

XBRL	
Excel Utility	
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1. Overview

The excel utility can be used for creating the XBRL/XML file for 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 BSE Listing Center Website (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 at General Info
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4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL button on General information sheet.

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

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General information about company

Scrip code	524444
NSE Symbol	
MSEI Symbol	
ISIN	INE313M01014
Name of the entity	KAVIT INDUSTRIES LIMITED
Date of start of financial year	01-04-2020
Date of end of financial year	31-03-2021
Reporting Quarter	Half Yearly
Date of Report	30-09-2020
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Top 1000 listed entities

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](#)

Wether the listed entity has a Regular Chairperson

Yes

Whether Chairperson is related to MD or CEO

Yes

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
1	Mr	Jayesh Raichandbhai Thakkar	AAYP7057L	01631093	Executive Director	Chairperson	MD	01-06-1964	NA		28-01-2011				1	0	0	0		
2	Mrs	Payal Gajjar	BVOPG2004G	08745777	Non-Executive - Non Independent Director	Not Applicable		17-09-1993	NA		24-03-2020			6	1	0	0	0		
3	Mr	Salil Shashikant Patel	ACQPP8311B	07371520	Non-Executive - Independent Director	Not Applicable		23-11-1967	NA		06-09-2017			36	1	1	2	2		
4	Mr	Kartikkumar Bakul Chandra Mistry	CKMPM1635D	07791008	Non-Executive - Independent Director	Not Applicable		23-09-1992	NA		06-09-2017			36	1	1	2	0		
5	Mr	Nareshbhai Arvindbhai Patel	BWHPP4532J	06736529	Non-Executive - Independent Director	Not Applicable		01-06-1968	NA		01-07-2018			26	1	1	0	0		
6	Mr	ChandreshKumar Vishnubhai Kahar	CKJPK6535M	07318098	Non-Executive - Independent Director	Not Applicable		19-08-1992	NA		01-07-2018			26	1	1	2	0		
7	Mr	Hasmukhbhai Dhanjibhai Thakkar	ABLPT4221E	07183270	Non-Executive - Non Independent Director	Not Applicable		01-06-1962	NA		01-07-2018			26	1	1	0	0		

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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

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	07371520	Salil Shashikant Patel	Non-Executive - Independent Director	Chairperson	06-09-2017		
2	07791008	Kartikkumar Bakul Chandra Mistry	Non-Executive - Independent Director	Member	06-09-2017		
3	07318098	ChandreshKumar Vishnubhai Kahar	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	07371520	Salil Shashikant Patel	Non-Executive - Independent Director	Chairperson	06-09-2017		
2	07791008	Kartikkumar Bakul Chandra Mistry	Non-Executive - Independent Director	Member	06-09-2017		
3	07318098	ChandreshKumar Vishnubhai Kahar	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

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	07371520	Salil Shashikant Patel	Non-Executive - Independent Director	Chairperson	06-09-2017		
2	07791008	Kartikkumar Bakul Chandra Mistry	Non-Executive - Independent Director	Member	06-09-2017		
3	07318098	ChandreshKumar Vishnubhai Kahar	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							
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						

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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*
	Add	Delete				
1	01-06-2020			Yes	7	4
2	16-07-2020	44		Yes	7	4
3	12-09-2020	57		Yes	7	4
4	22-09-2020	9		Yes	7	4

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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*
	Add	Delete						
1	Audit Committee	01-06-2020				Yes	3	3
2	Audit Committee	16-07-2020	44			Yes	3	3
3	Stakeholders Relationship Committee	01-06-2020				Yes	3	3
4	Stakeholders Relationship Committee	16-07-2020	44			Yes	3	3

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* to be filled in only for the current quarter meetings

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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

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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 a. Audit Committee	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. b. Nomination & remuneration committee	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. d. Risk management committee (applicable to the top 500 listed entities)	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	Any comments/observations/advice of Board of Directors may be mentioned here:	Add Notes

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Sr	Subject	Compliance status
1	Name of signatory	MIKIL GOHIL
2	Designation	Company Secretary and Compliance Officer

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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)	No	AGM for the Financial year ended 31st March, 2020 is yet not held. Cor
2	Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	No	AGM for the Financial year ended 31st March, 2020 is yet not held. Cor
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	No	AGM for the Financial year ended 31st March, 2020 is yet not held. Cor
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	No	AGM for the Financial year ended 31st March, 2020 is yet not held. Cor
5	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	No	AGM for the Financial year ended 31st March, 2020 is yet not held. Cor
Any other information to be provided				Add Notes

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1	Name of signatory	MIKIL GOHIL
2	Designation	Company Secretary and Compliance Officer

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Signatory Details	
Name of signatory	MIKIL GOHIL
Designation of person	Company Secretary and Compliance Officer
Place	VADODARA
Date	13-10-2020

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