

	XBRL Excel Utility
1.	<u>Overview</u>
2.	Before you begin
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4.	Steps for Filing Corporate Governance Report
5.	Fill up the data in excel utility

1. Overview

The excel utility can be used for creating the XBRL/XML file for efiling 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

3	Composition of Committee	Annexure I - Composition of Committee
4	Meeting of BOD	Annexure I - Meeting of BOD
5	Meeting of Committees	Annexure I - Meeting of Committees
6	Related Party Transaction	Annexure I - Related Party Transaction
7	Affirmation	Annexure I - Affirmation
8	Website	Annexure II - Website
9	Annual Affirmation	Annexure II - Annual Affirmation
10	Annual Affirmation Continue	Annexure II - Annual Affirmation Continue
11	Annexure III	Annexure III
12	Annexure III Affirmations	Half yearly Affirmations
13	Additional Half yearly Disclosure	Additional Half Yearly Disc
14	Details of Cyber security incidence	Cyber security incidence
15	Signatory Details	Signatory Details

### 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

Home	Validate			
General information abo				
Scrip code				
NSE Symbol				
MSEI Symbo	I			
ISIN				
Name of the	entity			
Date of start	of financial ye	ear		
Date of end	of financial ye	ar		
Reporting Qu	uarter			
Date of Repo	ort			
Risk manage	ment commit	tee		
Market Capit Year	talisation as po	er immediate previous Financial		

Prev

ut company	
500389	
NA	
NA	
INE368A01021	
Silverline Technologies Limited	
01-04-2023	
31-03-2024	
Quarterly	
30-06-2023	Enter the quarter ended date only
Not Applicable	
Any other	
Next	

Но	ome	Validate		
			Disclosure of no	tes on composition
				Whether the listed
				Whether Ch
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN
Add Delete				
1	Mr	RAVI SUBRAMANIAN	ВЈРРЅО260К	02151804
2	Mr	Srinivasan Sitapati Pattamadai	AQNPS6676B	06938100
3	Mr	Tahir Masalawala	DGFPM8236J	08681775
4	Ms	Nivedita Sen	CCOPS7366D	07796043
5	Mr	Tathagata Sarkar	BXGPS9849P	08601775
Pre	v			

of board of directors explanatory	Add Notes	
l entity has a Regular Chairperson	Yes	
airperson is related to MD or CEO	No	
Category 1 of directors	Category 2 of directors	Category 3 of directors

Executive Director	Chairperson	
Executive Director	Not Applicable	MD
Non-Executive - Independent		
Director	Not Applicable	
Non-Executive - Independent		
Director	Not Applicable	
Non-Executive - Independent		
Director	Not Applicable	

	_	
		Disqualification of D
Date of Birth	Whether the director is disqualified?	Start Date of disqualification

10-12-1957	No	
02-07-1949	No	
17-11-1992	No	
09-11-1986	No	
21-08-1986	No	

## Annexure I

# Annexure I to be submitted by listed entity on quarterly basis

## I. Composition of Board of Directors

irectors under section 164 of the Companies Act, 2013			
End Date of disqualification	Details of disqualification	Current status	

	Active
	Active

		-
Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations]	Date of passing special resolution	Initial Date of appointment

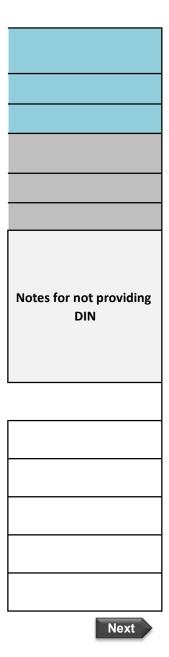
NA	20-08-2015
NA	29-11-2019
NA	09-12-2021
NA	09-09-2022
NA	09-09-2022

		<b>I</b>	1	
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 proviso to regulation 17A(1) & 17A(2)]

