

| XBRL Excel Utility | |
|---------------------------|---|
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| 4. | Import XBRL file |
| 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 p

Shareholding pattern XBRL filling consists of two processes. Firstly generation of XBRL/Shareholding pattern, and upload of generated XBRL/XML file to BSE Listing Center.

2. Before you begin

1. The version of Microsoft Excel in your system should be Microsoft Office Excel 2007 ;
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 yo
4. Make sure that you have downloaded the Chrome Browser to view report generated
5. Please enable the Macros (if disabled) as per instructions given in manual, so that al of Excel Utility works fine. Please first go through Enable Macro - Manual attached with

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 Import XBI General information sheet.

5. Steps for Filing Shareholding Pattern



Vertical line

Pattern.
XML file of the

and above.
ur local system.
from Excel utility
l the functionalities
1 zip file.

- [General Info](#)
- [Declaration](#)
- [Summary](#)
- [Shareholding Pattern](#)

RL button on

Blue bar

| |
|---|
| <p>I. Fill up the data: Navigate to each field of every section in the sheet to provide applicable format. (Formats will get reflected while filling data.)</p> <ul style="list-style-type: none"> - Use paste special command to paste data from other sheet. |
| <p>II. Validating Sheets: Click on the "Validate " button to ensure that the sheet has been also data has been furnished in proper format. If there are some errors on the sheet, excel prompt you about the same.</p> |
| <p>III. Validate All Sheets: Click on the "Home" button. And then click on "Validate All Sheets" 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. Once again follow the same procedure to validate all sheets.</p> <p>Excel Utility will not allow you to generate XBRL/XML until you rectify all errors.</p> |
| <p>IV. Generate XML : Excel Utility will not allow you to generate XBRL/XML unless all sheet is completed. Now click on 'Generate XML' to generate XBRL/XML file.</p> <ul style="list-style-type: none"> - Save the XBRL/XML file in your desired folder in local system. |
| <p>V. Generate Report : Excel Utility will allow you to generate Report. Now click on 'Generate Report' to generate html report.</p> <ul style="list-style-type: none"> - 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. |
| <p>VI. Upload XML file to BSE Listing Center: For uploading the XBRL/XML file generated till now, click on 'Upload XML' to upload generated xml file. On Upload screen provide the required details and browse to select XML file and submit the XML.</p> |

6. Fill up the Shareholding Pattern

| |
|---|
| <p>1. Cells with red fonts indicate mandatory fields.</p> |
| <p>2. If mandatory field is left empty, then Utility will not allow you to proceed further for the section.</p> |
| <p>3. You are not allowed to enter data in the Grey Cells.</p> |
| <p>4. If fields are not applicable to your company then leave it blank. Do not insert Zero unless applicable.</p> |
| <p>5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further.</p> |
| <p>6. Adding new rows: Sections such as Promoters details allow you to enter as much data as you want. You can Click on "Add" to add more rows.</p> <p>To add more than one row you must fill data in the mandatory fields of the previous row.</p> |
| <p>7. Deleting rows: Rows that has been added can be removed by clicking the button "Delete" which ask you to provide the range of rows you want to delete.</p> |
| <p>8. Select data from "Dropdown list" wherever applicable.</p> |
| <p>9. Adding Notes: Click on "Add Notes" button to add notes</p> |

able data in correct

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delete". A popup will

[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 |
| 31-03-2022 |
| |
| Regulation 31 (1) (b) |
| No |

[Home](#)[Validate](#)

| 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

| Category (I) | Category of shareholder (II) | Nos. Of shareholders (III) | No. of fully paid up equity shares held (IV) |
|--------------|---------------------------------------|----------------------------|--|
| (A) | Promoter & Promoter Group | 26 | 1973119 |
| (B) | Public | 2661 | 673131 |
| (C) | Non Promoter- Non Public | | |
| (C1) | Shares underlying DRs | | |
| (C2) | Shares held by Employee Trusts | | |
| | Total | 2687 | 2646250 |

Restricted 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) | Class eg: X |
|--|---|--|--|-------------------|
| | | 1973119 | 74.56 | 1,973,119.00 |
| | | 673131 | 25.44 | 673131.00 |
| | | | | |
| | | | | |
| | | | | |
| | | 2646250 | 100 | 2646250.00 |

| Number of Voting Rights held 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 Lock (XII) |
|--|--|---|----------------------|
| | | | No. (a) |
| | | 74.56 | |
| | | 25.44 | |
| | | | |
| | | | |
| | | | |
| | | 100 | |

| Held in shares (b) | 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) | |
| | | | 1973119 |
| | | | 533656 |
| | | | |
| | | | |
| | | | |
| | | | 2506775 |

[Home](#)[Validate](#)

| 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 Gr | | |
| (1) | Indian | | |
| (a) | Individuals/Hindu undivided Family | 23 | 1800604 |
| (b) | Central Government/ State Government(s) | | |
| (c) | Financial Institutions/ Banks | | |
| (d) | Any Other (specify) | 3 | 172515 |
| Sub-Total (A)(1) | | 26 | 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) | | 26 | 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 share |
| (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 | | |

| 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 |
|--|---|--|--|-------------|
| | | | | Class eg: X |

Group

Sub-Group

| | | | | |
|--|--|---------|-------|------------|
| | | 1800604 | 68.04 | 1800604.00 |
| | | | | |
| | | 172515 | 6.52 | 172515.00 |
| | | 1973119 | 74.56 | 1973119.00 |

Sub-Group

| | | | | |
|--|--|---------|-------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | 1973119 | 74.56 | 1973119.00 |

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

Sub-Group

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| No 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 | | |

ii.

| | | | | |
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| | | | | |
| | | | | |

| | | | |
|---|---|------|--------|
| (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)) | 'Indivisual(al)!'!F12 | 2570 | 543546 |
| (a(ii)) | 'Indivisual(all)!'!F12 | 1 | 29619 |
| (b) | NBFCs registered with RBI | | |
| (c) | Employee Trusts | | |
| (d) | Overseas Depositories (holding DRs) (balancing figure) | | |
| (e) | Any Other (specify) | 90 | 99966 |
| Sub-Total (B)(3) | | 2661 | 673131 |
| Total Public Shareholding (B)=(B)(1)+(B)(2)+(B)(3) | | 2661 | 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 | | |
| (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) | | 2687 | 2646250 |
| Total (A+B+C) | | 2687 | 2646250 |

Disclosure of notes in case of

Disclos

Disclosu

| | |
|--|--------|
| sure of notes in case of public share holding is less than 25 percentage | Add No |
| re of notes on shareholding pattern for company remarks explanatory | Add No |

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