



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) .

### 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	01-04-2024
Date of end of financial year	31-03-2025
Reporting Quarter	Quarterly
Date of Report	30-06-2024
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. 17(1A) 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 (with reference to provision in regulation 17A(1) & 17A(2))	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)	Reason for Cessation	Notes for not providing PAN	Notes for not providing DIN
Add		Delete																								
1	Mr	JAYESH PANNALAL CHOKSI		00001729	Executive Director	Chairperson related to Promoter	MD	29-03-1954	No				Active	NA		31-08-1999	01-04-2020			1	0	2	0			
2	Mr	PRANAV JAYESH CHOKSI		00001731	Executive Director	Not Applicable	CEO	01-02-1993	No				Active	NA		25-06-2004	01-04-2020			1	0	1	0			
3	Mr	PANKAJ JAYAKUMAR GANDHI		00001858	Executive Director	Not Applicable		15-06-1959	No				Active	NA		01-08-2013	07-09-2021			1	0	0	0			
4	Mr	DILIP GHOSH		00412406	Executive Director	Not Applicable		29-12-1952	No				Active	NA		12-11-2020	12-11-2020	28-06-2024		0	0	0	0	Others		
5	Mr	SHREYAS KANTILAL PATEL		01638788	Non-Executive - Independent Director	Not Applicable		31-12-1962	No				Active	NA		27-08-2014	26-09-2019			117.00	1	1	2	0		
6	Mr	GOPAL MADHAVAS DAPTAJI		07660662	Non-Executive - Independent Director	Not Applicable		29-10-1949	No				Active	Yes	29-09-2023	24-11-2016	24-11-2019			91.00	1	1	0	1		
7	Mr	BALRAM HANUJAMAN SINGH		06918085	Non-Executive - Non Independent Director	Not Applicable		25-07-1958	No				Active	NA		29-05-2018	29-05-2023			0.00	1	0	0	0		
8	Mr	RABI NARAYAN SAHOO		01237464	Non-Executive - Independent Director	Not Applicable		10-02-1960	No				Active	NA		29-06-2019	29-06-2022	29-06-2024		60.00	0	0	0	0	Tenure Completion	
9	Mrs	ANU SANJIV AURORA		05120192	Non-Executive - Independent Director	Not Applicable		28-04-1962	No				Active	NA		23-12-2019	23-12-2023			54.00	1	1	1	1		
10	Mr	KAMAL KISHORE SETH		00194986	Non-Executive - Independent Director	Not Applicable		12-05-1945	No				Active	No		27-06-2024	27-06-2024			0.04	2	2	0	2		
11	Mr	SHRIBANG VISHWANATH VADEHA		03618900	Non-Executive - Independent Director	Not Applicable		06-05-1956	No				Active	NA		12-02-2018	12-02-2021	01-04-2024		74.00	0	0	0	0	Others	

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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, 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	01-04-2024	114
2	01638788	SHREYAS KANTILAL PATEL	Non-Executive - Independent Director	Member	13-11-2014		
3	01237464	RABI NARAYAN SAHOO	Non-Executive - Independent Director	Member	25-04-2024	29-06-2024	99
4	00001729	JAYESH PANNALAL CHOKSI	Executive Director	Member	13-11-2014		
5	00001731	PRANAV JAYESH CHOKSI	Executive Director	Member	13-11-2014	29-06-2024	101
6	05120192	ANU SANJIV AURORA	Non-Executive - Independent Director	Member	23-12-2019		
7	07660662	GOPAL MADHAVDAS DAPTARI	Non-Executive - Independent Director	Member	24-11-2016	25-04-2024	102
8	07660662	GOPAL MADHAVDAS DAPTARI	Non-Executive - Independent Director	Chairperson	25-04-2024		104
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	01-04-2024	108
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	05120192	ANU SANJIV AURORA	Non-Executive - Independent Director	Chairperson	25-04-2024		107
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	29-06-2024	109
2	00001729	JAYESH PANNALAL CHOKSI	Executive Director	Member	13-11-2014		
3	00001731	PRANAV JAYESH CHOKSI	Executive Director	Member	13-11-2014		
4	05120192	ANU SANJIV AURORA	Non-Executive - Independent Director	Chairperson	29-06-2024		110
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	01-04-2024	112
4	07660662	GOPAL MADHAVDAS DAPTARI	Non-Executive - Independent Director	Member	04-06-2021		
5	01638788	SHREYAS KANTILAL PATEL	Non-Executive - Independent Director	Member	25-04-2024		113
6	99999999	NAGESH YARRABATHINA	Chief Operating Officer	Member	04-06-2021		30
7	99999999	ASHOK LAXMAN DEV	President -Operations	Member	04-06-2021		31
8	99999999	DEVKINANDAN B. ROONGHTA	Chief Financial Officer	Member	04-06-2021		32
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*
1	14-02-2024			Yes	10	7	3
2	25-04-2024	70		Yes	9	8	3
3	29-05-2024	33		Yes	9	6	3
4	27-06-2024	28		Yes	9	7	3

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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)
1	Audit Committee	14-02-2024				Yes	6	4	2	0
2	Audit Committee	29-05-2024	104			Yes	6	5	3	0
3	Corporate Social Responsibility Committee	25-04-2024				Yes	4	3	1	0
4	Nomination and remuneration committee	29-05-2024				Yes	3	2	2	0
5	Nomination and remuneration committee	27-06-2024	28			Yes	3	2	2	0
6	Risk Management Committee	14-02-2024				Yes	4	3	1	3
7	Stakeholders Relationship Committee	14-02-2024				Yes	3	3	1	0

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

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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	
Other details of cyber security incidence or breaches or loss of data event	<a href="#">Add Notes</a>	
Number of cyber security incidence or breaches or loss of data event occurred during the quarter		
<b>Sr.</b>	<b>Date of the event</b>	<b>Brief details of the event</b>

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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	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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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>

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	18-07-2024

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