

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

Scrip code
NSE Symbol
MSEI Symbol
ISIN
Name of the entity
Date of start of financial year
Date of end of financial year
Reporting Quarter
Date of Report
Risk management committee
Market Capitalisation as per immediate previous Financial Year

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ut company
500389
NA
NA
INE368A01021
Silverline Technologies Limited
01-04-2023
31-03-2024
Half Yearly
30-09-2023
Not Applicable
Any other

Enter the quarter  
ended date only

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Disclosure of notes on composition				
Whether the listed				
Whether Ch				
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN
<a href="#">Add</a> <a href="#">Delete</a>				
1	Mr	RAVI SUBRAMANIAN	BJPPS0260K	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

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of board of directors explanatory	<b>Add Notes</b>	
Entity has a Regular Chairperson	Yes	
Chairperson 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	

		<b>Disqualification of D</b>
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**

**Directors under section 164 of the Companies Act, 2013**

<b>End Date of disqualification</b>	<b>Details of disqualification</b>	<b>Current status</b>

		Active
		Active
		Active
		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


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)]
------------------------	-------------------	--------------------------------	--	--

		95.00	1	0
		44.00	1	0
		19.00	1	1
		10.00	1	1
		10.00	1	1


<b>Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations)</b>	<b>No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)</b>	<b>Notes for not providing PAN</b>
--	---	------------------------------------

0	0	
0	0	
3	1	
3	1	
3	1	



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

**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 member

**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 members**

Stakeholders Relationship Committee		
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		

## 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		

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**Annexure 1**

**II. Composition of Committees**

Disclosure of notes on composition of committees explanatory

**Category 1 and Category 2 of Directors shall be prefilled automatically**

Whether the Audit 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

**Category 1 and Category 2 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







Add Notes

For this quarter kindly note the following points:

1. Date of Appointment and Date of Cessation (if applicable) must be mandatory
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 Se

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		






Category 2 of directors	Remarks

Next 



fully filled for every Committee.

September 30, 2022

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III. Meeting of Board of Directors		
Disclosure of notes on meeting of board of directors 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)
<a href="#">Add</a> <a href="#">Delete</a>		
1	28-05-2023	
2	14-07-2023	46

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

## Annexure 1

Add Notes

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


<b>No. of Independent Directors attending the meeting*</b>
--

--

3
---

3
---

**Next** 

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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)
----	-------------------	---	---

Add

Delete

1	Audit Committee	28-05-2023	
2	Audit Committee	14-07-2023	46

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\* 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 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
-------------------------	-------------------------------	--	--

		Yes	3
		Yes	3

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

**Next**

V.
Sr
1
2
3
Pre



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**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	<input type="button" value="Add Notes"/>
with related party	<input type="button" value="Add Notes"/>

**Next**

Wf  
Wf  
Wf  
  
Dis  
  
Dis

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

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**Details of Cy**

Whether as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, incidents or breaches or loss of data or documents during the qu

Date of the event	
-------------------	--

<b>ber security incidence</b>	
2015 there has been cyber security arter	No
Brief details of the event	



VI

**Sr**

1

2

3

4

5

6

7

8

9



**Sr**

1

2

## Annexure 1

## Affirmations

## Subject

The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015

**a. Audit Committee**

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.

**b. Nomination & remuneration committee**

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.

**c. Stakeholders relationship committee**

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 1000****listed entities)**

The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.

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.

This report and/or the report submitted in the previous quarter has been placed before Board of Directors.

**Any comments/observations/advice of Board of Directors may be mentioned here:**

ev

## Annexure 1

## Subject

Name of signatory

Designation



Compliance status (Yes/No)
Yes
Yes
Yes
Yes
NA
Yes
Yes
Yes
<a href="#">Add Notes</a>

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Compliance status
Srinivasan Pattamadai
Managing Director

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III. Affirmations	
Sr	Particulars
1	Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website
2	Presence of Chairperson of Audit Committee at the Annual General Meeting
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting
5	Disclosure of the Secretarial Audit Report of the listed entity and the material subsidiaries in the Annual Report
6	Submission of Annual Secretarial Compliance Report
7	Whether "Corporate Governance Report" disclosed in Annual Report
<b>Any other information to be</b>	

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1	Name of signatory
2	Designation

**Annexure III**

<b>Regulation Number</b>	<b>Compliance status (Yes/No/NA)</b>
46(2)	No
18(1)(d)	No
19(3)	No
20(3)	No
24A(1)	No
24A(2)	No
34(3) read with para C of Schedule V	No

provided

**Annexure III**


<b>If status is “No” details of non-compliance may be given here.</b>
Company has failed to send copy of Annual report to the Exchange and not conducted AGM before 30th September' 2023
Company has failed to send copy of Annual report to the Exchange and not conducted AGM before 30th September' 2023, hence no presence of Chairperon and audit committee
Company has failed to send copy of Annual report to the Exchange and not conducted AGM before 30th September' 2023, hence no presence of Chairperon and NRC committee
Company has failed to send copy of Annual report to the Exchange and not conducted AGM before 30th September' 2023, hence no presence of Chairperon and Stakeholders relationship committee
Company has failed to send copy of Annual report to the Exchange and not conducted AGM before 30th September' 2023, hence no secreatarial audit could be conducted by sec auditor
Company has failed to send copy of Annual report to the Exchange and not conducted AGM before 30th September' 2023, hence no secreatarial audit could be conducted by sec auditor
Company has failed to send copy of Annual report to the Exchange and not conducted AGM before 30th September' 2023
<a href="#">Add Notes</a>

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Srinivasan Pattamadai
Managing Director

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Applicability of disclosure
Reason for Non Applicability
<b>I. Disclosure of Loans/ guarantees/comfort letters /s</b>
<b>(A) Any loan or any other form of debt advanced by the listed</b>
<b>Entity</b>
Promoter or any other entity controlled by them
Promoter Group or any other entity controlled by them
Directors (including relatives) or any other entity controlled by them
KMPs or any other entity controlled by them
<b>(B) Any guarantee / comfort letter (by whatever name called)</b>
<b>Entity</b>
Promoter or any other entity controlled by them
Promoter Group or any other entity controlled by them
Directors (including relatives) or any other entity controlled by them
KMPs or any other entity controlled by them
<b>(C) Any security provided by the listed entity directly or indirectly</b>
<b>Entity</b>
Promoter or any other entity controlled by them
Promoter Group or any other entity controlled by them
Directors (including relatives) or any other entity controlled by them
KMPs or any other entity controlled by them
<b>(D) Additional Information</b>
<b>II. Affirmations</b>
<b>Affirmation</b>
All loans (or other form of debt), guarantees, comfort letters in connection with any loan(s) (or other form of debt) given or
Name
Designation
Place
Date

\_\_\_\_\_

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### Additional Half yearly Disclosure

Not Applicable	
<b>Add Notes</b>	

**securities etc.refer note below** **The Figure should be mentioned in Actual INR only**

**sted entity directly or indirectly to**

Aggregate amount advanced during six months	Balance outstanding at the end of six months

**lled) provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of c**

Type (guarantee, comfort letter etc.)	Aggregate amount of issuance during six months

**ndirectly, in connection with any loan(s) or any other form of debt availed by**

Type of security (cash, shares etc.)	Aggregate value of security provided during six months

### Compliance Status

ions	Compliance Status
ers (by whatever name called) or securities in directly or indirectly by the listed entity to	







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### Signatory Details

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

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