92.00	1	0
41.00	1	0
16.00	1	1
7.00	1	1
7.00	1	1

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

0	0	
0	0	
3	1	
3	1	
3	1	





Validate

Note: Please enter DIN. After entering DIN, Name of Committee membe

### **Audit Committee Details**

Sr	DIN Number	Name of Committee members
1	07796043	Nivedita Sen
2	08601775	Tathagata Sarkar
3	08681775	Tahir Masalawala
4		
5		
6		
7		
8		
9		
10		

#### Note: Please enter DIN. After entering DIN, Name of Committee membe

Nomination and remuneration committee			
Sr	DIN Number	Name of Committee members	
1	08601775	Tathagata Sarkar	

2	08681775	Tahir Masalawala
3	07796043	Nivedita Sen
4		
5		
6		
7		
8		
9		
10		

## Note: Please enter DIN. After entering DIN, Name of Committee membe

Sr	DIN Number	Name of Committee members
1	08681775	Tahir Masalawala
2	08601775	Tathagata Sarkar
3	07796043	Nivedita Sen
4		
5		
6		
7		
8		
9		
10		

Stakeholders Relationship Committee

# **Risk Management Committee**

Sr	DIN Number	Name of Committee members
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

## Note: Please enter DIN. After entering DIN, Name of Committee member

Corporate Social Responsibility Committee					
Sr	DIN Number	Name of Committee members			
1					
2					
3					
4					
5					
6					
7					
8					

9	
10	

Other Committee			
Sr	DIN Number	Name of Committee members	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



#### Annexure 1

### **II. Composition of Committees**

Disclosure of notes on composition of committees explanatory

ers and Category 1 of Directors shall be prefilled automatically

Category 1 of directors	Category 2 of directors
Non-Executive - Independent Director	Chairperson
Non-Executive - Independent Director	Member
Non-Executive - Independent Director	Member

Whether the Audit Committee has a Regular Chairperson

### ers and Category 1 of Directors shall be prefilled automatically

Whether the Nomination and remuneration committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors	
Non-Executive - Independent Director	Chairperson	

Non-Executive - Independent Director	Member
Non-Executive - Independent Director	Member

## ers and Category 1 of Directors shall be prefilled automatically

Category 1 of directors	Category 2 of directors
Non-Executive - Independent Director	Chairperson
Non-Executive - Independent Director	Member
Non-Executive - Independent Director	Member

Whether the Stakeholders Relationship Committee has a Regular Chairperson

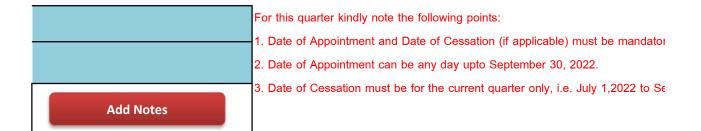
Whether the Risk Management Committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors

## ers and Category 1 of Directors shall be prefilled automatically

Whether the Corporate Social Respo	onsibility Committee has a Regular Chairperson		
Category 1 of directors	Category 1 of directors Category 2 of directors		

Name of other committee	Category 1 of directors



Yes		
Date of Appointment	Date of Cessation	Remarks
09-09-2022		
09-09-2022		
09-12-2021		

Yes		
Date of Appointment	Date of Cessation	Remarks
09-09-2022		

09-12-2021	
09-09-2022	

Yes		
Date of Appointment	Date of Cessation	Remarks
09-12-2021		
09-09-2022		
09-09-2022		

Date of Appointment	Date of Cessation	Remarks

Date of Appointment	Date of Cessation	Remarks

Category 2 of directors	Remarks



rily filled for every Committee.

