

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 MSE Listing Center Website (<https://xbml.msei.in>) .

### 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 MSE 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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### 4. 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 MSE Listing Center:** For uploading the XBRL/XML file generated through Utility, login to MSE Listing Center and upload generated xml file. On Upload screen provide the required information and browse to select XML file and submit the XML.

### 5. 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	000000
NSE Symbol	
MSEI Symbol	HOTAHOTI
ISIN	INE925E01012
Name of the entity	HOTAHOTI WOOD PRODUCTS LIMITED
Date of start of financial year	01-04-2019
Date of end of financial year	31-03-2020
Reporting Quarter	Quarterly
Date of Report	31-12-2019
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

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																	No				
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 special resolution passed? (Refer Reg. 17(A) 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(2) of Listing Regulations)	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	Notes for not providing DIN	
Add																	Delete				
1	Mr	TARAK NATH DEY	AIVPD7009D	00343396	Executive Director	Not Applicable	MD	01-12-1969	NA		03-03-2010		31-03-2015			5	3	5	2		
2	Mr	CHAND RATAN MODI	ADMPM4506E	00343685	Non-Executive - Non Independent Director	Not Applicable		11-07-1959	NA		22-08-1999		22-08-1999			6	0	4	0		
3	Mrs	CHANCHAL RUNGTA	8FMPM5176B	07590027	Non-Executive - Non Independent Director	Not Applicable		02-08-1991	NA		13-08-2016					6	0	8	0		
4	Mr	CHAMPA LAL PAREEK	AEKPP9135M	00030815	Non-Executive - Independent Director	Not Applicable	Shareholder Director	01-02-1957	NA		02-01-1997		29-09-2015		51	5	3	5	3		
5	Mr	AVI LUNIA	AAXPL9489M	07687360	Non-Executive - Independent Director	Chairperson	Shareholder Director	05-03-1995	NA		06-02-2018				22	5	5	10	5		

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**Annexure 1**

**II. Composition of Committees**

Disclosure of notes on composition of committees explanatory **Add Note**

1. For quarter A only refer the following points:  
 2. Date of Appointment and Date of Cessation if applicable must be mandatorily there for every committee.  
 3. Date of Appointment can be any day upto December 31, 2018.  
 4. Date of Cessation must be for the corresponding year, i.e. October 1/2018 to December 31,2018.

**Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be populated 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.	00000001	SHAMBA LAL PABBIK	Non-Executive - Independent Director	Chairperson	01-04-2018		
2.	00000005	SHANKU BACHAN MODI	Non-Executive - Non-Independent Director	Member	01-04-2018		
3.	00000000	ASU LUNDA	Non-Executive - Independent Director	Member	01-07-2018		
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 populated 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.	00000005	SHAMBA LAL PABBIK	Non-Executive - Independent Director	Chairperson	01-07-2018		
2.	00000000	ASU LUNDA	Non-Executive - Independent Director	Member	01-07-2018		
3.	00000005	SHANKU BACHAN MODI	Non-Executive - Non-Independent Director	Member	01-07-2018		
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 populated 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.	00000001	SHAMBA LAL PABBIK	Non-Executive - Independent Director	Chairperson	01-04-2018		
2.	00000007	SHANMUKH BUNDELA	Non-Executive - Non-Independent Director	Member	01-04-2018		
3.	00000000	ASU LUNDA	Non-Executive - Independent Director	Member	01-07-2018		
4.							
5.							
6.							
7.							
8.							
9.							
10.							

**Risk Management Committee**

Whether the Risk Management Committee has a Regular Chairperson							
No							
Sr.	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.							
2.							
3.							
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 populated automatically.**

**Corporate Social Responsibility Committee**

Whether the Corporate Social Responsibility Committee has a Regular Chairperson							
No							
Sr.	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.							
2.							
3.							
4.							
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.						

[Home](#)[Validate](#)**Annexure 1****III. Meeting of Board of Directors**

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*	No. of Independent Directors attending the meeting*
<a href="#">Add</a> <a href="#">Delete</a>						
1	08-08-2019			Yes	5	2
2	13-11-2019	96		Yes	5	2

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

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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)	Number of Directors present*	No. of Independent Directors attending the meeting*
1	Audit Committee	08-08-2019				Yes	3	2
2	Audit Committee	13-11-2019	96			Yes	3	2
3	Nomination and remuneration committee	08-08-2019				Yes	3	2
4	Nomination and remuneration committee	13-11-2019	96			Yes	3	2
5	Stakeholders Relationship Committee	08-08-2019				Yes	3	2
6	Stakeholders Relationship Committee	13-11-2019	96			Yes	3	2

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

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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	NA	
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>	NA
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	NAVEEN SHANKAR JAIN
2	Designation	Company Secretary and Compliance Officer



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### Signatory Details

Name of signatory	NAVEEN SHANKAR JAIN
Designation of person	Company Secretary and Compliance Officer
Place	KOLKATA
Date	31-12-2019

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