

XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
4.	Steps for Filing - Corporate Governance Report

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 of the file to the Listing and Corporate Governance Reporting 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
5	Meeting of Committees
6	Related Party Transaction
7	Affirmation
8	Website
9	Annual Affirmation
10	Annual Affirmation Continue
11	Annexure III
12	Signatory Details

4. 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 entered in the sheet will be 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.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheets". This will ensure that 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 the 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. 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'.

- 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 excel utility, click on "Upload XML" button and upload generated xml file. On Upload screen provide the required information and browse the file.

5. 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 the 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 applicable.

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
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.

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

General information about

Scrip code
Name of the entity
Date of start of financial year
Date of end of financial year
Reporting Quarter
Date of Report
Risk management committee

[Prev](#)

ut company
503310
Swan Energy Limited
01-04-2017
31-03-2018
Quarterly
30-06-2017
Not Applicable

Enter the quarter
ended date only

Next

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

Disclosure of notes on composition

Is there any change in information of board of direc

Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN
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[Add](#)[Delete](#)

1	Mr	Navinbhai C. Dave	AABPD6262G	01787259
2	Mr	Nikhil V. Merchant	AAEPM1722D	00614790
3	Mr	Paresh V. Merchant	AAJPM7513K	00660027
4	Mr	Padmanabhan Sugavanam	AAMPP4751B	03229120
5	Mr	Rajkumar Sukhdevsinhji	AAMPJ1654K	00372612
6	Mr	Pitamber Teckchandani	ACUPT6610M	00319820
7	Mr	Shobhan I. Diwanji	AAEPD9990Q	01667803
8	Mr	Rajat kumar Das	AAAPD3186C	01725758
9	Mrs	Surekha Oak	AACPO3528R	07122776

[Prev](#)

ty on quarterly basis

irectors

Date of appointment in the current term	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity (Refer Regulation 25(1) of Listing Regulations)
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16-11-1998			1
25-03-1992			1
23-11-1998			1
24-09-2010			1
29-09-2014		60	1
29-09-2014		60	1
29-09-2014		60	1
29-09-2014		60	1
13-03-2015		60	1

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)	Notes
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1	1	
0	0	
1	0	
0	0	
1	0	
1	0	
1	0	
0	0	
2	1	

Next 

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

II. Compo

Is there any c

Sr	Name Of Committee	Name of Committee members
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[Add](#)[Delete](#)

Enter only one committee meml

1	Corporate Social Responsibility Committee	Paresh Merchant
2	Corporate Social Responsibility Committee	Pitamber Teckchandani
3	Corporate Social Responsibility Committee	Rajkumar Sukhdevsinhji
4	Audit Committee	Surekha Oak
5	Audit Committee	Shobhan Diwanji
6	Audit Committee	Rajkumar sukhdevsinhji
7	Stakeholders Relationship Committee	Paresh Merchant
8	Stakeholders Relationship Committee	Navinbhai Dave
9	Stakeholders Relationship Committee	Surekha Oak
10	Nomination and remuneration committee	Surekha Oak
11	Nomination and remuneration committee	Shobhan Diwanji
12	Nomination and remuneration committee	Pitamber Teckchandani

[Prev](#)

Annexure 1

Composition of Committees

Disclosure of notes on composition of committees explanatory		Add Notes
Change in information of committees compare to previous quarter		
Category 1 of directors	Category 2 of directors	Name of other committee

Enter name in one row

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

Next 