



XBRL Excel Utility	
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5.	Steps for Filing Corporate Governance Report
6.	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 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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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	509079
NSE Symbol	GUFICBIO
MSEI Symbol	NOTLISTED
ISIN	INE742B01025
Name of the entity	GUFIC BIOSCIENCES LIMITED
Date of start of financial year	01-04-2018
Date of end of financial year	31-03-2019
Reporting Quarter	Quarterly
Date of Report	31-12-2018
Risk management committee	Not Applicable

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](#)

Is there any change in information of board of directors compare to previous quarter

Yes

Wether the listed entity has a Regular Chairperson

Yes

Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	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)	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
1	Mr	JAYESH PANNALAL CHOKSI	AACPC0001D	00001729	Executive Director	Chairperson	MD	01-04-2015			1	2	0		
2	Mr	PRANAV JAYESH CHOKSI	ACXPC9050F	00001731	Executive Director	Not Applicable	CEO	01-04-2015			1	2	0		
3	Mr	PANKAJ JAYKUMAR GANDHI	AAMPG4854A	00001858	Executive Director	Not Applicable		07-09-2016			1	0	0		
4	Mrs	HEMAL MILAN DESAI	AABPD8402G	07014744	Executive Director	Not Applicable		30-09-2015			1	0	0		
5	Mr	SHARAT SHANTILAL GANDHI	AAAPG9602N	00001730	Non-Executive - Independent Director	Not Applicable		26-09-2014		51	1	1	1		
6	Mr	SHREYAS KANTILAL PATEL	ABDPP7127P	01638788	Non-Executive - Independent Director	Not Applicable		26-09-2014		51	1	1	1		
7	Mr	JAGDISH DWARKADAS SHAH	AABPS8931M	06672538	Non-Executive - Independent Director	Not Applicable		26-09-2014		51	1	2	0		
8	Mr	GOPAL MADHAVDAS DAPTARI	AAKPD2674D	07660662	Non-Executive - Independent Director	Not Applicable		24-11-2016		25	1	1	0		
9	Mr	SHRIRANG VISHWANATH VAIDYA	AABPV8316P	03618800	Non-Executive - Independent Director	Not Applicable		12-02-2018		10	1	0	0		
10	Mr	BALRAM HANUMAN SINGH	EJFPS4831B	06918085	Non-Executive - Non Independent Director	Not Applicable		29-05-2018		7	1	0	0		

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Disclosure of notes on composition of committees explanatory

[Add Notes](#)

Is there any change in information of committees compare to previous quarter

Yes

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 December 31, 2018.
3. Date of Cessation must be for the current quarter only, i.e. October 1,2018 to December 31, 2018.

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	00001730	Mr. Sharat Gandhi	Non-Executive - Independent Director	Chairperson	13-11-2014		
2	00001729	Mr. Jayesh P. Choksi	Executive Director	Member	13-11-2014		
3	00001731	Mr. Pranav J. Choksi	Executive Director	Member	13-11-2014		
4	06672538	Mr. Jagdish D. Shah	Non-Executive - Independent Director	Member	13-11-2014		
5	01638788	Mr. Shreyas K. Patel	Non-Executive - Independent Director	Member	13-11-2014		
6	07660662	Mr. Gopal M. Daptari	Non-Executive - Independent Director	Member	24-11-2016		
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	00001730	Mr. Sharat S. Gandhi	Non-Executive - Independent Director	Chairperson	13-11-2014		
2	06672538	Mr. Jagdish D. Shah	Non-Executive - Independent Director	Member	13-11-2014		
3	01638788	Mr. Shreyas K. Patel	Non-Executive - Independent Director	Member	13-11-2014		
4							
5							
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	01638788	Mr. Shreyas K. Patel	Non-Executive - Independent Director	Chairperson	13-11-2014		
2	06672538	Mr. Jagdish D. Shah	Non-Executive - Independent Director	Member	13-11-2014		
3	00001730	Mr. Sharat S. Gandhi	Non-Executive - Independent Director	Member	13-11-2014		
4	00001729	Mr. Jayesh P. Choksi	Executive Director	Member	13-11-2014		
5	00001731	Mr. Pranav J. Choksi	Executive Director	Member	13-11-2014		
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					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00007130	Dr. Sharat S. Gandhi	Non-Executive - Independent Director	Chairperson	13-11-2014		
2	06672538	Mr. Jagdish D. Shah	Non-Executive - Independent Director	Member	13-11-2014		
3	01638788	Mr. Shreyas K. Patel	Non-Executive - Independent Director	Member	13-11-2014		
4	00001729	Mr. Jayesh P. Choksi	Executive Director	Member	13-11-2014		
5	00001731	Mr. Pranav J. Choksi	Executive Director	Member	13-11-2014		
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						
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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)
	Add Delete	
1	20-09-2018	
2	26-10-2018	35
3	13-11-2018	17

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Annexure 1

IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory

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Sr	Name of Committee	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)	Requirement of Quorum met	Date(s) of meeting of the committee in the previous quarter	Maximum gap between any two consecutive meetings (in number of days)	Name of other committee
Add Delete							
1	Audit Committee	26-10-2018	Yes	4	20-09-2018	35	
2	Audit Committee	13-11-2018	Yes	4	20-09-2018	53	

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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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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 100 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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Sr	Subject	Compliance status
1	Name of signatory	Ami Shah
2	Designation	Company Secretary and Compliance Officer

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Signatory Details

Name of signatory	Ami N. Shah
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	11-01-2019

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