

XBRL Excel Utility	
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5.	Steps for filing Shareholding Pattern
6.	Fill up the Shareholding Pattern

1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of Shareholding pattern XBRL filing consists of two processes. Firstly Shareholding pattern, and upload of generated XBRL/XML file to BSE Listing

2. Before you begin

1. The version of Microsoft Excel in your system should be Microsoft Office
2. The system should have a file compression software to unzip excel utility
3. Make sure that you have downloaded the latest Excel Utility from BSE V
4. Make sure that you have downloaded the Chrome Browser to view reports
5. Please enable the Macros (if disabled) as per instructions given in Microsoft Excel Utility works fine. Please first go through Enable Macro - Manual attachment

3. Index

1	Details of general information about company
2	Declaration
3	Summary
4	Shareholding Pattern

4. Import XBRL file

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

5. Steps for Filing Shareholding Pattern

- I. Fill up the data: Navigate to each field of every section in the sheet 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 data has been furnished in proper format. If there are some errors on t about the same.

III. Validate All Sheets: Click on the "Home" button. And then click on that all sheets has been properly filled and validated successfully. If the utility will prompt you about the same and stop validation at the same ti the same procedure to validate all sheets.

Excel Utility will not allow you to generate XBRL/XML until you rectify all e

IV. Generate XML : Excel Utility will not allow you to generate XBRL/ sheet is completed. Now click on 'Generate XML" to generate XBRL/XML fil
- Save the XBRL/XML file in your desired folder in local system.

V. Generate Report : Excel Utility will allow you to generate Report. Now 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 t BSE Listing Center and upload generated xml file. On Upload screen provic to select XML file and submit the XML.

6. Fill up the Shareholding Pattern

1. Cells with red fonts indicate mandatory fields.

2. If mandatory field is left empty, then Utility will not allow you to procee

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 n field.

5. Data provided must be in correct format, otherwise Utility will not allow XML.

6. Adding new rows: Sections such as Promoters details allow you to ente can Click on "Add" to add more rows.

7. Deleting rows: Rows that has been added can be removed by clicking you to provide the range of rows you want to delete.

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

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



Shareholding pattern.

generation of XBRL/XML file of the Reporting Center.

Excel 2007 and above.
Utility file.
Upload website to your local system.
Report generated from Excel utility
annual, so that all the functionalities of
are attached with zip file.

General Info
Declaration
Summary
Shareholding Pattern

Clicking Import XBRL button on General

Pattern
It is to provide applicable data in correct

sheet has been properly filled and also
the sheet, excel utility will prompt you

"Validate All Sheet" button to ensure
re are some errors on the sheet, excel
me. After correction, once again follow
rrors.

XML unless successful validation of all
e.

click on 'Generate Report' to generate

file generated through Utility, login to
de the required information and browse

and further for generating XML.

do not insert Zero unless it is a mandatory

allow you to proceed further for generating

enter as much data in a tabular form. You

click the button "Delete". A popup will ask

[Home](#)[Validate](#)[Import XML](#)

General information about company

Scrip code

NSE Symbol

MSEI Symbol

ISIN

Name of the company

Whether company is SME

Class of Security

Type of report

Quarter Ended / Half year ended/Date of Report (For Prelisting / Allotment)

Date of allotment / extinguishment (in case Capital Restructuring selected) / Listing Date

Shareholding pattern filed under

Whether the listed entity is Public Sector Undertaking (PSU)?

524136
INE417E01010
PEE CEE COSMA SOPE LIMITED
No
Equity Shares
Quarterly
30-06-2022
Regulation 31 (1) (b)
No

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Sr. No.	Particular
1	Whether the Listed Entity has issued any partly paid up shares?
2	Whether the Listed Entity has issued any Convertible Securities ?
3	Whether the Listed Entity has issued any Warrants ?
4	Whether the Listed Entity has any shares against which depository receipts are issued?
5	Whether the Listed Entity has any shares in locked-in?
6	Whether any shares held by promoters are pledge or otherwise encumbered?
7	Whether company has equity shares with differential voting rights?
8	Whether the listed entity has any significant beneficial owner?

