

XBRL Excel Utility	
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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 of generated XBRL/XML file to BSE Listing 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 system.
4. Make sure that you have downloaded the Chrome Browser to view report generated from Excel utility
5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the functionalities of Excel Utility works fine. Please first go through Enable Macro - Manual attached with zip file.

3. Index

1	Details of general information about company	General Info
2	Composition of BOD	Annexure I - Composition of BOD
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5	Meeting of Committees	Annexure I - Meeting of Committees
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4. Import XBRL file

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

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 in correct 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 sheet has been properly filled and also data has been furnished in proper format. If there are some errors on the sheet, excel utility will prompt you about the same.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheet" button 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. 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 successful validation of all sheet is completed. 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' to generate 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 file generated through Utility, login to BSE Listing Center and upload generated xml file. On Upload screen provide the required information and browse to select XML file and submit the XML.

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 XML.

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 a mandatory field.

5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further for generating XML.

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

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

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General information about company

Scrip code	530431
NSE Symbol	
MSEI Symbol	
ISIN	INE853A01022
Name of the entity	ADOR FONTECH LIMITED
Date of start of financial year	01-04-2019
Date of end of financial year	31-03-2020
Reporting Quarter	Half Yearly
Date of Report	30-09-2019
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

Enter the quarter ended date only

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Annexure I

Annexure I to be submitted by listed entity on quarterly basis

I. Composition of Board of Directors

Disclosure of notes on composition of board of directors explanatory		Add notes		I. Composition of Board of Directors														
Whether the listed entity has a Regular Chairperson				Yes														
Whether Chairperson is related to MD or CEO				No														
Sr	Title (Mr / Mrs)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Initial Date of appointment	Date of Re-appointment	Date of cessation	Tenure of director (months)	No of Directorship in listed entities including this listed entity (Under Regulation 17A of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Under Regulation 17A(2) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Under Regulation 24(1) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee(s) including this listed entity (Under Regulation 24(2) of Listing Regulations)	Notes for non providing PAN	Notes for non providing DIN
1	Mr	Aditya Tapaswani Mahajan	AADTM3174D	01485613	Executive Director	Chairperson		26-08-1980	20-07-2007	30-04-2012		18	2	0	1	0		
2	Mr	Ramish Prasadani Lakshari	AAAN4848Z	00385670	Executive Director	Non-Executive	CTD-CEO	29-10-1953	23-04-1998	30-01-2017		15	1	0	1	0		
3	Mrs	Arundha Mahesh Nagesh	AAAPN258C	00331931	Non-Executive - Independent Director	Non-Executive		06-07-1971	20-07-2007	01-08-2010		7	2	0	1	0		
4	Mr	Neelkanth Dhanraj Mahesh	AAJDM508B	00485714	Executive Director	Non-Executive - Independent		21-03-1976	29-04-2002	01-08-2010		7	4	1	1	0		
5	Mr	Sudhakar Jagdishram Yaru	AAJG7382B	00485124	Executive Director	Non-Executive - Independent		22-08-1979	21-07-2011	01-08-2010		7	2	1	1	0		
6	Mr	Rudraksh Anand Mehta	AAAPM505H	00321563	Executive Director	Non-Executive		11-10-1950	09-01-2015			15	2	1	1	0		

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

For this quarter kindly note the following points:
 1. Date of Appointment and Date of Cessation (if applicable) must be mandatorily filled for every Committee.
 2. Date of Appointment can be any day upto September 30, 2019.
 3. Date of Cessation must be for the current quarter only, i.e. July 1, 2019 to September 30, 2019.

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Audit Committee Details							
Whether the Audit Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00085754	Navroze Shiamak Marshall	Non-Executive - Independent Director	Chairperson	29-04-2009		
2	00031985	Ninotchka Malkani Nagpal	Non-Executive - Non Independent Director	Member	20-07-2007		
3	06801226	Santosh Janakiram Iyer	Non-Executive - Independent Director	Member	25-07-2013		
4	00521563	Rafique Abdul Malik	Non-Executive - Independent Director	Member	30-01-2015		
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Nomination and remuneration committee							
Whether the Nomination and remuneration committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00521563	Rafique Abdul Malik	Non-Executive - Independent Director	Chairperson	30-01-2015		
2	00085754	Navroze Shiamak Marshall	Non-Executive - Independent Director	Member	29-04-2009		
3	00031985	Ninotchka Malkani Nagpal	Non-Executive - Non Independent Director	Member	20-07-2007		
4	06801226	Santosh Janakiram Iyer	Non-Executive - Independent Director	Member	25-07-2013		
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Stakeholders Relationship Committee							
Whether the Stakeholders Relationship Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	06801226	Santosh Janakiram Iyer	Non-Executive - Independent Director	Chairperson	25-07-2013		
2	00031985	Ninotchka Malkani Nagpal	Non-Executive - Non Independent Director	Member	20-07-2007		
3	00521563	Rafique Abdul Malik	Non-Executive - Independent Director	Member	30-01-2015		
4	00040629	Harish Phatandas Ledwani	Executive Director	Member	23-04-1998		
5							
6							
7							
8							
9							
10							

