

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 filling 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](http://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	<a href="#">General Info</a>
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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	524717
NSE Symbol	
MSEI Symbol	
ISIN	INE150C01011
Name of the entity	TITAN BIOTECH LIMITED
Date of start of financial year	01-04-2019
Date of end of financial year	31-03-2020
Reporting Quarter	Quarterly
Date of Report	30-06-2019
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								
Whether the listed entity has a Regular Chairperson										Yes								
Whether Chairperson is related to MD or CEO										No								
Sr	Title (Mr / Ms)	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 (in months)	No of Directorship in listed entities including this listed entity (Refer Regulation 23A of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 23A(2) of Listing Regulations)	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 for not providing PAN	Notes for not providing DIN
Add		Delete																
1	Mr	Praveen Gopal	AKQHC3310K	03543044	Non-Executive - Independent Director	Not Applicable		22-05-1975	28-09-2012		01-10-2018	60	1	1	1	0		
2	Mr	Praveen Sarmani	AATPS9327K	03454632	Non-Executive - Independent Director	Not Applicable		28-08-1984	28-09-2010		01-10-2018	60	1	1	1	0		
3	Mr	Narenth Kumar Singh	ACDPS4261A	03027448	Executive Director	Not Applicable	MD	05-05-1959	05-09-2002		01-04-2018		2	0	2	0		
4	Mr	Suresh Chand Singh	AABPS2801E	03027706	Executive Director	Not Applicable	MD	26-07-1960	01-10-2006		01-04-2018		2	0	2	0		
5	Mr	Raja Singh	DEEFD3304H	03243719	Non-Executive - Non Independent Director	Not Applicable		08-01-1989	01-10-2012		01-04-2018		1	0	0	0		
6	Mr	Murqa Singh	AABPS1876A	03027720	Non-Executive - Non Independent Director	Not Applicable		08-07-1964	23-08-2001		28-09-2017		2	0	1	0		
7	Mr	Supriya Singh	BCNPS4506L	03242081	Non-Executive - Independent Director	Not Applicable		11-03-1989	01-10-2012		01-09-2017		1	0	0	0		
8	Mr	Rishi Dalmia	ABCP95802N	08360528	Non-Executive - Independent Director	Not Applicable		07-05-1986	20-03-2019			60	1	1	1	2	0	
9	Mr	Jai Prakash Bhatnagar	ACDPS9524H	01493476	Non-Executive - Independent Director	Chairperson		10-01-1961	07-03-2019			60	1	1	2	2		
Add		Delete																

New

## 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 June 30, 2019.
3. Date of Cessation must be for the current quarter only, i.e. April 1 2019 to June 30 2019

## 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	01499470	Jai Prakash Bansal	Non-Executive - Independent Director	Chairperson	07-03-2019		
2	08369528	Rekha Dalmia	Non-Executive - Independent Director	Member	20-03-2019		
3	03543944	Parvesh Goel	Non-Executive - Independent Director	Member	30-10-2012		
4	02424925	Praveen Somani	Non-Executive - Independent Director	Member	30-10-2010		
5	00027790	Manju Singla	Non-Executive - Non Independent Director	Member	30-04-2012		
6							
7							
8							
9							
10							

## 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	08369528	Rekha Dalmia	Non-Executive - Independent Director	Chairperson	20-03-2019		
2	01499470	Jai Prakash Bansal	Non-Executive - Independent Director	Member	07-03-2019		
3	03543944	Parvesh Goel	Non-Executive - Independent Director	Member	01-10-2014		
4	02424925	Praveen Somani	Non-Executive - Independent Director	Member	30-10-2010		
5	00027790	Manju Singla	Non-Executive - Non Independent Director	Member	30-04-2012		
6							
7							
8							
9							
10							

## 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	01499470	Jai Prakash Bansal	Non-Executive - Independent Director	Chairperson	07-03-2019		
2	00027706	Suresh Chand Singla	Executive Director	Member	23-04-2007		
3	00027448	Naresh Kumar Singla	Executive Director	Member	23-04-2007		
4							
5							
6							
7							
8							
9							
10							

## Risk Management Committee

Whether the Risk Management Committee has a Regular Chairperson							
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							

## Corporate Social Responsibility Committee

Whether the Corporate Social Responsibility 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							

## 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*
<div><a href="#">Add</a> <a href="#">Delete</a></div>						
1	28-01-2019			Yes		
2	11-02-2019	13		Yes		
3	07-03-2019	23		Yes		
4	20-03-2019	12		Yes		
5	08-04-2019	18		Yes	9	4
6	23-04-2019	14		Yes	9	4
7	26-04-2019	2		Yes	9	4
8	29-05-2019	32		Yes	9	4

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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*
<a href="#">Add</a> <a href="#">Delete</a>								
1	Audit Committee	11-02-2019				Yes		
2	Stakeholders Relationship Committee	07-01-2019				Yes		
3	Stakeholders Relationship Committee	22-01-2019	14			Yes		
4	Stakeholders Relationship Committee	08-02-2019	16			Yes		
5	Stakeholders Relationship Committee	25-02-2019	16			Yes		
6	Stakeholders Relationship Committee	12-03-2019	14			Yes		
7	Audit Committee	29-05-2019				Yes	5	4
8	Nomination and remuneration committee	08-04-2019				Yes	5	4
9	Stakeholders Relationship Committee	02-05-2019				Yes	3	1
10	Stakeholders Relationship Committee	18-05-2019				Yes	3	1
11	Stakeholders Relationship Committee	14-06-2019				Yes	3	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	Yes	
3	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	NA	
Disclosure of notes on related party transactions			<a href="#">Add Notes</a>
Disclosure of notes of material transaction with related party			<a href="#">Add Notes</a>

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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 <b>a. Audit Committee</b>	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>b. Nomination &amp; remuneration committee</b>	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>c. Stakeholders relationship committee</b>	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>d. Risk management committee (applicable to the top 100 listed entities)</b>	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:	<a href="#">Add Notes</a>

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Annexure 1		
Sr	Subject	Compliance status
1	Name of signatory	Charanjit Singh
2	Designation	Company Secretary and Compliance Officer



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### Signatory Details

Name of signatory	Charanjit Singh
Designation of person	Company Secretary and Compliance Officer
Place	Delhi
Date	

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