Yes/No	Promoter and Promoter Group	Public shareholder	Non Promoter- Non Public
No	No	No	No
No	No	No	No
No	No	No	No
No	No	No	No
No	No	No	No
No	No		
No	No	No	No
No			

Table I - Summary Statement holding of specified securities**Note : Data will be automatically populated from shareholding pattern sheet - Data Entry Re**

Category y (I)	Category of shareholder (II)	Nos. Of shareholders (III)	No. of fully paid up equity shares held (IV)
(A)	Promoter & Promoter Group	25	1973119
(B)	Public	2657	673131
(C)	Non Promoter- Non Public		
(C1)	Shares underlying DRs		
(C2)	Shares held by Employee Trusts		
	Total	2682	2646250

stricted in this sheet

No. Of Partly paid-up equity shares held (V)	No. Of shares underlying Depository Receipts (VI)	Total nos. shares held (VII) = (IV)+(V)+ (VI)	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Number of Voting
				Class eg: X
		1973119	74.56	19,73,119.00
		673131	25.44	673131.00
		2646250	100	2646250.00

Number of Voting Rightsheld in each class of securities(IX)

No of Voting (XIV) Rights		Total as a % of (A+B+C)	No. Of Shares Underlying Outstanding convertible securities (X)
Class eg:y	Total		
	1973119.00	74.56	
	673131.00	25.44	
	2646250.00	100.00	

No. of Shares Underlying Outstanding Warrants (Xi)	No. Of Shares Underlying Outstanding convertible securities and No. Of Warrants (Xi) (a)	Shareholding , as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XI)= (VII)+(X) As a % of (A+B+C2)	Number of Locked Shares (XII) No. (a)
		74.56	
		25.44	
		100	

held in shares (a)	Number of Shares pledged or otherwise encumbered (XIII)		Number of equity shares held in dematerialized form (XIV)
As a % of total Shares held (b)	No. (a)	As a % of total Shares held (b)	
			1973119
			536881
			2510000

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Sr.	Category & Name of the Shareholders (I)	Nos. Of shareholders (III)	No. of fully paid up equity shares held (IV)
A	Table II - Statement showing shareholding pattern of the Promoter and Promoter Group		
(1)	Indian		
(a)	Individuals/Hindu undivided Family	22	1800604
(b)	Central Government/ State Government(s)		
(c)	Financial Institutions/ Banks		
(d)	Any Other (specify)	3	172515
Sub-Total (A)(1)		25	1973119
(2)	Foreign		
(a)	Individuals (NonResident Individuals/ Foreign Individuals)		
(b)	Government		
(c)	Institutions		
(d)	Foreign Portfolio Investor		
(e)	Any Other (specify)		
Sub-Total (A)(2)			
Total Shareholding of Promoter and Promoter Group (A)=(A)(1)+(A)(2)		25	1973119
	Details of Shares which remain unclaimed for Promoter & Promoter Group		
B	Table III - Statement showing shareholding pattern of the Public shareholder Note : Kindly show details of shares		
(1)	Institutions		
(a)	Mutual Funds		
(b)	Venture Capital Funds		
(c)	Alternate Investment Funds		

(d)	Foreign Venture Capital Investors		
(e)	Foreign Portfolio Investors		
(f)	Financial Institutions/ Banks		
(g)	Insurance Companies		
(h)	Provident Funds/ Pension Funds		
(i)	Any Other (specify)		
Sub-Total (B)(1)			
(2)	Central Government/ State Government(s)/ President of India		
Sub-Total (B)(2)			
(3)	Non-institutions		
(a(i))	Individuals - i. Individual shareholders holding nominal share capital up to Rs. 2 lakhs.	2568	536005
(a(ii))	Individuals - ii. Individual shareholders holding nominal share capital in excess of Rs. 2 lakhs.	1	28961
(b)	NBFCs registered with RBI		
(c)	Employee Trusts		
(d)	Overseas Depositories (holding DRs) (balancing figure)		
(e)	Any Other (specify)	88	108165
Sub-Total (B)(3)		2657	673131
Total Public Shareholding (B)=(B)(1)+(B)(2)+(B)(3)		2657	673131

[Details of the shareholders acting as persons in Concert for Public](#)

[Details of Shares which remain unclaimed for Public](#)

