

XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
4.	Steps for Filing Integrated Governance Report
5.	Fill up the data in excel utility

1. Overview

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

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.
6. Kindly use this file in local system instead of OneDrive/shared drive. Because it may give an error "Run-time error '52' : Bad file name or number" while clicking on OneDrive/shared drive.

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	Affirmation
7	Website
8	Annual Affirmation
9	Annual Affirmation Continue
10	Annexure III Affirmations
11	Additional Half yearly Disclosure
12	Details of Cyber security incidence
13	Signatory Details
14	Investor Grievance Report
15	Acquisition of Shares or Voting
16	Imposition of Fine or Penalty

5. Steps for Filing Integrated Governance Report

I. Fill up the data: Navigate to each field of every section in the sheet to provide applicable data. (Data entered in the sheet 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 that all sheets have been properly filled and validated successfully. If there are some errors on the sheet, excel will stop validation at the same time. After correction, once again follow the same procedure to

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

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 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.



ance Report.

above.

cal system.

Excel utility.

functionalities of Excel Utility works fine.

g on textblock button if files saved on

General Info
Annexure I - Composition of BOD
Annexure I - Composition of Committee
Annexure I - Meeting of BOD
Annexure I - Meeting of Committees
Annexure I - Affirmation
Annexure II - Website
Annexure II - Annual Affirmation
Annexure II - Annual Affirmation Continue
Half yearly Affirmations
Additional Half Yearly Disc
Cyber security incidence
Signatory Details
Investor Grievance Report
Acquisition of Shares or Voting
Imposition of Fine or Penalty

[Ongoing TaxLitigations Disputes](#)

t
le data in correct format. (Formats will
properly filled and also data has been ou about the same.
set" button to ensure that all sheets has utility will prompt you about the same and validate all sheets.
ful validation of all sheet is completed.
ate Report" to generate html report.
through Utility, login to BSE Listing Center vse to select XML file and submit the XML.

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

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

General info

Scrip code
NSE Symbol
MSEI Symbol
ISIN
Name of the entity
Date of start of financial year
Date of end of financial year
Reporting Quarter Type
Date of Quarter Ending
Type of company
Whether Annexure I (Part A) of the SEBI Circular dated December 31, 2024 related to Compliance Report on Corporate Governance is applicable to the entity?
Whether Annexure I (Part B) of the SEBI Circular dated December 31, 2024 related to Investor Grievance Redressal Report is Applicable to the entity?
Whether Annexure I (Part C) of the SEBI Circular dated December 31, 2024 related to Disclosure of Acquisition of Shares or Voting Rights in Unlisted Companies is Applicable to the entity?
Whether Annexure I (Part D) of the SEBI Circular dated December 31, 2024 related to Disclosure of Imposition of Fine or Penalty is Applicable to the entity?
Whether Annexure I (Part E) of the SEBI Circular dated December 31, 2024 related to Disclosure of Updates to Ongoing Tax Litigations or Disputes is Applicable to the entity?
Risk management committee
Market Capitalisation as per immediate previous Financial Year
Is SCORE ID Available ?
SCORE Registration ID
Reason For No SCORE ID
Type of Submission
Remarks (website dissemination)

Remarks for Exchange (not for Website Dissemination)

Prev

Information about company

531287	<p style="color: red; text-align: center;">Enter the quarter ended date only</p>
NOTLISTED	
NOTLISTED	
INE896D01017	
NATIONAL PLASTIC TECHNOLOGIES LIMITED	
01-04-2024	
31-03-2025	
Quarterly	
31-12-2024	
Equity	
Yes	
Yes	
No	<input type="button" value="Add Notes"/>
Yes	
No	<input type="button" value="Add Notes"/>
Not Applicable	
Top 2000 listed entities	
Yes	
n00044	
Original	
<input type="button" value="Add Notes"/>	

<<< Notes mandatory, if Not Applicable

<<< Notes mandatory, if Not Applicable

Add Notes

Next

Home

Validate

Disclosure of notes on composition

Whether the listec

Whether Ch

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

Add

Delete

Prev

of board of directors explanatory	Add Notes	
d entity has a Regular Chairperson		
airperson is related to MD or CEO		
Category 1 of directors	Category 2 of directors	Category 3 of directors

