

	XBRL Excel Utility
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1. Overview

The excel utility can be used for creating the XBRL/XML file for efiling of shareholding pattern.

Shareholding pattern XBRL filling consists of two processes. Firstly generation of XBRL/XML file of the Shareholding pattern, and upload of generated XBRL/XML file to MSE Listing Center.

## 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	General Info
2	Declaration	Declaration
3	Summary	Summary
4	Shareholding Pattern	Shareholding Pattern

## 4. Steps for Filing Shareholding Pattern

 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 Shareholding Pattern
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. Adding new rows: Sections such as Promoters details allow you to enter as much data in a tabular form. You can Click on "Add" to add more rows.
7. Deleting rows: Rows that has been added can be removed by clicking the button "Delete". A popup will ask you to provide the range of rows you want to delete.
8. Select data from "Dropdown list" wherever applicable.
9. Adding Notes: Click on "Add Notes" button to add notes

Home Validate

General information about company	
Scrip code	000000
NSE Symbol	
MSEI Symbol	ΗΟΤΑΗΟΤΙ
ISIN	INE925E01012
Name of the company	HOTAHOTI WOOD PRODUCTS LIMITED
Whether company is SME	No
Class of Security	Equity Shares
Type of report	Quarterly
Quarter Ended / Half year ended/Date of Report (For Prelisting / Allotment)	31-12-2020
Date of allotment / extinguishment (in case Capital Restructuring selected) / Listing Date	
Shareholding pattern filed under	Regulation 31 (1) (b)
Whether the listed entity is Public Sector Undertaking (PSU)?	No

Home Validate

Sr. No.	Particular	Yes/No	Promoter and Promoter Group	Public shareholder	Non Promoter- Non Public
1	Whether the Listed Entity has issued any partly paid up shares?	No	No	No	No
2	Whether the Listed Entity has issued any Convertible Securities ?	No	No	No	No
3	Whether the Listed Entity has issued any Warrants ?	No	No	No	No
4	Whether the Listed Entity has any shares against which depository receipts are issued?	No	No	No	No
5	Whether the Listed Entity has any shares in locked-in?	No	No	No	No
6	Whether any shares held by promoters are pledge or otherwise encumbered?	No	No		
7	Whether company has equity shares with differential voting rights?	No	No	No	No
8	Whether the listed entity has any significant beneficial owner?	No			

	nome																			
Table	I - Summary Statement holding of specifie	ed securities																		
Note	: Data will be automatically populated fro	om shareholding p	attern sheet - Data Entry R	estricted in this she	et															
							Shareholding as a	Numi	ber of Voting Rightsheld	in each class ofsecurities(IX)					Shareholding , as a %	Number of Loc			hares pledged or encumbered	
Cater	9 Category of shawholder Nos. Df (0) (0) (0) (0) (0) (0) (0) (0) (0) (0)	New Of	No. of fully paid up provide	No. Of Partly paid-	No. Of shares underlying	Total nos, shares	% of total no. of		No of Voting (XIV) Rig	hts		No. Of Shares	No. of Shares	No. Of Shares Underlying Outstanding convertible		(per	0		(mag	Number of equity shares held in
ry (1)		up equity shares held (V)	Depository Receipts (V1)	ry held	shares (calculated	Class eg: X	Class eg:y	Total	Total as a % of (A+B+C)	Underlying Outstanding convertible securities (X)	Underlying Outstanding Warrants (N)		as a percentage of diuted share capital) (XI)= (VII)+(X) As a % of (A+II+C2)	No. (a)	As a % of total Shares held (b)	No. (a)	As a % of total Shares held (b)	dematerialized		
(A)	Promoter & Promoter Group	3	2657700			2657700	13.29	26.57.700.00		2657700.00	11.29				13.29					2657700
(11)	Public	996	17342260			17342260	86.71	17342260.00		17342260.00	86.71				86.71					17244420
(C)	Non Promoter- Non Public																			
(C1)	Shares underlying DRs																			
(C2)	Trusts																			
	Total	122	19999960			19999960	200	19999960.00		19999960.00	100.00				300					19902120

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C Table IV - Statement showing shareholding pattern of the Non Promoter-Non Public shareholder			
C 1949 - Statement Storeng participant on the non-transmission and transmission and transmi And transmission and transmiss	1		
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Disclosure of notes in case of public share holding is less than 25 percentage Add Notes			