

XBRL Excel Utility	
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4.	Steps for Filing Corporate Governance Report
5.	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 filing 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 reports can be generated. 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
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6	Related Party Transaction
7	Affirmation
8	Website
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13	Additional Half yearly Disclosure
14	Details of Cyber security incidence
15	Signatory Details

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. (Data provided in the sheet 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 furnished in proper format. If there are some errors on the sheet, excel utility will prompt you to correct them.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheets" button. This will validate all sheets. If all sheets have been properly filled and validated successfully. If there are some errors on the sheet, excel will 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 all sheets are validated successfully. 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' button.

- 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 in step IV and upload generated xml file. On Upload screen provide the required information and browse the file.

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 report.
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 mandatory.
5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further.
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](#)

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[Additional Half Yearly Disc](#)

[Cyber security incidence](#)

[Signatory Details](#)

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able 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.

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General information about

Scrip code
NSE Symbol
MSEI Symbol
ISIN
Name of the entity
Date of start of financial year
Date of end of financial year
Reporting Quarter
Date of Report
Risk management committee
Market Capitalisation as per immediate previous Financial Year

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ut company
531287
NOTLISTED
NOTLISTED
INE896D01017
NATIONAL PLASTIC TECHNOLOGIES LIMITED
01-04-2024
31-03-2025
Quarterly
30-06-2024
Not Applicable
Top 2000 listed entities

Enter the quarter
ended date only

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Disclosure of notes on composition

Whether the listec

Whether Ch

Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN
----	-----------------	----------------------	-----	-----

[Add](#)[Delete](#)

1	Mr	SUDERSHAN PARAKH	AAIPP3564C	01161124
2	Mr	ARIHANT PARAKH	AAIPP3569R	07933966
3	Mrs	MANJU PARAKH	AAIPP2447G	01417349
4	Mr	AJIT KUMAR CHORDIA	AACPC5346F	00049366
5	Mr	SUDHIR KANTILAL PATEL	AAHPP4776H	00943032
6	Mr	VENKATESAN N	ACJPV0730B	09760588

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of board of directors explanatory	Add Notes	
d 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

Non-Executive - Non Independent Director	Not Applicable	
Executive Director	Not Applicable	MD
Non-Executive - Non Independent Director	Not Applicable	
Non-Executive - Independent Director	Not Applicable	
Non-Executive - Independent Director	Chairperson	
Executive Director	Not Applicable	

Disqualification of D		
Date of Birth	Whether the director is disqualified?	Start Date of disqualification

20-08-1956	No	
03-09-1981	No	
12-11-1959	No	
27-10-1963	No	
21-11-1955	No	
06-04-1963	No	

terly basis		
Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations]	Date of passing special resolution	Initial Date of appointment

NA		12-05-1989
NA		25-09-2017
NA		12-05-1989
NA		24-09-2014
NA		24-09-2014
NA		12-04-2023

Date of Re-appointment	Date of cessation	Tenure of director (in months)	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 [with reference to proviso to regulation 17A(1) & 17A(2)]
------------------------	-------------------	--------------------------------	--	--

22-09-2022		24.00	1	0
25-09-2023		36.00	1	0
13-09-2023		24.00	1	0
24-09-2019		60.00	1	1
24-09-2019		60.00	1	1
		36.00	1	0

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)	Reason for Cessation
---	--	----------------------

1	0	
0	0	
1	0	
2	0	
2	2	
0	0	

Notes for not providing PAN	Notes for not providing DIN
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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	00943032	SUDHIR KANTILAL PATEL
2	00049366	AJIT KUMAR CHORDIA
3	01417349	MANJU PARAKH
4		
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	00049366	AJIT KUMAR CHORDIA
2	00943032	SUDHIR KANTILAL PATEL

3	01417349	MANJU PARAKH
4		
5		
6		
7		
8		
9		
10		

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

Stakeholders Relationship Committee

Sr	DIN Number	Name of Committee members
1	00943032	SUDHIR KANTILAL PATEL
2	00049366	AJIT KUMAR CHORDIA
3	01161124	SUDERSHAN PARAKH
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	07933966	ARIHANT PARAKH
2	00943032	SUDHIR KANTILAL PATEL
3	01161124	SUDERSHAN PARAKH
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		

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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
Non-Executive - Non 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
Non-Executive - Independent Director	Member

Non-Executive - Non Independent Director	Member

ers and Category 1 of Directors shall be prefilled automatically

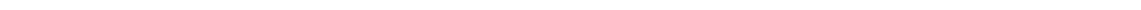


Whether the Stakeholders Relationship Committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors
Non-Executive - Independent Director	Chairperson
Non-Executive - Independent Director	Member
Non-Executive - Non Independent Director	Member



Whether the Risk Management Committee has a Regular Chairperson



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, 2022.
3. Date of Cessation must be for the current quarter to September 30, 2022.

Yes		
Date of Appointment	Date of Cessation	Remarks
24-09-2014		
24-09-2014		
12-05-1989		

Yes		
Date of Appointment	Date of Cessation	Remarks
24-09-2014		
24-09-2014		

12-05-1989		

Yes		
Date of Appointment	Date of Cessation	Remarks
24-09-2014		
24-09-2014		
12-05-1989		

Category 2 of directors	Remarks

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plicable) must be

ber 30, 2022.

only, i.e. July 1,2022

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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)
<div style="text-align: center;">Add Delete</div>		
1	30-01-2024	
2	12-04-2024	72
3	15-05-2024	32

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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)	Total Number of Directors as on date of the meeting	Number of Directors present* (All directors including Independent Director)
------------------------------	--	---	---

	Yes	6	6
	Yes	6	6
	Yes	6	5

No. of Independent Directors attending the meeting*
--

	2
	2
	1

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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)
----	-------------------	---	---

[Add](#)[Delete](#)

1	Audit Committee	30-01-2024	
2	Audit Committee	12-04-2024	72
3	Audit Committee	15-05-2024	32

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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

Add Note

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
--------------------------------	--------------------------------------	---	---

		Yes	3
		Yes	3
		Yes	3

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es

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)
3	2	1
3	2	1
3	2	1

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Details of Cyber security

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

Other details of cyber security incidence or breaches or loss of data event

Number of cyber security incidence or breaches or loss of data event occurred during the quarter

Sr.	Date of the event
-----	-------------------

Security incidence
No
Add Notes
Brief details of the event

V.
Sr
1
2
3

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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	
NA	
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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Sr
1
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7
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Sr
1
2

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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 1000 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
ABISHEK S
Company Secretary and Compliance Officer

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Signatory Details

Name of signatory	ABISHEK S
Designation of person	Company Secretary and Compliance Officer
Place	CHENNAI
Date	16-07-2024

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