

P-17	XBRL Excel Utility	The said
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### 1. Overview

The excel utility can be used for creating the XBRL/XML file for efiling 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)

#### 2. Before you begin

- 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.
- Make sure that you have downloaded the latest Excel Utility from BSE Website to your local system.
- Make sure that you have downloaded the Chrome Browser to view report generated from Excel utility
   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.

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1	Details of general information about company	General Info
2	Composition of BOD	Annexure I - Composition of BOD
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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.
- Select data from "Dropdown list" wherever applicable.
- 7. Adding Notes: Click on "Add Notes" button to add notes

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Home

Validate

Import XML

General information abo	out company
Scrip code	526473
NSE Symbol	
MSEI Symbol	
ISIN	INE152E01013
Name of the entity	ELEGANT FLORICULTURE & AGROTECH
Date of start of financial year	(INDIA) LIMITED 01-04-2019
Date of end of financial year	31-03-2020
Reporting Quarter	Half Yearly
Date of Report	30-09-2019
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

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Director/Auth. Signatory

Disclosure of notes on meeting of board of directors explanatory.  Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)  Add Delete  Add Delete  17-05-2019  3 07-08-2019  4 03-09-2019  4 1 03-09-2019  Add Notes  Add Notes  Add Notes  Whether requirement Of Quorum met (Yes/No)  Whether requirement Present*  Add Notes  Add Notes  Add Notes  No. of Independent Directors attending the meeting*  Yes  2 Yes  5 2  2 Yes  5 2  2 Yes  5 2  2 Yes  6 Yes  6 Yes  6 Yes					and a second	Dian
Disclosure of notes on meeting of board of directors explanatory.  Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)  Add Delete  17-05-2019  30-05-2019  07-08-2019  Disclosure of notes on meeting of board of directors explanatory.  Add Notes  Add Notes  Whether requirement of Quorum met (Yes/No)  Yes  Yes		Yes		26	03-09-2019	4
Date(s) of meeting (Enter dates of Previous quarter any two consecutive (in number of days)  Add Delete  17-05-2019  Add Notes  Whether requirement providing Date (Yes/No)  Yes		Yes		68	07-08-2019	ω
Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)  Add Delete  Disclosure of notes on meeting of board of directors explanatory  Maximum gap between any two consecutive (in number of days)  Maximum gap between any two consecutive (in providing Date (Yes/No)  Add Delete  17-05-2019		Yes		12	30-05-2019	2
Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)  Add Delete  Add Delete  Annexure 1  Add Notes  Add Notes		Yes			17-05-2019	12
Meeting of Board of Directors  Disclosure of notes on meeting of board of directors explanatory.	Number of Direc present*	Whether requirement of Quorum met (Yes/No)		Maximum gap between any two consecutive (in number of days)	Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)	द
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Committee	committee	Audit Committee	Committee	committee	Audit Committee	Name of Committee			
07-08-2019	07-08-2019	07-08-2019	30-05-2019	17-05-2019	17-05-2019	Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)			
		68	12			Maximum gap between any two consecutive (in number of days)		IV.	
						Name of other committee	Disclosure o	Meeting of Committees	Annexure 1
						Reson for not providing date	f notes on meeting	STATE OF STA	
Vac	Yes	Yes	Yes	Yes	Yes	Whether requirement of Quorum met (Yes/No)	Disclosure of notes on meeting of committees explanatory		
در	ω	w	3	w	3	Number of Directors present*		THE REAL PROPERTY.	The state of the s
2	2	2	2	2	2	No. of Independent Directors attending the meeting*			

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

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Director/Auth. Signatory

Subject  Sub	Add Notes	tion with related party	Disclosure of notes of material transaction with related party
abject approval have been reviewed by Audit Committee	Add Notes	ted party transactions	Disclosure of notes on rela
abject		NA	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee
Subject		NA	2 Whether shareholder approval obtained for material RPT
Subject	The state of the s	NA	Whether prior approval of audit committee obtained
TO THE PROPERTY HEAD SHAPE TO THE PROPERTY HE PROPERTY HEAD SHAPE TO THE PR	If status is "No" details of non-compliance given here.	Compliance status (Yes/No/NA)	1053
V Related Party Transpositions			V. Related Party Transactions

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	Name of signatory	Subject	Annexure 1	Birector/Auth. Signatory	Any comments/observations/advice of Board of Directors/may be mentioned here:	This report and/or the report submitted in the previous quarter has been placed before Board of Directors.	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.	The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	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)	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.  b. Nomination & remuneration committee	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015  a. Audit Committee	The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015	Subject	Affirmations	Annexure 1	The state of the s
Company Secretary and	Aditi Jain	Compliance status		Next	Add Notes	Yes	Yes	Yes	NA	Yes	Yes	Yes	Yes	Compliance status (Yes/No)			

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Add Notes		ovided	Any other information to be provided	
	Yes	34(3) read with para C of Schedule V	Whether "Corporate Governance Report" disclosed in Annual Report	5
	Yes	20(3)	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	4
	Yes	19(3)	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	w
	Yes	18(1)(d)	Presence of Chairperson of Audit Committee at the Annual General Meeting	2
	Yes	46(2)	Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website	-
If status is "No" details of non-compliance may be given here	Compliance status (Yes/No/NA)	Regulation Number	Particulars	S.
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Name of signatory Designation Annexure III Aditi Jain
Company Secretary and Compliance Officer

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Signatory Details		
Name of signatory	Aditi Jain	
Designation of person	Company Secretary and Compliance Officer	
Place	Mumbai	
Date	14-10-2019	

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