

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 filing consists of two processes. Firstly generation of XBRL/XML file and upload on BSE e-filing 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 are 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. (The data entered in the sheet will be 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 to correct them.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheets". This will validate all sheets. If all sheets have been properly filled and validated successfully. If there are some errors on the sheet, excel utility will 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 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" button 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

of 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](#)

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een properly filled and also data has been
ou about the same.

Sheet" button to ensure that all sheets has
utility will prompt you about the same and
validate all sheets.

essful validation of all sheet is completed.

ate Report" to generate html report.

through Utility, login to BSE Listing Center
use to select XML file and submit the XML.

erating XML.

s it is a mandatory field.

urther for generating XML.

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General information about company

Scrip code	532989
NSE Symbol	BAFNAPHARM
MSEI Symbol	
ISIN	INE878I01014
Name of the entity	BAFNA PHARMACEUTICALS LIMITED
Date of start of financial year	01-04-2017
Date of end of financial year	31-03-2018
Reporting Quarter	Yearly
Date of Report	31-03-2018
Risk management committee	Not Applicable

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**Enter the quarter
ended date only**

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Disclosure of notes on composition

Is there any change in information of board of direc

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

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

1	Mr	BAFNA MAHAVEER CHAND	AACPB6411G	01458211
2	Mr	PARAS BAFNA	AASPB2717M	01933663
3	Mr	V RAJAMANI	AAAPR3945H	00052868
4	Mr	R DWARAKANATHAN	ACQPD7074D	01933653
5	Mr	B KAMLESH KUMAR	AADPK2196G	01218959
6	Mr	SUNIL BAFNA	AHLPB3511D	01458225
7	Ms	K SABITHA	APFPS3089F	02643259
8	Mr	NIRAV VIKRAM MANIAR	AAMPM6599C	00162331

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I. Composition of Bo

of board of directors explanatory	Add Notes	
Directors compare to previous quarter	Yes	
Category 1 of directors	Category 2 of directors	Category 3 of directors

Executive Director	Chairperson	MD
Executive Director	Not Applicable	
Non-Executive - Independent Director	Not Applicable	
Non-Executive - Independent Director	Not Applicable	
Non-Executive - Independent Director	Not Applicable	
Non-Executive - Independent Director	Not Applicable	
Executive Director	Not Applicable	
Non-Executive - Non Independent Director	Not Applicable	

re I

sted entity on quarterly basis

oard 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)
---	-------------------	--------------------------------	--

01-10-2017			1
01-10-2017			1
10-09-2014		60	2
10-09-2014		60	1
10-09-2014		60	1
10-09-2014		60	1
27-03-2015			1
06-10-2017			1

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
---	--	-----------------------------

2	0	
1	0	
2	1	
2	1	
1	0	
1	1	
0	0	
0	0	

Notes for not providing DIN

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Audit Committee Details

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

Nomination and remuneration committee

Sr	DIN Number	Name of Committee members
1		
2		
3		

4		
5		
6		
7		
8		
9		
10		

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

Risk Management Committee		
Sr	DIN Number	Name of Committee members
1		

2		
3		
4		
5		
6		
7		
8		
9		
10		

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		
4		
5		
6		
7		
8		
9		
10		

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Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Is there any change in information of committees compare to previous quarter

Category 1 of directors	Category 2 of directors

Category 1 of directors	Category 2 of directors

Category 1 of directors	Category 2 of directors

Category 1 of directors	Category 2 of directors

Category 1 of directors	Category 2 of directors



Name of other committee	Category 1 of directors

Add Notes
No

Remarks

Remarks

Remarks

Remarks

Remarks

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Category 2 of directors	Remarks

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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)
Add Delete		
1	06-10-2017	
2	10-11-2017	34
3	22-11-2017	11
4	12-02-2018	81

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IV. M

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	12-02-2018	Yes
2	Audit Committee	12-02-2018	Yes

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Annexure 1

Meeting of Committees

Meeting of committees explanatory		Add Notes	
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
4	10-11-2017	93	
4	22-11-2017	81	

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Sr
1
2
3

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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.
Yes	
NA	
Yes	
party transactions	<input type="button" value="Add Notes"/>
with related party	<input type="button" value="Add Notes"/>

VI
Sr
1
2
3
4
5
6
7
8
9

← Pre

Sr
1
2

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:

EV

Annexure 1

Subject

Name of signatory

Designation

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

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Compliance status
Mahaveer Chand Bafna
Managing Director

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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]

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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	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
NA	
NA	

Add Notes

Financial year)	
Web address	
WWW.bafnapharma.com	
WWW.bafnapharma.com	
WWW.bafnapharma.com	
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II. Annual Affirmations	
Sr	Particulars
1	Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'
2	Board composition
3	Meeting of Board of directors
4	Review of Compliance Reports
5	Plans for orderly succession for appointments
6	Code of Conduct
7	Fees/compensation
8	Minimum Information
9	Compliance Certificate
10	Risk Assessment & Management
11	Performance Evaluation of Independent Directors
12	Composition of Audit Committee
13	Meeting of Audit Committee
14	Composition of nomination & remuneration committee
15	Composition of Stakeholder Relationship Committee
16	Composition and role of risk management committee
17	Vigil Mechanism
18	Policy for related party Transaction
19	Prior or Omnibus approval of Audit Committee for all related party transactions
20	Approval for material related party transactions
21	Composition of Board of Directors of unlisted material Subsidiary
22	Other Corporate Governance requirements with respect to subsidiary of listed entity
23	Maximum Directorship & Tenure
24	Meeting of independent directors
25	Familiarization of independent directors
26	Memberships in Committees
27	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel
28	Disclosure of Shareholding by Non-Executive Directors
29	Policy with respect to Obligations of directors and senior management

Any other information to be provided

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1	Name of signatory
2	Designation

Annexure II

Regulation Number	Compliance status (Yes/No/NA)
16(1)(b) & 25(6)	Yes
17(1)	Yes
17(2)	Yes
17(3)	Yes
17(4)	Yes
17(5)	Yes
17(6)	Yes
17(7)	Yes
17(8)	Yes
17(9)	Yes
17(10)	Yes
18(1)	Yes
18(2)	Yes
19(1) & (2)	Yes
20(1) & (2)	Yes
21(1),(2),(3),(4)	Yes
22	Yes
23(1),(5),(6),(7) & (8)	Yes
23(2), (3)	Yes
23(4)	NA
24(1)	NA
24(2),(3),(4),(5) & (6)	Yes
25(1) & (2)	Yes
25(3) & (4)	Yes
25(7)	Yes
26(1)	Yes
26(3)	Yes
26(4)	Yes
26(2) & 26(5)	Yes



Annexure II

Add Notes

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Mahaveer Chand Bafna

Managing Director

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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

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Annexure II

1	Name of signatory	MahaveerChand Bafna
2	Designation	Managing Director

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Signatory Details	
Name of signatory	Mahaveerchand Bafna
Designation of person	Managing Director
Place	Chennai
Date	12-04-2018

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