	Disqualification of D
--	------------------------------

Date of Birth	Whether the director is disqualified?	Start Date of disqualification
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Annexure I

Annexure I to be submitted by listed entity on quar

I. Composition of Board of Directors

Directors under section 164 of the Companies Act, 2013

End Date of disqualification	Details of disqualification	Current status
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terly basis		
Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations]	Date of passing special resolution	Initial Date of appointment

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)	Reason for Cessation

Notes for not providing PAN	Notes for not providing DIN

Next 

Home

Validate

Note: Please enter DIN. After entering DIN, Name of Committee members

Audit Committee Details

Sr	DIN Number	Name of Committee members
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Note: Please enter DIN. After entering DIN, Name of Committee members

Nomination and remuneration committee

Sr	DIN Number	Name of Committee members
1		
2		

3		
4		
5		
6		
7		
8		
9		
10		

Note: Please enter DIN. After entering DIN, Name of Committee member

Stakeholders Relationship Committee

Sr	DIN Number	Name of Committee members
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Risk Management Committee

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Sr	DIN Number	Name of Committee members
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Note: Please enter DIN. After entering DIN, Name of Committee members

Corporate Social Responsibility Committee

Sr	DIN Number	Name of Committee members
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Other Committee

Sr	DIN Number	Name of Committee members
1		
2		
3		
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5		
6		
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8		
9		
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Prev

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

ers and Category 1 of Directors shall be prefilled automatically

Whether the Audit Committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors

ers and Category 1 of Directors shall be prefilled automatically

Whether the Nomination and remuneration committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors

Date of Appointment	Date of Cessation	Remarks

Category 2 of directors	Remarks

Next 

be mandatorily filled for

I,2022 to September

Home

Validate

III. Meeting of Board of Directors

Disclosure of notes on meeting of board of directors explanatory

Sr. No.	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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Add

Delete

Prev

* to be filled in only for the current quarter meetings

Annexure 1

Add Notes

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)
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No. of Independent Directors attending the meeting*

Next 

Home

Validate

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)
<p>Add</p>		<p>Delete</p>	

Prev

* 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 Note

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
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es

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)
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Next 



V.

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Home

Validate

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 1000 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:

ev

Annexure 1

Subject

Name of signatory

Designation

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

Details of Cyber security

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

Other details of cyber security incidence or breaches or loss of data event

Number of cyber security incidence or breaches or loss of data event occurred during the quarter

Sr.	Date of the event
-----	-------------------

Security incidence
Add Notes
Brief details of the event

Home

Validate

Signatory Details	
Name of signatory	
Designation of person	
Place	
Date	

Prev

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

Investor Grievance Det

No. of investor complaints pending at the beginning of Quarter
No. of investor complaints received during the Quarter
No. of investor complaints disposed off during the Quarter
No. of investor complaints those remaining unresolved at the end of the Quarter

ails	
	0
	0
	0
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Home

Validate

Disclosure of

The details of imposition of fine or penalty during the quarter

Sr. No.	Name of the authority	Nature and details of the action(s) taken or order(s) passed
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Add

Delete

1	BOMBAY STOCK EXCHANGE	IMPOSITION OF FINE
---	-----------------------	--------------------

**f Imposition of Fine or Penalty
ter in terms of sub-para 20 of para A of Part A of Schedule III**

Any Other Information for Disclosure of Imposition of Fine or Penalty

Date of receipt of direction or order, including any ad interim or interim orders, or any other communication from the authority	Details of the violation(s)/ contravention(s) committed or alleged to be committed
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21-11-2024	Fine of Rs.2 lakhs Plus GST for alleged non compliance of Regulation 17(1) of SEBI (LODR) Regulations regarding composition of Board of Directors
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are given below:

Add Notes

Impact on financial, operation or other activities of the listed entity, quantifiable in monetary terms to the extent possible

financial impact is negligible as the amount is minimal and the company has applied for withdrawal of fine as the company is in compliance with the regulations. No impact on company's operations/activities.