

XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
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 filling consists of two processes. Firstly generation of XBRL/XML file and upload of the file to the BSE 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 drive.
4. Make sure that you have downloaded the Chrome Browser to view report generated from the utility.
5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the reports can be generated. Please first go through Enable Macro - Manual attached with zip file.

3. Index

1	Details of general information about company
2	Composition of BOD
3	Composition of Committee
4	Meeting of BOD
5	Meeting of Committees
6	Related Party Transaction
7	Affirmation
8	Website
9	Annual Affirmation
10	Annual Affirmation Continue
11	Annexure III
12	Signatory Details

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. (Data provided 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 furnished in proper format. If there are some errors on the sheet, excel utility will prompt you.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheets". This will ensure all sheets have been properly filled and validated successfully. If there are some errors on the sheet, excel utility will prompt you to stop validation at the same time. After correction, once again follow the same procedure.

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 is done. 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'.

- 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 excel utility, click on "Upload XML" and upload generated xml file. On Upload screen provide the required information and browse the file.

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 report.

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 applicable.

5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further.

6. Select data from "Dropdown list" wherever applicable.

7. Adding Notes: Click on "Add Notes" button to add notes



nce Report

f generated XBRL/XML file to BSE Listing

above.

cal system.

Excel utility

functionalities of Excel Utility works fine.

[General Info](#)

[Annexure I - Composition of BOD](#)

[Annexure I - Composition of Committee](#)

[Annexure I - Meeting of BOD](#)

[Annexure I - Meeting of Committees](#)

[Annexure I - Related Party Transaction](#)

[Annexure I - Affirmation](#)

[Annexure II - Website](#)

[Annexure II - Annual Affirmation](#)

[Annexure II -Annual Affirmation Continue](#)

[Annexure III](#)

[Signatory Details](#)

t
able data in correct format. (Formats will
en properly filled and also data has been ou about the same.
heet" button to ensure that all sheets has cel utility will prompt you about the same e to validate all sheets.
ssful validation of all sheet is completed.
ate Report" to generate html report.
hrough Utility, login to BSE Listing Center se to select XML file and submit the XML.

erating XML.
s it is a mandatory field.
urther for generating XML.

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

General information about

Scrip code
Name of the entity
Date of start of financial year
Date of end of financial year
Reporting Quarter
Date of Report
Risk management committee

[Prev](#)

ut company

521048
ADVANCE LIFESTYLES LIMITED
01-04-2015
31-03-2016
Yearly
31-03-2016
Not Applicable

**Enter the quarter
ended date only**

Next 

[Home](#)

[Validate](#)

Three stacked light blue rectangular boxes, likely representing a header or navigation area.

Disclosure of notes on composition

Is there any change in composition of board of direc

Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN
----	-----------------------	----------------------	-----	-----

[Add](#)

[Delete](#)

[Prev](#)

Annexure I		
Annexure I to be submitted by listed entity o		
I. Composition of Board of Direc		
of board of directors explanatory	Add Notes	
ctors compare to previous quarter	No	
Category 1 of directors	Category 2 of directors	Category 3 of directors

on quarterly basis

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	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity
---	-------------------	--------------------------------	--	---

No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity	Notes

Next 

Home

Validate

II. Compo

Is there any c

Sr	Name Of Committee	Name of Committee members
----	-------------------	---------------------------

Add

Delete

Prev

Annexure 1

Composition of Committees

Disclosure of notes on composition of committees explanatory		Add Notes
Change in composition of committees compare to previous quarter		No
Category 1 of directors	Category 2 of directors	Name of other committee

[Next](#)

Home

Validate

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)
Add Delete		
1	10-11-2015	
2	10-02-2016	91

Prev

Next

[Home](#)[Validate](#)**Annexure 1****IV. Meeting of Committees**

Disclosure of notes on m

Sr	Name of Committee	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)
----	-------------------	---	--

[Add](#)[Delete](#)

1	Audit Committee	10-02-2016	Yes
---	-----------------	------------	-----

[Prev](#)

--	--	--

Meeting of committees explanatory	Add Notes	
Requirement of Quorum met (details)	Date(s) of meeting of the committee in the previous quarter	Maximum gap between any two consecutive meetings (in number of days)
YES	10-11-2015	89

Next

V.
Sr
1
2
3
Pre

Home

Validate

Annexure 1

Related Party Transactions

Subject

Whether prior approval of audit committee obtained

Whether shareholder approval obtained for material RPT

Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee

Disclosure of notes on related

Disclosure of notes of material transaction

ev

Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
NA	
Yes	
NA	
party transactions	<div style="background-color: #C00000; color: white; padding: 5px; display: inline-block; border-radius: 5px;">Add Notes</div>
with related party	<div style="background-color: #C00000; color: white; padding: 5px; display: inline-block; border-radius: 5px;">Add Notes</div>

Next

VI

Sr

1

2

3

4

5

6

7

8

9

Pre

Annexure 1

Affirmations

Subject

The composition of Board of Directors 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

a. Audit Committee

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.

c. Stakeholders relationship committee

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)

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 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.

