

XBRL Excel Utility	
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4.	Steps for Filing - Corporate Governance Report

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 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 about company	General Info
2	Composition of BOD	Annexure I - Composition of BOD
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4	Meeting of BOD	Annexure I - Meeting of BOD
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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 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.

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	508136
NSE Symbol	N.A.
MSEI Symbol	N.A.
ISIN	INE489D01011
Name of the entity	B & A LIMITED
Date of start of financial year	01-04-2018
Date of end of financial year	31-03-2019
Reporting Quarter	Quarterly
Date of Report	30-06-2018
Risk management committee	Not Applicable

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

Is there any change in information of board of directors compare to previous quarter

Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of appointment in the current term	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity (Refer Regulation 25(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	Mrs	Anuradha Farley		06699021	Non-Executive - Non Independent Director	Chairperson related to Promoter		15-09-2015			2	0	0	4	
2	Mr	Latifur Rahman		05121886	Non-Executive - Independent Director	Not Applicable		24-05-2014		58	1	1	0	5	
3	Mr	Anjan Ghosh		00655014	Non-Executive - Independent Director	Not Applicable		26-03-2015		60	2	4	2		
4	Mr	Mr. Rajkamal Bhuyan		00946477	Non-Executive - Independent Director	Not Applicable		26-03-2015		60	2	2	1		
5	Mr	Prabir Kumar Datta		06608028	Non-Executive - Independent Director	Not Applicable		26-03-2015		60	1	0	0		
6	Mr	Amit Chowdhuri		00080854	Non-Executive - Non Independent Director	Not Applicable		29-09-2016			2	3	2		
7	Mr	Basant Kumar Goswami		00003782	Non-Executive - Independent Director	Not Applicable		24-05-2014		58	4	4	2		
8	Mr	Bhramar Kumar Mahanta		02705485	Non-Executive - Non Independent Director	Not Applicable		15-09-2017			1	0	0		
9	Mr	Somnath Chatterjee		00172364	Executive Director	Not Applicable	MD	01-04-2018			2	4	0		

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Annexure 1	
II. Composition of Committees	
Disclosure of notes on composition of committees explanatory	Add Notes
Is there any change in information of committees compare to previous quarter	

Audit Committee Details					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	00655014	Mr. Anjan Ghosh	Non-Executive - Independent Director	Chairperson	
2	00003782	Mr. Basant Kumar Goswami	Non-Executive - Independent Director	Member	
3	05121886	Mr. Latifur Rahman	Non-Executive - Independent Director	Member	
4	00946477	Mr. Rajkamal Bhuyan	Non-Executive - Independent Director	Member	
5	00172364	Mr. Somnath Chatterjee	Executive Director	Member	
6					
7					
8					
9					
10					

Nomination and remuneration committee					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	00655014	Mr. Anjan Ghosh	Non-Executive - Independent Director	Chairperson	
2	00003782	Mr. Basant Kumar Goswami	Non-Executive - Independent Director	Member	
3	00080854	Mr. Amit Chowdhuri	Non-Executive - Non Independent Director	Member	
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Stakeholders Relationship Committee					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	00080854	Mr. Amit Chowdhuri	Non-Executive - Non Independent Director	Chairperson	
2	00655014	Mr. Anjan Ghosh	Non-Executive - Independent Director	Member	
3	00172364	Mr. Somnath Chatterjee	Executive Director	Member	
4					
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Risk Management Committee					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Corporate Social Responsibility Committee					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	06608028	Mr. Prabir Kumar Datta	Non-Executive - Independent Director	Chairperson	
2	00655014	Mr. Anjan Ghosh	Non-Executive - Independent Director	Member	
3	00080854	Mr. Amit Chowdhuri	Non-Executive - Non Independent Director	Member	
4	00172364	Mr. Somnath Chatterjee	Executive Director	Member	
5					
6					
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Other Committee						
Sr	DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks
1						
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Annexure 1

III. Meeting of Board of Directors

Disclosure of notes on meeting of board of directors
explanatory

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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)
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1	14-02-2018	
2	21-05-2018	95

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Annexure 1

IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory

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Sr	Name of Committee	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)	Requirement of Quorum met	Date(s) of meeting of the committee in the previous quarter	Maximum gap between any two consecutive meetings (in number of days)	Name of other committee
1	Audit Committee		Yes	80	14-02-2018		
2	Audit Committee	21-05-2018	Yes	100		95	
3	Stakeholders Relationship Committee		Yes	100	13-02-2018		
4	Stakeholders Relationship Committee	19-05-2018	Yes	100		94	
5	Nomination and remuneration committee		Yes	100	14-02-2018		
6	Nomination and remuneration committee	21-05-2018	Yes	100		95	
7	Corporate Social Responsibility Committee		Yes	100	14-02-2018		
8	Corporate Social Responsibility Committee	21-05-2018	Yes	100		95	

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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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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 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 100 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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Annexure 1

Sr	Subject	Compliance status
1	Name of signatory	D. Chowdhury
2	Designation	Company Secretary

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Signatory Details	
Name of signatory	D. Chowdhury
Designation of person	Company Secretary
Place	Kolkata
Date	10-07-2018

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