

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>
5.	<a href="#">Fill up the data in excel utility</a>

### 1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of Corporate Governance Report

XBRL filling 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](http://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

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	Annexure III Affirmations	<a href="#">Half yearly Affirmations</a>
13	Additional Half yearly Disclosure	<a href="#">Additional Half Yearly Disc</a>
14	Details of Cyber security incidence	<a href="#">Cyber security incidence</a>
15	Signatory Details	<a href="#">Signatory Details</a>

### 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





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

General information about company	
Scrip code	530431
NSE Symbol	NA
MSEI Symbol	NA
ISIN	INE853A01022
Name of the entity	ADOR FONTECH LIMITED
Date of start of financial year	01-04-2023
Date of end of financial year	31-03-2024
Reporting Quarter	Half Yearly
Date of Report	30-09-2023
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Top 2000 listed entities

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 roles on composition of board of directors regulatory		Add Notes																							
Whether the listed entity has a regular Chairperson		Yes																							
Whether Chairperson is related to MD or CEO		No																							
Disqualification of Directors under section 164 of the Companies Act, 2013																									
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 the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution is passed? (Refer Reg. 17(3A) of Listing Regulations)	Date of passing special resolution	Initial/Date of appointment	Date of the appointment	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including the listed entity (Refer Listing Regulations)	No of Independent Directorship in listed entities including the listed entity (Refer Listing Regulations & 17A(1))	Number of memberships in Audit/ Stakeholder Committee(s) including the listed entity (Refer Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee(s) in listed entities including the listed entity (Refer Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
1	Mr.	Aditya Tarachand Kohhare	MAUP43372D	01495617	Non-Executive - Non Independent Director	Chairperson/Member of Director		26-08-1980	No				Active	N/A		28-07-2007	28-07-2022			2	0	0	0		
2	Mr.	Harish Prathardas Lokhande	MAUP43484E	00040629	Executive Director	Not Applicable	CEO/MD	28-10-1963	No				Active	N/A		21-04-1998	01-05-2022			3	0	3	0		
3	Mrs.	Neerajka Mohand Nagpal	MAUP42466E	00037885	Non-Executive - Non Independent Director	Not Applicable		06-07-1971	No				Active	N/A		28-07-2007	11-08-2022			2	0	2	0		
4	Mr.	Neeraj Shambhaji Marathe	MAUP41508E	00087254	Non-Executive - Independent Director	Not Applicable		21-03-1976	No				Active	N/A		24-04-2009	01-08-2022		112.00	4	3	5	2		
5	Mr.	Santosh Anandaram	MAUP7603B	00081226	Non-Executive - Independent Director	Not Applicable		27-08-1978	No				Active	N/A		15-07-2013	01-08-2022		122.00	2	2	3	2		
6	Mr.	Balraj Malik	MAUP40599A	00022063	Non-Executive - Independent Director	Not Applicable		11-10-1950	No				Active	N/A		16-01-2015	23-08-2022		108.00	1	2	4	1		

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, 2022.
3. Date of Cessation must be for the current quarter only, i.e. July 1,2022 to September 30,2022

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	00085754	Navroze Shiamak Marshall	Non-Executive - Independent Director	Chairperson	01-08-2019		
2	00031985	Ninotchka Malkani Nagpal	Non-Executive - Non Independent Director	Member	11-08-2023		
3	06801226	Santosh Janakiram	Non-Executive - Independent Director	Member	01-08-2019		
4	00521563	Rafique Malik	Non-Executive - Independent Director	Member	23-09-2020		
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	00521563	Rafique Malik	Non-Executive - Independent Director	Chairperson	23-09-2020		
2	00031985	Ninotchka Malkani Nagpal	Non-Executive - Non Independent Director	Member	11-08-2023		
3	06801226	Santosh Janakiram	Non-Executive - Independent Director	Member	01-08-2019		
4	00085754	Navroze Shiamak Marshall	Non-Executive - Independent Director	Member	01-08-2019		
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	06801226	Santosh Janakiram	Non-Executive - Independent Director	Chairperson	01-08-2019		
2	00040629	Harish Phatandas Ledwani	Executive Director	Member	01-05-2023		
3	00031985	Ninotchka Malkani Nagpal	Non-Executive - Non Independent Director	Member	11-08-2023		
4	00521563	Rafique Malik	Non-Executive - Independent Director	Member	23-09-2020		
5							
6							
7							
8							
9							
10							

Risk Management Committee							
Whether the Risk Management 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							
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					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00031985	Ninotchka Malkani Nagpal	Non-Executive - Non Independent Director	Chairperson	11-08-2023		
2	00040629	Harish Phatandas Ledwani	Executive Director	Member	01-05-2023		
3	01585637	Aditya Tarachand Malkani	Non-Executive - Non Independent Director	Member	28-07-2022		
4	00085754	Navroze Shiamak Marshall	Non-Executive - Independent Director	Member	01-08-2019		
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						

◀ Prev

Next ▶

Annexure 1							
III. Meeting of Board of Directors							
Disclosure of notes on meeting of board of directors explanatory				<a href="#">Add Notes</a>			
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)	Total Number of Directors as on date of the meeting	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
<a href="#">Add</a> <a href="#">Delete</a>							
1	29-05-2023			Yes	6	6	3
2	03-08-2023	65		Yes	6	6	3