This report and/or the report submitted in the previous quarter has been placed before Board of Directors. Any comments/observations/advice of Board of Directors may be mentioned here:

Any other information to be provided

Compliance status (Yes/No)
No
No
Yes
Yes
NA
Yes
Yes
Add Notes
Add Notes

Next 

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

Annexure II to be submitted by listed entity at

I. Disclosure on

Sr	Item
1	Details of business
2	Terms and conditions of appointment of independent directors
3	Composition of various committees of board of directors
4	Code of conduct of board of directors and senior management personnel
5	Details of establishment of vigil mechanism/ Whistle Blower policy
6	Criteria of making payments to non-executive directors
7	Policy on dealing with related party transactions
8	Policy for determining 'material' subsidiaries
9	Details of familiarization programmes imparted to independent directors
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances
11	email address for grievance redressal and other relevant details
12	Financial results
13	Shareholding pattern
14	Details of agreements entered into with the media companies and/or their associates
15	New name and the old name of the listed entity
16	Disclosure of notes on website in terms of Listing Regulations explanatory [Text Block]

[Prev](#)

Annexure II

the end of the financial year (for the whole of fin

website in terms of Listing Regulations

Compliance status	If status is "No" details of non-compliance may be given here.
Yes	
No	hence Website is being updated.
No	hence Website is being updated.
No	hence Website is being updated.
No	hence Website is being updated.
NA	
NA	
No	on Website. Website is being updated.
NA	
Yes	
Yes	
Yes	
Yes	
NA	
NA	

Add Notes

Financial year)	
Web address	
WWW.ADVANCE.NET.IN	
WWW.ADVANCE.NET.IN	
WWW.ADVANCE.NET.IN	
WWW.ADVANCE.NET.IN	
WWW.ADVANCE.NET.IN	

Next

Annexure II

II. Annual Affirmations

Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)
1	Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'	16(1)(b) & 25(6)	Yes
2	Board composition	17(1)	No
3	Meeting of Board of directors	17(2)	Yes
4	Review of Compliance Reports	17(3)	Yes
5	Plans for orderly succession for appointments	17(4)	Yes
6	Code of Conduct	17(5)	Yes
7	Fees/compensation	17(6)	NA
8	Minimum Information	17(7)	Yes
9	Compliance Certificate	17(8)	Yes
10	Risk Assessment & Management	17(9)	NA
11	Performance Evaluation of Independent Directors	17(10)	NA
12	Composition of Audit Committee	18(1)	No
13	Meeting of Audit Committee	18(2)	Yes
14	Composition of nomination & remuneration committee	19(1) & (2)	No
15	Composition of Stakeholder Relationship Committee	20(1) & (2)	Yes
16	Composition and role of risk management committee	21(1),(2),(3),(4)	NA
17	Vigil Mechanism	22	Yes
18	Policy for related party Transaction	23(1),(5),(6),(7) & (8)	NA
19	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	NA
20	Approval for material related party transactions	23(4)	NA
21	Composition of Board of Directors of unlisted material Subsidiary	24(1)	NA

22	Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	NA
23	Maximum Directorship & Tenure	25(1) & (2)	Yes
24	Meeting of independent directors	25(3) & (4)	No
25	Familiarization of independent directors	25(7)	Yes
26	Memberships in Committees	26(1)	Yes
27	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes
28	Disclosure of Shareholding by Non-Executive Directors	26(4)	Yes
29	Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes
Any other information to be provided			

Prev

If status is "No" details of non-compliance may be given here.

THE COMPANY IS IN SEARCH OF A WOMAN DIRECTOR AS REQUIRED.

INDEPENDENT DIRECTOR

DIRECTOR.

The Company has only One Independet Director

Add Notes

Next

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

Annexure II

III. Affirmations

Sr	Particulars	Compliance status (Yes/No/NA)
1	The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied	NA
Any other information to be provided		Add Notes

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

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

Signatory Details	
Name of signatory	MATAPRASAD L DUBEY
Designation of person	Compliance Officer
Place	AHMEDABAD
Date	09-04-2016

[Prev](#)