C	Table IV - Statement showing shareholding pattern of the Non Promoter- Non Public sha		
(1)	Custodian/DR Holder - Name of DR Holders (If Available)		
(2)	Employee Benefit Trust (under SEBI (Share based Employee Benefit) Regulations, 2014)		
Total NonPromoter- Non Public Shareholding (C)= (C)(1)+(C)(2)			

Total (A+B+C2)	2682	2646250
Total (A+B+C)	2682	2646250
Disclosure of notes in case		
Disc		
Disclo:		

No. Of Partly paid-up equity shares held (V)	No. Of shares underlying Depository Receipts (VI)	Total nos. shares held (VII) = (IV)+(V)+ (VI)	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Number of Voting Rights held
				No of Voting (XIV)
				Class eg: X

Group

		1800604	68.04	1800604.00
		172515	6.52	172515.00
		1973119	74.56	1973119.00

Group

		1973119	74.56	1973119.00

holders having more than one percentage of total no of shares. Please refer software manual.

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		536005	20.26	536005
		28961	1.09	28961
		108165	4.09	108165
		673131	25.44	673131.00
		673131	25.44	673131.00

reholder				
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		2646250	100.00	2646250.00
		2646250	100.00	2646250.00
Disclosure of notes on shareholding pattern				Add No
Percentage of promoter holding in dematerialised form is less than 100 percentage				Add No
Disclosure of notes in case of public share holding is less than 25 percentage				Add No
Disclosure of notes on shareholding pattern for company remarks explanatory				Add No

Number of Voting Rights held in each class of securities(IX)			No. Of Shares Underlying Outstanding convertible securities (X)	No. of Shares Underlying Outstanding Warrants (Xi)
No of Voting (XIV)Rights		Total as a % of Total Voting rights		
Class eg:y	Total			
	1800604	68.04		
	172515	6.52		
	1973119	74.56		
	1973119	74.56		

	536005	20.26		
	28961	1.09		
	108165	4.09		
	673131	25.44		
	673131	25.44		

	2646250	100.00		
	2646250	100.00		
tes				
tes				
tes				
tes				

No. Of Shares Underlying Outstanding convertible securities and No. Of Warrants (Xi) (a)	Shareholding , as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XI)= (VII)+(X) As a % of (A+B+C2)	Number of Locked in shares (XII)		Number of Shares otherwise held (XII)
		No. (a)	As a % of total Shares held (b)	No. (a)



	68.04			
	6.52			
	74.56			



	74.56			



	100.00			
	100.00			

Shares pledged or encumbered (I)	Number of equity shares held in dematerialized form (XIV)
As a % of total Shares held (b)	
	1800604
	172515
	1973119
	1973119

	2510000
	2510000

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Searial No.	Name of the Shareholders (I)	PAN (II)	No. of fully paid up equity shares held (IV)
B3(a(i)) Individuals - i.Individual shareholders holding nominal share capital u			
Add		Delete	Disclosure of shareholder holding r
Click here to go back		Total	

Total nos. shares held (VII) = (IV)+(V)+(VI)	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Number of Voting Rights held in each class of securities		
		No of Voting (XIV) Rights		Total as a % of Total Voting rights
		Class eg: X	Total	

up to Rs. 2 lakhs.

more than 1% of total number of shares

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Shareholding , as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XI)= (VII)+(X) As a % of (A+B+C2)	Number of equity shares held in dematerialized form (XIV)	Reason for not providing PAN

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Serial No.	Name of the Shareholders (I)	PAN (II)	No. of fully paid up equity shares held (IV)
B3(a(ii)) Individuals - ii. Individual shareholders holding nominal share capital in			
Add Delete		Disclosure of shareholder holding	
1	DHEERAJ KUMAR LOHIA	AHCPK2417L	28961
Click here to go back			Total 28961

Total nos. shares held (VII) = (IV)+(V)+(VI)	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Number of Voting Rights held in each class of securities		
		No of Voting (XIV) Rights		Total as a % of Total Voting rights
		Class eg: X	Total	

n excess of Rs. 2 lakhs.

more than 1% of total number of shares

28961	1.09	28961.00	28961.00	1.09
28961	1.09	28961.00	28961.00	1.09

Shareholding , as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XI)= (VII)+(X) As a % of (A+B+C2)	Number of equity shares held in dematerialized form (XIV)	Reason for not providing PAN
1.09	28961	
1.09	28961	