

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://xbri.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

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>
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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	Yearly
Date of Report	31-03-2020
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. 171(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(1) of Listing Regulations)	Number of memberships in 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
1	Mr.	TARAK NATH DEY	AIVPD2009D	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	ADMPMA500E	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	BFMPMS176B	07590027	Non-Executive - Non Independent Director	Not Applicable		02-08-1991	NA		13-08-2016				6	0	8	0		
4	Mr	CHAMPAL LAL PAREEK	AENPP9135M	00030815	Non-Executive - Independent Director	Not Applicable	Shareholder Director	01-02-1957	NA		02-01-1997	29-09-2015		54	5	3	5	3		
5	Mr	AVI LUNIA	AXXPL9489M	07687360	Non-Executive - Independent Director	Chairperson	Shareholder Director	05-03-1995	NA		05-02-2018			25	5	5	10	5		

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Annexure 1

II Composition of Committees

Disclosure of notes on composition of committee 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 December 31, 2019.  
 3. Date of Cessation must be for the current quarter only, i.e. October 1, 2019 to December 31, 2019.

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							
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.	00030815	CHAMPALAL PAREEK	Non-Executive - Independent Director	Chairperson	03-04-2019		
2.	00443685	CHAND BATAWAL MOODI	Non-Executive - Non-Independent Director	Member	03-04-2019		
3.	07687380	AJIT LARNA	Non-Executive - Independent Director	Member	03-07-2018		
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							
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.	00030815	CHAMPALAL PAREEK	Non-Executive - Independent Director	Chairperson	03-07-2018		
2.	07687380	AJIT LARNA	Non-Executive - Independent Director	Member	03-07-2018		
3.	00443685	CHAND BATAWAL MOODI	Non-Executive - Non-Independent Director	Member	03-07-2018		
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							
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.	00030815	CHAMPALAL PAREEK	Non-Executive - Independent Director	Chairperson	03-04-2019		
2.	07590037	CHANDAN BUNGTA	Non-Executive - Non-Independent Director	Member	03-04-2019		
3.	07687380	AJIT LARNA	Non-Executive - Independent Director	Member	03-07-2018		
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Risk Management Committee							
Whether the Risk Management 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.							

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							
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	13-11-2019			Yes	5	2
2	20-01-2020	67		Yes	5	2
3	12-02-2020	22		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	13-11-2019				Yes	3	2
2	Audit Committee	12-02-2020	90			Yes	3	2
3	Nomination and remuneration committee	13-11-2019				Yes	3	2
4	Nomination and remuneration committee	12-02-2020	90			Yes	3	2
5	Stakeholders Relationship Committee	13-11-2019				Yes	3	2
6	Stakeholders Relationship Committee	12-02-2020	90			Yes	3	2

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

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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	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 II

## Annexure II to be submitted by listed entity at the end of the financial year (for the whole of financial year)

## I. Disclosure on website in terms of Listing Regulations

Sr	Item	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.	Web address
1	Details of business	Yes		<a href="http://hwpl.co.in/about-us.html">http://hwpl.co.in/about-us.html</a>
2	Terms and conditions of appointment of independent directors	Yes		<a href="http://hwpl.co.in/investors-info.html">http://hwpl.co.in/investors-info.html</a>
3	Composition of various committees of board of directors	Yes		<a href="http://hwpl.co.in/managment-team.html">http://hwpl.co.in/managment-team.html</a>
4	Code of conduct of board of directors and senior management personnel	Yes		<a href="http://hwpl.co.in/investors-info.html">http://hwpl.co.in/investors-info.html</a>
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		<a href="http://hwpl.co.in/investors-info.html">http://hwpl.co.in/investors-info.html</a>
6	Criteria of making payments to non-executive directors	Yes		<a href="http://hwpl.co.in/investors-info.html">http://hwpl.co.in/investors-info.html</a>
7	Policy on dealing with related party transactions	Yes		<a href="http://hwpl.co.in/investors-info.html">http://hwpl.co.in/investors-info.html</a>
8	Policy for determining 'material' subsidiaries	Yes		<a href="http://hwpl.co.in/investors-info.html">http://hwpl.co.in/investors-info.html</a>
9	Details of familiarization programmes imparted to independent directors	Yes		<a href="http://hwpl.co.in/investors-info.html">http://hwpl.co.in/investors-info.html</a>
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes		<a href="http://hwpl.co.in/contact-us.html">http://hwpl.co.in/contact-us.html</a>
11	email address for grievance redressal and other relevant details	Yes		<a href="http://hwpl.co.in/contact-us.html">http://hwpl.co.in/contact-us.html</a>
12	Financial results	Yes		<a href="http://hwpl.co.in/investors-info.html">http://hwpl.co.in/investors-info.html</a>
13	Shareholding pattern	Yes		<a href="http://hwpl.co.in/investors-info.html">http://hwpl.co.in/investors-info.html</a>
14	Details of agreements entered into with the media companies and/or their associates	NA		
15	Schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange	NA		
16	New name and the old name of the listed entity	NA		
17	Advertisements as per regulation 47 (1)	Yes		<a href="http://hwpl.co.in/corporate-announcement.html">http://hwpl.co.in/corporate-announcement.html</a>
18	Credit rating or revision in credit rating obtained	NA		
19	Separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year	NA		
20	Whether company has provided information under separate section on its website as per Regulation 46(2)	Yes		<a href="http://hwpl.co.in/investors-info.html">http://hwpl.co.in/investors-info.html</a>
21	Materiality Policy as per Regulation 30	Yes		<a href="http://hwpl.co.in/investors-info.html">http://hwpl.co.in/investors-info.html</a>
22	Dividend Distribution policy as per Regulation 43A (as applicable)	NA		
23	It is certified that these contents on the website of the listed entity are correct	Yes		<a href="http://hwpl.co.in/about-us.html">http://hwpl.co.in/about-us.html</a>
24	Disclosure of notes on website in terms of Listing Regulations explanatory [Text Block]		<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 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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Sr	Subject	Compliance status
1	Name of signatory	NAVEEN SHANKAR JAIN
2	Designation	Company Secretary and Compliance Officer

