

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 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](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

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### 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	01-04-2023
Date of end of financial year	31-03-2024
Reporting Quarter	Quarterly
Date of Report	31-12-2023
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																					
Disqualification of Directors under section 164 of the Companies Act, 2013																									
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	Whether the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution passed? [Refer Reg. 2(12A) of Listing Regulations]	Date of passing special resolution	Initial Date of appointment	Date of Re-appointment	Date of cessation	Terms of director (in months)	No of Directorship in listed entities including this listed entity (with reference to previous Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (with reference to previous Listing Regulations & 17A(2))	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (with reference to previous Listing Regulations)	No of past of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (with reference to previous Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
1	Mr	VISHU RANJAN CHODI	00003729		Executive Director	Chairperson related to Director	MD	22-03-1974	No				Active	NA		11-08-2009	01-06-2020			1	0	2		0	
2	Mr	HRANAV JAYESH CHODI	00003731		Executive Director	Not Applicable	CEO	01-02-1983	No				Active	NA		25-06-2004	01-06-2020			1	0	2		0	
3	Mr	HANUJ JAYAKUMAR GANDHI	00003858		Executive Director	Not Applicable		13-06-1979	No				Active	NA		01-08-2013	07-09-2023			1	0	0		0	
4	Mr	DEEP SHENOI	00112406		Executive Director	Not Applicable		29-12-1973	No				Active	NA		12-11-2020	12-11-2020			1	0	0		0	
5	Mr	SURESH KANTILAL PATEL	01038788		Director	Non-Executive - Independent		11-12-1962	No				Active	NA		27-08-2014	26-09-2019			1	0	2		0	
6	Mr	SOPAL MADHAVJI DAS DAPPAJI	07000662		Director	Not Applicable		29-10-1949	No				Active	NA	29-09-2023	04-11-2016	28-11-2019			1	0	1		0	
7	Mr	SRIHARSH VISHWANATH VADVA	00118800		Director	Non-Executive - Independent		06-05-1976	No				Active	NA		12-02-2019	12-02-2023			1	0	1		0	
8	Mr	BALRAM HANUJAN SINGH	00118905		Director	Non-Executive - Non Independent Director		21-07-1978	No				Active	NA		29-05-2019	29-05-2023			1	0	0		0	
9	Mr	RABI NARAYAN SAHOO	01277464		Director	Non-Executive - Independent		10-02-1960	No				Active	NA		29-06-2019	29-06-2022			1	0	1		0	
10	Ms	MAJU MADHU ALURKA	01120332		Director	Not Applicable		28-04-1967	No				Active	NA		23-12-2019	23-12-2023			1	0	1		0	

Annexure 1	
II. Composition of Committees	
Disclosure of notes on composition of committees explanatory	<a href="#" style="background-color: #c00000; color: white; padding: 5px 10px; border-radius: 3px;">Add Notes</a>

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, 2022.  
 3. Date of Cessation must be for the current quarter only, i.e. July 1,2022 to September 30.2022

**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							
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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							
9							
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	99999999	NAGESH YARRABATHINA	Chief Operating Officer	Member	04-06-2021		1
6	99999999	ASHOK LAXMAN DEV	President - Operations	Member	04-06-2021		2
7	99999999	DEVKINANDAN B. ROONGHTA	Chief Financial Officer	Member	04-06-2021		3
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						
10						

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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)	Total Number of Directors as on date of the meeting	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
	<a href="#">Add</a> <a href="#">Delete</a>						
1	11-08-2023			Yes	10	9	5
2	01-09-2023	20		Yes	10	9	5
3	27-09-2023	25		Yes	10	10	5
4	11-10-2023	13		Yes	10	9	5
5	09-11-2023	28		Yes	10	8	5

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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)	Total Number of Directors in the Committee as on date of the meeting	Number of Directors Present (All Directors including Independent Director)	No. of Independent Directors attending the meeting*	No. of members attending the meeting (other than Board of Directors)
<a href="#">Add</a> <a href="#">Delete</a>										
1	Audit Committee	11-08-2023				Yes	6	6	4	0
2	Audit Committee	01-09-2023	20			Yes	6	6	4	0
3	Audit Committee	27-09-2023	25			Yes	6	6	4	0
4	Audit Committee	09-11-2023	42			Yes	6	5	4	0
5	Corporate Social Responsibility Committee	11-08-2023				Yes	4	4	2	0
6	Corporate Social Responsibility Committee	11-10-2023	60			Yes	4	3	2	0
7	Stakeholders Relationship Committee	11-08-2023				Yes	3	3	1	0
8	Nomination and remuneration committee	11-08-2023				Yes	3	3	3	0
9	Nomination and remuneration committee	27-09-2023	46			Yes	3	3	3	0
10	Risk Management Committee	21-10-2023	23			Yes	4	4	2	3

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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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Wt Details of non compliance of prior approval of audit committee obt:

Wt Details of non compliance of shareholder approval obtained for ma

Wt Details of non compliance of RPT entered into pursuant to omnibus

Dis Disclosure notes on quarterly formats for compliance report on cor

Disclosure of notes of material transaction with related party

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Details of Cyber security incidence			
Whether as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, 2015 there has been cyber security incidents or breaches or loss of data or documents during the quarter			No
Date of the event		Brief details of the event	

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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 <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 1000 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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Annexure 1		
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 Shah
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	17-01-2024

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