

XBRL Excel Utility	
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2.	Before you begin
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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 e-filing of Corporate Governance Report. XBRL filling consists of two processes. Firstly generation of XBRL/XML file and upload on BSE e-filing 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 drive.
4. Make sure that you have downloaded the Chrome Browser to view report generated from the utility.
5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the data is saved. 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
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8	Website
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4. Import XBRL file

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

5. Steps for Filing Corporate Governance Report

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 b 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 'Gener

- 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 t 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

if 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](#)

button on General information sheet.

table data in correct format. (Formats will

been properly filled and also data has been
you about the same.

sheet" button to ensure that all sheets has
utility will prompt you about the same and
validate all sheets.

successful validation of all sheet is completed.

Generate Report" to generate html report.

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

generating XML.

as it is a mandatory field.

further 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

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**Enter the quarter
ended date only**

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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	ACPPJ0470J	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

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of board of directors explanatory	Add Notes	
entity has a Regular Chairperson	Yes	
Chairperson 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
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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	

Quarterly 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

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

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 member

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 members

Stakeholders Relationship Committee		
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		

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 member

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		
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8		
9		
10		

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Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

ers and Category 1 of Directors shall be prefilled automatically

Whether the Audit Committee has a Regular Chairperson

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

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



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
Executive Director	Member

Add Notes

For this quarter kindly note the following points:

1. Date of Appointment and Date of Cessation (if applicable) 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 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		

Category 2 of directors	Remarks

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plicable) must be

ber 30, 2021.

only, i.e. July 1,2021

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III. 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

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* 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

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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

V.
Sr
1
2
3
Pre

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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-compliance may be given here.
Yes	
Yes	
Yes	
party transactions	<div style="background-color: #C00000; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Add Notes</div>
with related party	<div style="background-color: #C00000; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Add Notes</div>

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VI

Sr

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9

Pre



Sr

1

2

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:

ev

Annexure 1

Subject

Name of signatory

Designation

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

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Compliance status
MAYANK JAIN
Director

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III. 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	

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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

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MAYANK JAIN
Director

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Applicability of disclosure
Reason for Non Applicability
I. Disclosure of Loans/ guarantees/comfort letters /s
(A) Any loan or any other form of debt advanced by the listed
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
(B) Any guarantee / comfort letter (by whatever name called)
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 indirectly
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
Affirmation
All loans (or other form of debt), guarantees, comfort letters in connection with any loan(s) (or other form of debt) given or received
Name
Designation
Place
Date

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Additional Half yearly Disclosure

Not Applicable	
Add Notes	

securities etc.refer note below

sted entity directly or indirectly to

Aggregate amount advanced during six months	Balance outstanding at the end of six months

lled) provided by the listed entity directly or indirectly, 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 form of debt availed by

Type of security (cash, shares etc.)	Aggregate value of security provided during six months

Compliance Status

ions

ers (by whatever name called) or securities in directly or indirectly by the listed entity to

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Signatory Details

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

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