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## Annexure II

## II. Annual Affirmations

Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'	16(1)(b) & 25(6)	Yes	
2	Board composition	17(1), 17(1A) & 17(1B)	Yes	
3	Meeting of Board of directors	17(2)	Yes	
4	Quorum of Board meeting	17(2A)	Yes	
5	Review of Compliance Reports	17(3)	Yes	
6	Plans for orderly succession for appointments	17(4)	Yes	
7	Code of Conduct	17(5)	Yes	
8	Fees/compensation	17(6)	Yes	
9	Minimum Information	17(7)	Yes	
10	Compliance Certificate	17(8)	Yes	
11	Risk Assessment & Management	17(9)	Yes	
12	Performance Evaluation of Independent Directors	17(10)	Yes	
13	Recommendation of Board	17(11)	Yes	
14	Maximum number of Directorships	17A	Yes	
15	Composition of Audit Committee	18(1)	Yes	
16	Meeting of Audit Committee	18(2)	Yes	
17	Composition of nomination & remuneration committee	19(1) & (2)	Yes	
18	Quorum of Nomination and Remuneration Committee meeting	19(2A)	Yes	
19	Meeting of Nomination and Remuneration Committee	19(3A)	Yes	
20	Composition of Stakeholder Relationship Committee	20(1), 20(2) & 20(2A)	Yes	
21	Meeting of Stakeholders Relationship Committee	20(3A)	Yes	
22	Composition and role of risk management committee	21(1),(2),(3),(4)	NA	
23	Meeting of Risk Management Committee	21(3A)	NA	
24	Vigil Mechanism	22	Yes	
25	Policy for related party Transaction	23(1),(1A),(5),(6),(7) & (8)	Yes	
26	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	NA	
27	Approval for material related party transactions	23(4)	NA	
28	Disclosure of related party transactions on consolidated basis	23(9)	NA	
29	Composition of Board of Directors of unlisted material Subsidiary	24(1)	NA	
30	Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	NA	
31	Annual Secretarial Compliance Report	24(A)	Yes	
32	Alternate Director to Independent Director	25(1)	NA	
33	Maximum Tenure	25(2)	Yes	
34	Meeting of independent directors	25(3) & (4)	Yes	
35	Familiarization of independent directors	25(7)	Yes	
36	Declaration from Independent Director	25(8) & (9)	Yes	
37	D & O Insurance for Independent Directors	25(10)	NA	
38	Memberships in Committees	26(1)	Yes	
39	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes	
40	Disclosure of Shareholding by Non-Executive Directors	26(4)	NA	
41	Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes	
Any other information to be provided				<a href="#">Add Notes</a>

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## Annexure II

1	Name of signatory	NAVEEN SHANKAR JAIN
2	Designation	Company Secretary and Compliance Officer

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### Annexure II

#### III. Affirmations

Sr	Particulars	Compliance status (Yes/No/NA)
1	The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied	NA
Any other information to be provided		<a href="#">Add Notes</a>

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### Annexure II

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	31-03-2020

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