

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>
2	Composition of BOD	<a href="#">Annexure I - Composition of BOD</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	509079
NSE Symbol	GUFICBIO
MSEI Symbol	NOTLISTED
ISIN	INE742B01025
Name of the entity	GUFIC BIOSCIENCES LIMITED
Date of start of financial year	01-04-2021
Date of end of financial year	31-03-2022
Reporting Quarter	Half Yearly
Date of Report	30-09-2021
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Top 1000 listed entities

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																	Yes			
Sr	Title (Mr / Ms)	Name of the Director	PAN	DN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether special resolution passed? [Refer Reg. 171A] of Listing Regulations]	Date of passing special resolution	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 17A of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 17A(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 past 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 DN
Add		Delete																		
1	Mr.	JAYESH PANNALAL CHOKSI	AACP00010	00001729	Executive Director	Chairperson	MD	29-03-1954	NA		31-08-1999		01-04-2020		1	0	2	0		
2	Mr.	PRANAV JAYESH CHOKSI	ACPC0050F	00001731	Executive Director	Not Applicable	CEO	01-02-1983	NA		25-06-2004		01-04-2020		1	0	2	0		
3	Mr.	PANKAJ JAYAKUMAR GANDHI	AAAMP64854A	00001858	Executive Director	Not Applicable		15-06-1959	NA		01-08-2013		07-09-2016		1	0	0	0		
4	Mr.	DIIP GHOSH	AEWPS0471P	00412406	Executive Director	Not Applicable		29-12-1952	NA		13-11-2020		12-11-2020		1	0	0	0		
5	Mr.	SHREYAS KANTILAL PATEL	ABDP7137P	01638788	Non-Executive - Independent Director	Not Applicable		31-12-1962	NA		27-08-2014		26-09-2019	24	1	1	1	0		
6	Mr.	GOPAL MADHAVIDAS DAPTARI	AAAPD2674D	07660662	Non-Executive - Independent Director	Not Applicable		29-10-1949	NA		24-11-2016		23-11-2019	22	1	1	1	0		
7	Mr.	SHIRANG VISHWANATH VAIDYA	AABPV8316P	03618800	Non-Executive - Independent Director	Not Applicable		06-05-1956	NA		12-02-2018		12-02-2021	7	1	1	1	1		
8	Mr.	BAIKRAM HANUMAN SINGH	FIFPS4831B	06918085	Non-Executive - Non Independent Director	Not Applicable		25-07-1958	NA		28-05-2018		29-05-2021		1	0	0	0		
9	Mr.	RABI NARAYAN SAHOO	AFKPS2476M	05237464	Non-Executive - Independent Director	Not Applicable		10-02-1960	NA		28-06-2019		28-06-2019	27	1	1	1	1		
10	Mrs.	ANUSANJIV JAIRORA	ACWPA3636J	05120192	Non-Executive - Independent Director	Not Applicable		28-04-1962	NA		23-12-2019		23-12-2019	21	1	1	1	0		

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## 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, 2021.
3. Date of Cessation must be for the current quarter only, i.e. July 1,2021 to September 30 2021

**Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	03618800	SHRIRANG VISHWANATH VAIDYA	Non-Executive - Independent Director	Chairperson	25-03-2019		
2	01638788	SHREYAS KANTILAL PATEL	Non-Executive - Independent Director	Member	13-11-2014		
3	07660662	GOPAL MADHAVDAS DAPTARI	Non-Executive - Independent Director	Member	24-11-2016		
4	00001729	JAYESH PANNALAL CHOKSI	Executive Director	Member	13-11-2014		
5	00001731	PRANAV JAYESH CHOKSI	Executive Director	Member	13-11-2014		
6	05120192	ANU SANJIV AURORA	Non-Executive - Independent Director	Member	23-12-2019		
7							
8							
9							
10							

**Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	03618800	SHRIRANG VISHWANATH VAIDYA	Non-Executive - Independent Director	Chairperson	25-03-2019		
2	01638788	SHREYAS KANTILAL PATEL	Non-Executive - Independent Director	Member	13-11-2014		
3	07660662	GOPAL MADHAVDAS DAPTARI	Non-Executive - Independent Director	Member	25-03-2019		
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 prefilled 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	01237464	RABI NARAYAN SAHOO	Non-Executive - Independent Director	Chairperson	20-08-2019		
2	00001729	JAYESH PANNALAL CHOKSI	Executive Director	Member	13-11-2014		
3	00001731	PRANAV JAYESH CHOKSI	Executive Director	Member	13-11-2014		

4							
5							
6							
7							
8							
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10							