Risk Management Committee							
Whether the Risk Management Committee has a Regular Chairperson					No		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00031985	Ninotchka Malkani Nagpal	Non-Executive - Non Independent Director	Chairperson	20-07-2007		
2	01585637	Aditya Tarachand Malkani	Executive Director	Member	20-07-2007		
3	00040629	Harish Phatandas Ledwani	Executive Director	Member	23-04-1998		
4	00085754	Navroze Shiamak Marshall	Non-Executive - Independent Director	Member	29-04-2009		
5							
6							
7							
8							
9							
10							

Other Committee						
Sr	DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks
1						

2					
3					
4					
5					
6					
7					
8					
9					
10					

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Annexure 1

III. Meeting of Board of Directors

Disclosure of notes on meeting of board of directors explanatory

[Add Notes](#)

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)	Notes for not providing Date	Whether requirement of Quorum met (Yes/No)	Number of Directors present*	No. of Independent Directors attending the meeting*
	Add Delete					
1	17-05-2019			Yes		
2	01-08-2019	75		Yes	5	2
3	23-09-2019	52		Yes	6	3

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* to be filled in only for the current quarter meetings

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Annexure 1

IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory								Add Notes	
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)	Name of other committee	Reason for not providing date	Whether requirement of Quorum met (Yes/No)	Number of Directors present*	No. of Independent Directors attending the meeting*	
Add Delete									
1	Audit Committee	17-05-2019				Yes			
2	Audit Committee	01-08-2019	75			Yes	3	2	
3	Audit Committee	23-09-2019	52			Yes	4	3	
4	Nomination and Remuneration committee	17-05-2019				Yes			
5	Nomination and remuneration committee	01-08-2019	75			Yes	3	2	
6	Nomination and remuneration committee	23-09-2019	52			Yes	4	3	
7	Stakeholders Relationship Committee	17-05-2019				Yes			
8	Stakeholders Relationship Committee	01-08-2019	75			Yes	3	1	
9	Stakeholders Relationship Committee	23-09-2019	52			Yes	4	2	
10	Corporate Social Responsibility Committee	17-05-2019				Yes			
11	Corporate Social Responsibility Committee	01-08-2019	75			Yes	4	1	
12	Corporate Social Responsibility Committee	23-09-2019	52			Yes	4	1	

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* to be filled in only for the current quarter meetings

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Annexure 1			
V. Related Party Transactions			
Sr	Subject	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Whether prior approval of audit committee obtained	Yes	
2	Whether shareholder approval obtained for material RPT	NA	
3	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Yes	
Disclosure of notes on related party transactions			Add Notes
Disclosure of notes of material transaction with related party			Add Notes

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Annexure 1		
VI. Affirmations		
Sr	Subject	Compliance status (Yes/No)
1	The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015	Yes
2	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015 a. Audit Committee	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. b. Nomination & remuneration committee	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee	Yes
5	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)	NA
6	The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	Yes
7	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.	Yes
8	This report and/or the report submitted in the previous quarter has been placed before Board of Directors.	Yes
9	Any comments/observations/advice of Board of Directors may be mentioned here:	Add Notes

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Annexure 1		
Sr	Subject	Compliance status
1	Name of signatory	Geetha D
2	Designation	Company Secretary and Compliance Officer

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III. Affirmations				
Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website	46(2)	Yes	
2	Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	Yes	
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	No	Chairperson of the Nomination and Remuneration Committee could not attend dur
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	No	Chairperson of the Stakeholder Relationship Committee could not attend due to so
5	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	
Any other information to be provided				Add Notes

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1	Name of signatory	Geetha D
2	Designation	Company Secretary and Compliance Officer

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Signatory Details

Name of signatory	Geetha D
Designation of person	Company Secretary and Compliance Officer
Place	Bengaluru
Date	14-10-2019

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