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

\* 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 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)	Total Number of Directors in the Committee as on date of the meeting	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)
<div style="display: flex; justify-content: space-between;"> <span>Add</span> <span>Delete</span> </div>										
1	Audit Committee	29-05-2023				Yes	6	6	3	3
2	Audit Committee	03-08-2023	65			Yes	6	6	3	3
3	Nomination and remuneration committee	29-05-2023				Yes	6	6	3	3
4	Nomination and remuneration committee	03-08-2023	65			Yes	6	6	3	3
5	Stakeholders Relationship Committee	29-05-2023				Yes	6	6	3	3
6	Stakeholders Relationship Committee	03-08-2023	65			Yes	6	6	3	3
7	Corporate Social Responsibility Committee	29-05-2023				Yes	6	6	3	3
8	Corporate Social Responsibility Committee	03-08-2023	65			Yes	6	6	3	3

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	Yes	
Disclosure of notes on related party transactions			Add Notes
Disclosure of notes of material transaction with related party			Add Notes

Prev

Next

WI Details of non compliance of prior approval of audit committee obtained  
 WI Details of non compliance of shareholder approval obtained for material RPT  
 WI Details of non compliance of RPT entered into pursuant to omnibus approval have been reviewed by audit committee  
 Dis Disclosure notes on quarterly formats for compliance report on corporate governance  
 Disclosure of notes of material transaction with related party

Home

Validate

Details of Cyber security incidence			
Whether as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, 2015 there has been cyber security incidents or breaches or loss of data or documents during the quarter			No
Date of the event		Brief details of the event	

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

## 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 1000 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</a>

[Prev](#)

## Annexure 1

Sr	Subject	Compliance status
1	Name of signatory	Geetha D
2	Designation	Company Secretary and Compliance Officer

[Home](#)[Validate](#)**Annexure III**

III. Affirmations				
Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website	46(2)	Yes	
2	Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	No	Mr. Navroze Marshall was abroad and had nominated Mr. Santosh Janakiram.
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	No	Mr. Rafique Malik had expressed his inability to attend the AGM and had nominated Mr. Santosh Janakiram.
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	Yes	
5	Disclosure of the Secretarial Audit Report of the listed entity and the material subsidiaries in the Annual Report	24A(1)	Yes	
6	Submission of Annual Secretarial Compliance Report	24A(2)	Yes	
7	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	
Any other information to be provided				<a href="#">Add Notes</a>

[Prev](#)[Next](#)**Annexure III**

1	Name of signatory	Geetha D
2	Designation	Company Secretary and Compliance Officer

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

Additional Half yearly Disclosure			
Applicability of disclosure	Applicable		
Reason for Non Applicability	<a href="#">Add Notes</a>		
<b>I. Disclosure of Loans/ guarantees/comfort letters /securities etc.refer note below</b>		<b>The Figure should be mentioned in Actual INR only</b>	
<b>(A)Any loan or any other form of debt advanced by the listed entity directly or indirectly to</b>			
<b>Entity</b>	<b>Aggregate amount advanced during six months</b>	<b>Balance outstanding at the end of six months</b>	
Promoter or any other entity controlled by them	0.00	0.00	
Promoter Group or any other entity controlled by them	0.00	116534270.26	
Directors (including relatives) or any other entity controlled by them	0.00	0.00	
KMPs or any other entity controlled by them	0.00	0.00	
<b>(B) Any guarantee / comfort letter (by whatever name called) provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed By</b>			
<b>Entity</b>	<b>Type (guarantee, comfort letter etc.)</b>	<b>Aggregate amount of issuance during six months</b>	<b>Balance outstanding at the end of six months(taking into account any invocation)</b>
Promoter or any other entity controlled by them		0	0.00
Promoter Group or any other entity controlled by them	Mutual Funds	0.00	223225.63
Directors (including relatives) or any other entity controlled by them		0	0.00
KMPs or any other entity controlled by them		0	0.00
<b>(C) Any security provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed by</b>			
<b>Entity</b>	<b>Type of security (cash, shares etc.)</b>	<b>Aggregate value of security provided during six months</b>	<b>Balance outstanding at the end of six months</b>
Promoter or any other entity controlled by them		0	0.00
Promoter Group or any other entity controlled by them	Mutual Funds	0.00	223225.63
Directors (including relatives) or any other entity controlled by them		0	0.00
KMPs or any other entity controlled by them		0	0.00
<b>(D) Additional Information</b>			<a href="#">Add Notes</a>
<b>II. Affirmations</b>			
<b>Affirmations</b>	<b>Compliance Status</b>	<b>Company Remarks</b>	
All loans (or other form of debt), guarantees, comfort letters (by whatever name called) or securities in connection with any loan(s) (or other form of debt) given directly or indirectly by the listed entity to	Yes	<a href="#">Add Notes</a>	
Name	Geetha D		
Designation	CFO		
Place	Bengaluru		
Date	21-10-2023		

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

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

### Signatory Details

Name of signatory	Geetha D
Designation of person	Company Secretary and Compliance Officer
Place	Bengaluru
Date	21-10-2023

[Prev](#)