

3. Date of Cessation must be for the current quarter to September 30,2021

Yes		
Date of Appointment	Date of Cessation	Remarks
15-10-2012		
15-10-2012		
30-08-2019		
20-10-2020		

Yes		
Date of Appointment	Date of Cessation	Remarks
14-04-2007		

14-04-2007	
14-11-2014	
20-10-2020	

Yes		
Date of Appointment	Date of Cessation	Remarks
31-10-2005		
20-10-2020		
01-04-2020		

Date of Appointment	Date of Cessation	Remarks

Yes		
Date of Appointment	Date of Cessation	Remarks
26-05-2018		
26-05-2018		
20-10-2020		

Category 2 of directors	Remarks



plicable) must be

uber 30, 2021. only, i.e. July 1,2021

	Home Validate		
	Meeting of Board of Directors		
	Disclosure of notes on meeting of board of directors explanatory		
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)		
	Add Delete		
1	13-04-2021		
2	25-06-2021	72	
3	11-08-2021	46	
Pr	ev		

* to be filled in only for the current quarter meetings

Annexure 1			
Add Notes			
Notes for not providing Date	Whether requirement of Quorum met (Yes/No)	Number of Directors present* (other than Independent Director)	No. of Independent Directors attending the meeting*
	Yes	3	3
	Yes	3	4
	Yes	3	4

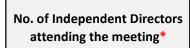
Next

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)
		-	
1	Audit Committee	13-04-2021	
2	Audit Committee	25-06-2021	72
3	Audit Committee	11-08-2021	46
4	Nomination and remuneration committee	11-08-2021	
5	Corporate Social Responsibility Committee	11-08-2021	
6	Stakeholders Relationship Committee	15-04-2021	
7	Stakeholders Relationship Committee	17-05-2021	
8	Stakeholders Relationship Committee	17-06-2021	
9	Stakeholders Relationship Committee	22-07-2021	
10	Stakeholders Relationship Committee	14-09-2021	

* to be filled in only for the current quarter meetings

Annexure 1			
IV. Meeting of Committees			
Disclosure of notes on meeting of committees explanator			
Name of other committee	Reson for not providing date	Whether requirement of Quorum met (Yes/No)	Number of Directors present* (other than Independent Director)

Yes	1
Yes	1
Yes	1
Yes	0
Yes	1
	1
Yes	1



3
3
3
4
2
2
2
2
2
2

V. Sr 1 2 3

Home	Validate

Annexure 1

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

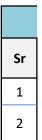
Disclosure of notes on related

Disclosure of notes of material transaction

ev

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





Η	-	 -
	[0]	
	<u> </u>	<u> </u>

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.

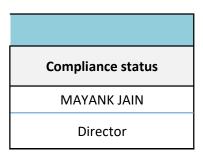
This report and/or the report submitted in the previous quarter has been placed before Board of Directors.

Any comments/observations/advice of Board of Directors may be mentioned here:

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Annexure 1
Subject
Name of signatory
Designation

Compliance status (Yes/No)
Yes
Yes
Yes
Yes
NA
Yes
Yes
Yes
Add Notes
Next



Home	Validate

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111.	Affirmations
Sr	Particulars
1	Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website
2	Presence of Chairperson of Audit Committee at the Annual General Meeting
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting
5	Whether "Corporate Governance Report" disclosed in Annual Report
	Any other information to be

Prev

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1	Name of signatory
2	Designation

Annexure III	
Regulation Number	Compliance status (Yes/No/NA)
46(2)	Yes
18(1)(d)	Yes
19(3)	Yes
20(3)	Yes
34(3) read with para C of Schedule V	Yes
provided	

Annexure III

If status is "No" details of non-compliance may be given here.
Add Notes
Next

MAYANK JAIN		
Director		

Home	Va
	-

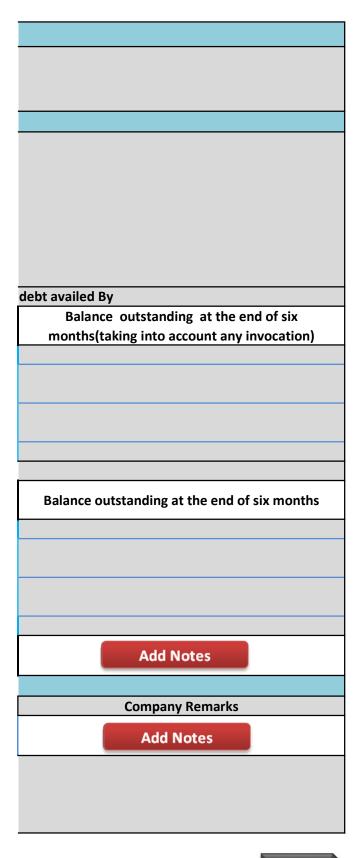
/alidate

Applicability of disclosure
Reason for Non Applicability
I. Disclosure of Loans/ guarantees/comfort letters /
(A)Any loan or any other form of debt advanced by the li
Entity Promoter or any other entity controlled by them
Tomoter of any other entity controlled by them
Promoter Group or any other entity controlled by them
Directors (including relatives) or any other entity
controlled by them
KMPs or any other entity controlled by them
(B) Any guarantee / comfort letter (by whatever name ca
Entity
Promoter or any other entity controlled by them
Promoter Group or any other entity controlled by
them
Directors (including relatives) or any other entity
controlled by them
KMPs or any other entity controlled by them
(C) Any security provided by the listed entity directly or i
Entity
Promoter or any other entity controlled by them
Promoter Group or any other entity controlled by
them
Directors (including relatives) or any other entity
controlled by them
KMPs or any other entity controlled by them
(D) Additional Information
II. Affirmations
Affirma
All loans (or other form of debt), guarantees, comfort lett
connection with any loan(s) (or other form of debt) given
Name
Designation
Place
Date

Prev

Additional Half yearly Disclosure		
Not Applicable		
Add Notes		
ecurities etc.refer note below		
sted entity directly or indirectly to		
Aggregate amount advanced during six months	Balance outstanding at the end of six months	
lied) provided by the listed entity directly or indirecti	y, in connection with any loan(s) or any other form of	
Type (guarantee, comfort letter etc.)	Aggregate amount of issuance during six months	
ndirectly, in connection with any loan(s) or any other		
Type of security (cash, shares etc.)	Aggregate value of security provided during six	
	months	

ions	Compliance Status
ers (by whatever name called) or securities in	
lirectly or indirectly by the listed entity to	



Next

Home Validate

Signatory Details	
Name of signatory	MAYANK JAIN
Designation of person	Director
Place	DELHI
Date	20-10-2021