Risk Management Committee							
Whether the Risk Management 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	00001729	JAYESH PANNALAL CHOKSI	Executive Director	Chairperson	04-06-2021		
2	00001731	PRANAV JAYESH CHOKSI	Executive Director	Member	04-06-2021		
3	03618800	SHRIRANG VISHWANATH VAIDYA	Non-Executive - Independent Director	Member	04-06-2021		
4	07660662	GOPAL MADHAVDAS DAPTARI	Non-Executive - Independent Director	Member	04-06-2021		
5	00000000	NAGESH YARRABHATINA	Member	Member	04-06-2021		
6	00000000	ASHOK LAXMAN DEV	Member	Member	04-06-2021		
7	00000000	DEVKINANDAN B. ROONGTHA	Member	Member	04-06-2021		
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	07660662	GOPAL MADHAVDAS DAPTARI	Non-Executive - Independent Director	Chairperson	25-03-2019		
2	01638788	SHREYAS KANTILAL PATEL	Non-Executive - Independent Director	Member	13-11-2014		
3	00001731	PRANAV JAYESH CHOKSI	Executive Director	Member	13-11-2014		
4	00001729	JAYESH PANNALAL CHOKSI	Executive Director	Member	13-11-2014		
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						
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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* (other than Independent Director)	No. of Independent Directors attending the meeting*
	<a href="#">Add</a>	<a href="#">Delete</a>				
1	04-06-2021			Yes	4	4
2	11-08-2021	67		Yes	4	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

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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* (other than Independent Director)	No. of Independent Directors attending the meeting*
<a href="#">Add</a> <a href="#">Delete</a>								
1	Audit Committee	04-06-2021				Yes	2	4
2	Audit Committee	11-08-2021	67			Yes	2	4
3	Corporate Social Responsibility Committee	04-06-2021				Yes	2	2
4	Corporate Social Responsibility Committee	11-08-2021				Yes	2	2
5	Nomination and remuneration committee	11-08-2021				Yes	0	3

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\* to be filled in only for the current quarter meetings

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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			<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 500 listed entities)</b>	Yes
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	<b>Any comments/observations/advice of Board of Directors may be mentioned here:</b>	<a href="#">Add Notes</a>

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<b>Sr</b>	<b>Subject</b>	<b>Compliance status</b>
1	Name of signatory	Ami N. Shah
2	Designation	Company Secretary and Compliance Officer

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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)	Yes	
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	Yes	
5	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	
<b>Any other information to be provided</b>				<a href="#">Add Notes</a>

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1	Name of signatory	Ami N. Shah
2	Designation	Company Secretary and Compliance Officer

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Additional Half yearly Disclosure			
Applicability of disclosure	Applicable		
Reason for Non Applicability	<a href="#">Add Notes</a>		
<b>I. Disclosure of Loans/ guarantees/comfort letters /securities etc.refer note below</b>			
<b>(A)Any loan or any other form of debt advanced by the listed entity directly or indirectly to</b>			
<b>Entity</b>	<b>Aggregate amount advanced during six months</b>	<b>Balance outstanding at the end of six months</b>	
Promoter or any other entity controlled by them	0.00	0.00	
Promoter Group or any other entity controlled by them	0.00	0.00	
Directors (including relatives) or any other entity controlled by them	0.00	0.00	
KMPs or any other entity controlled by them	0.00	0.00	
<b>(B) Any guarantee / comfort letter (by whatever name called) provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed By</b>			
<b>Entity</b>	<b>Type (guarantee, comfort letter etc.)</b>	<b>Aggregate amount of issuance during six months</b>	<b>Balance outstanding at the end of six months(taking into account any invocation)</b>
Promoter or any other entity controlled by them		0 0.00	0.00
Promoter Group or any other entity controlled by them		0 0.00	0.00
Directors (including relatives) or any other entity controlled by them		0 0.00	0.00
KMPs or any other entity controlled by them		0 0.00	0.00
<b>(C) Any security provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed by</b>			
<b>Entity</b>	<b>Type of security (cash, shares etc.)</b>	<b>Aggregate value of security provided during six months</b>	<b>Balance outstanding at the end of six months</b>
Promoter or any other entity controlled by them		0 0.00	0.00
Promoter Group or any other entity controlled by them		0 0.00	0.00
Directors (including relatives) or any other entity controlled by them		0 0.00	0.00
KMPs or any other entity controlled by them		0 0.00	0.00
<b>(D) Additional Information</b>	<a href="#">Add Notes</a>		
<b>II. Affirmations</b>			
<b>Affirmations</b>	<b>Compliance Status</b>	<b>Company Remarks</b>	
All loans (or other form of debt), guarantees, comfort letters (by whatever name called) or securities in connection with any loan(s) (or other form of debt) given directly or indirectly by the listed entity to	Yes	<a href="#">Add Notes</a>	
Name	Devkinandan B. Roonghta		
Designation	CFO		
Place	MUMBAI		
Date	21-10-2021		

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### Signatory Details

Name of signatory	Ami N. Shah
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	21-10-2021

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