

XBRL Excel Utility	
1.	<a href="#">Overview</a>
2.	<a href="#">Before you begin</a>
3.	<a href="#">Index</a>
4.	<a href="#">Steps for Filing - Corporate Governance Report</a>

1. Overview
<p>The excel utility can be used for creating the XBRL/XML file for e-filing of Corporate Governance Report</p> <p>XBRL filing consists of two processes. Firstly generation of XBRL/XML file and upload of generated XBRL/XML file to MSE Listing Center Website (<a href="https://xbml.msei.in">https://xbml.msei.in</a>) .</p>

2. Before you begin
<ol style="list-style-type: none"> <li>1. The version of Microsoft Excel in your system should be Microsoft Office Excel 2007 and above.</li> <li>2. The system should have a file compression software to unzip excel utility file.</li> <li>3. Make sure that you have downloaded the latest Excel Utility from MSE Website to your local system.</li> <li>4. Make sure that you have downloaded the Chrome Browser to view report generated from Excel utility</li> <li>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.</li> </ol>

3. Index		
1	Details of general information about company	<a href="#">General Info</a>
2	Composition of BOD	<a href="#">Annexure I - Composition of BOD</a>
3	Composition of Committee	<a href="#">Annexure I - Composition of Committee</a>
4	Meeting of BOD	<a href="#">Annexure I - Meeting of BOD</a>
5	Meeting of Committees	<a href="#">Annexure I - Meeting of Committees</a>
6	Related Party Transaction	<a href="#">Annexure I - Related Party Transaction</a>
7	Affirmation	<a href="#">Annexure I - Affirmation</a>
8	Website	<a href="#">Annexure II - Website</a>
9	Annual Affirmation	<a href="#">Annexure II - Annual Affirmation</a>
10	Annual Affirmation Continue	<a href="#">Annexure II -Annual Affirmation Continue</a>
11	Annexure III	<a href="#">Annexure III</a>
12	Signatory Details	<a href="#">Signatory Details</a>

4. Steps for Filing Corporate Governance Report
<p><b>I. Fill up the data:</b> Navigate to each field of every section in the sheet to provide applicable data in correct format. (Formats will get reflected while filling data.)</p> <ul style="list-style-type: none"> <li>- Use paste special command to paste data from other sheet.</li> </ul>
<p><b>II. Validating Sheets:</b> Click on the "<b>Validate</b>" 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.</p>
<p><b>III. Validate All Sheets:</b> Click on the "<b>Home</b>" 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.</p> <p>Excel Utility will not allow you to generate XBRL/XML until you rectify all errors.</p>
<p><b>IV. Generate XML :</b> 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.</p> <ul style="list-style-type: none"> <li>- Save the XBRL/XML file in your desired folder in local system.</li> </ul>
<p><b>V. Generate Report :</b> Excel Utility will allow you to generate Report. Now click on 'Generate Report' to generate html report.</p> <ul style="list-style-type: none"> <li>- Save the HTML Report file in your desired folder in local system.</li> <li>- To view HTML Report open "Chrome Web Browser" .</li> <li>- To print report in PDF Format, Click on print button and save as PDF.</li> </ul>
<p><b>VI. Upload XML file to MSE Listing Center:</b> 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.</p>

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

[Home](#)[Validate](#)

### 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	01-04-2020
Date of end of financial year	31-03-2021
Reporting Quarter	Quarterly
Date of Report	31-12-2020
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

Enter the quarter  
ended date only

[Prev](#)[Next](#)

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

Wether 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(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 (Refer Regulation 17A(1) 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
<div>AddDelete</div>																				
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	ADMPPM4506E	00343685	Non-Executive - Non Independent Director	Not Applicable		11-07-1959	NA		22-08-1999				6	0	4	0		
3	Mrs	CHANCHAL RUNGTA	BFMPM5176B	07590027	Non-Executive - Non Independent Director	Not Applicable		02-08-1991	NA		13-08-2016				6	0	8	0		
4	Mr	BINOD KUMAR BIHANI	AKHPB7263K	02471328	Non-Executive - Independent Director	Not Applicable	Shareholder Director	30-03-1960	NA		28-09-2020			4	4	4	3	2		
5	Mr	AVI LUNIA	AKXPL9489M	07687360	Non-Executive - Independent Director	Chairperson	Shareholder Director	05-03-1995	NA		06-02-2018			35	6	6	7	2		

Prev

Next

Annexure 1

II. Composition of Committees

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, 2020.  
3. Date of Cessation must be for the current quarter only,i.e. July 1,2020 to September 30,2020.

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	02471328	BINOD KUMAR BIHANI	Non-Executive - Independent Director	Chairperson	28-09-2020		
2	00343685	CHAND RATAN MODI	Non-Executive - Non Independent Director	Member	01-04-2019		
3	07687360	AVI LUNIA	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 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	02471328	BINOD KUMAR BIHANI	Non-Executive - Independent Director	Chairperson	28-09-2020		
2	07687360	AVI LUNIA	Non-Executive - Independent Director	Member	01-07-2018		
3	00343685	CHAND RATAN 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 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	00343685	CHAND RATAN MODI	Non-Executive - Non Independent Director	Chairperson	28-09-2020		
2	07590027	CHANCHAL RUNGTA	Non-Executive - Non Independent Director	Member	01-04-2019		
3	07687360	AVI LUNIA	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 prefilled automatically

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility Committee has a Regular Chairperson							
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						

Annexure 1						
III. Meeting of Board of Directors						
Disclosure of notes on meeting of board of directors explanatory			<div>Add Notes</div>			
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*
<div><div>Add</div><div>Delete</div></div>						
1	27-07-2020			Yes	5	2
2	11-11-2020	106		Yes	5	2

Prev

Next

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

HomeValidate

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	Reson for not providing date	Whether requirement of Quorum met (Yes/No)	Number of Directors present*	No. of Independent Directors attending the meeting*
<div>AddDelete</div>								
1	Audit Committee	27-07-2020				Yes	3	2
2	Audit Committee	11-11-2020	106			Yes	3	2
3	Nomination and remuneration committee	27-07-2020				Yes	3	2
4	Nomination and remuneration committee	11-11-2020				Yes	3	2
5	Stakeholders Relationship Committee	27-07-2020				Yes	3	2
6	Stakeholders Relationship Committee	11-11-2020				Yes	3	2

Prev

Next

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

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	NA	
Disclosure of notes on related party transactions			<div>Add Notes</div>
Disclosure of notes of material transaction with related party			<div>Add Notes</div>

HomeValidate

Annexure 1		
VI. Affirmations		
Sr	Subject	Compliance status (Yes/No/NA)
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>	<div></div>

Prev

Annexure 1		
Sr	Subject	Compliance status
1	Name of signatory	NAVEEN SHANKAR J
2	Designation	Company Secretary a Compliance Office



[Home](#)[Validate](#)

### Signatory Details

Name of signatory	NAVEEN SHANKAR JAIN
Designation of person	Company Secretary and Compliance Officer
Place	KOLKATA
Date	31-12-2020

[Prev](#)