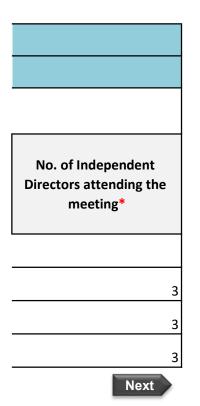
sptember 30,2022

	Home Validate			
ш.	Meeting of Board of Directors			
	Disclosure of notes on meeting of board of direc	ctors explanatory		
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	09-02-2023			
2	30-03-2023	48		
3	28-05-2023	58		
	Prev			

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

Aı	Annexure 1			
Add Not	es			
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)	

Yes	5	5
Yes	5	5
Yes	5	5



	Home Validate		
	1	1	
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)
	Add Delete		
1	Audit Committee	09-02-2023	
2	Audit Committee	30-03-2023	48
3	Audit Committee	28-05-2023	58
	Prev		

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

Annexure 1					
	IV. Meeting of Committees				
Disclosure of notes on meeting of committees explanatory			Add Note		
Name of other committe	Reson for not providing date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors in the Committee as on date of the meeting		

	Yes	3
	Yes	3
	Yes	3

s		
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)
3	3	0
3	3	0
3	3	0
		Next

V. Sr 1 2 3

Home	Validate

**Annexure 1** 

### **Related Party Transactions**

Subject

Whether prior approval of audit committee obtained

Whether shareholder approval obtained for material RPT

Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee

Disclosure of notes on related

Disclosure of notes of material transaction

ev

Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
NA	
NA	
NA	
party transactions	Add Notes
with related party	Add Notes
	Next

Wł

Wł

Wł

Dis

Dis

Next

Details of non compliance of prior approval of audit committee obtained

Details of non compliance of shareholder approval obtained for material RPT Details of non compliance of RPT entered into pursuant to omnibus approval have been reviewed by audit co

Disclosure notes on quarterly formats for compliance report on corporate governance

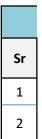
closure of notes of material transaction with related party

mmittee

Home	Validate	
		Details of Cy
-	-	I (LODR) Regulations, uments during the qua
Date of the eve	ent	

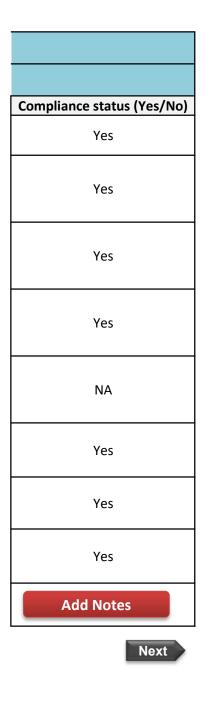
ber security incidence	
2015 there has been cyber security arter	No
Brief details of the event	

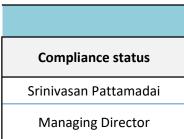




Home Validate	
Annexure 1	
Affirmations	
Subject	
The composition of Board of Directors is in terms of SEBI (Listing obligations and diso Regulations, 2015	closure requirements)
The composition of the following committees is in terms of SEBI(Listing obligations a requirements) Regulations, 2015 <b>a. Audit Committee</b>	and disclosure
The composition of the following committees is in terms of SEBI(Listing obligations a requirements) Regulations, 2015.	and disclosure
b. Nomination & remuneration comm	ittee
The composition of the following committees is in terms of SEBI(Listing obligations a requirements) Regulations, 2015.	and disclosure
c. Stakeholders relationship committe	
The composition of the following committees is in terms of SEBI(Listing obligations a requirements) Regulations, 2015.	and disclosure
d. Risk management committee (appl listed entities)	icable to the top 1000
The committee members have been made aware of their powers, role and responsi SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	bilities as specified in
The meetings of the board of directors and the above committees have been condu specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015	
This report and/or the report submitted in the previous quarter has been placed bef	fore Board of Directors.
Any comments/observations/advice of Board of Directors may be mentioned here	::

Annexure 1
Subject
Name of signatory
Designation
Name of signatory





Home	Validate

Signatory Details	
Name of signatory	Srinivasan Pattamadai
Designation of person	Managing Director
Place	Mumbai
Date	06-02-2024

