



XBRL Excel Utility	
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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 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	Meeting of BOD	Annexure I - Meeting of BOD

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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 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.

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 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	Half Yearly
Date of Report	30-09-2018
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

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		48	1	1	1		
6	Mr	SHREYAS KANTILAL PATEL	ABDPP7127P	01638788	Non-Executive - Independent Director	Not Applicable		26-09-2014		48	1	1	1		
7	Mr	JAGDISH DWARKADAS SHAH	AABPS8931M	06672538	Non-Executive - Independent Director	Not Applicable		26-09-2014		48	1	2	0		
8	Mr	GOPAL MADHAVDAS DAPTARI	AAKPD2674D	07660662	Non-Executive - Independent Director	Not Applicable		24-11-2016		22	1	1	0		
9	Mr	SHRIRANG VISHWANATH VAIDYA	AABPV8316P	03618800	Non-Executive - Independent Director	Not Applicable		12-02-2018		7	1	0	0		
10	Mr	BALRAM HANUMAN SINGH	EJFPS4831B	06918085	Non-Executive - Non Independent Director	Not Applicable		29-05-2018		4	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

Audit Committee Details

Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	00001730	Mr. Sharat Gandhi	Non-Executive - Independent Director	Chairperson	
2	00001729	Mr. Jayesh P. Choksi	Executive Director	Member	
3	00001731	Mr. Pranav J. Choksi	Executive Director	Member	
4	06672538	Mr. Jagdish D. Shah	Non-Executive - Independent Director	Member	
5	01638788	Mr. Shreyas K. Patel	Non-Executive - Independent Director	Member	
6	07660662	Mr. Gopal M. Daptari	Non-Executive - Independent Director	Member	
7					
8					
9					
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Nomination and remuneration committee

Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	00001730	Mr. Sharat S. Gandhi	Non-Executive - Independent Director	Chairperson	

2	06672538	Mr. Jagdish D. Shah	Non-Executive - Independent Director	Member	
3	01638788	Mr. Shreyas K. Patel	Non-Executive - Independent Director	Member	
4					
5					
6					
7					
8					
9					
10					

Stakeholders Relationship Committee					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	01638788	Mr. Shreyas K. Patel	Non-Executive - Independent Director	Chairperson	
2	06672538	Mr. Jagdish D. Shah	Non-Executive - Independent Director	Member	
3	00001730	Mr. Sharat S. Gandhi	Non-Executive - Independent Director	Member	
4	00001729	Mr. Jayesh P. Choksi	Executive Director	Member	
5	00001731	Mr. Pranav J. Choksi	Executive Director	Member	
6					
7					
8					
9					
10					

Risk Management Committee					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Corporate Social Responsibility Committee					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	00007130	Dr. Sharat S. Gandhi	Non-Executive - Independent Director	Chairperson	
2	06672538	Mr. Jagdish D. Shah	Non-Executive - Independent Director	Member	
3	01638788	Mr. Shreyas K. Patel	Non-Executive - Independent Director	Member	
4	00001729	Mr. Jayesh P. Choksi	Executive Director	Member	
5	00001731	Mr. Pranav J. Choksi	Executive Director	Member	
6					
7					
8					
9					

10					
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Other Committee						
Sr	DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks
1						
2						
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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	20-06-2018	
2	13-08-2018	53
3	20-09-2018	37

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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 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
<p>Add Delete</p>							
1	Audit Committee	13-08-2018	Yes	4	20-06-2018	53	
2	Audit Committee	20-09-2018	Yes	5	20-06-2018	91	
3	Stakeholders Relationship Committee	13-08-2018	Yes	4	29-05-2018	75	

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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	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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Annexure 1

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

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Sr	Broad heading	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)	Yes	
4	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	Ami Shah
2	Designation	Company Secretary and Compliance Office

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Signatory Details

Name of signatory	Ami N. Shah
Designation of person	Company Secretary and Compliance Office
Place	Mumbai
Date	12-10-2018

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