

	XBRL Excel Utility
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5.	Fill up the data in excel utility

### 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

- 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
3	Composition of Committee	Annexure I - Composition of Committee
4	Meeting of BOD	Annexure I - Meeting of BOD
5	Meeting of Committees	Annexure I - Meeting of Committees
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7	Affirmation	Annexure I - Affirmation
8	Website	Annexure II - Website
9	Annual Affirmation	Annexure II - Annual Affirmation
10	Annual Affirmation Continue	Annexure II - Annual Affirmation Continue
11	Annexure III	Annexure III
12	Annexure III Affirmations	Half yearly Affirmations
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15	Signatory Details	Signatory Details

## 5. Steps for Filing Corporate Governance Report

1. 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.

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

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

Home Validate		
General information abo	ut company	
Scrip code	537750	
NSE Symbol		
MSEI Symbol		
ISIN	INE555P01013	
Name of the entity	KIRAN VYAPAR LIMITED	
Date of start of financial year	01-04-2023	
Date of end of financial year	31-03-2024	
Reporting Quarter	Quarterly	
Date of Report	31-12-2023	Enter the quarter ended date only
Risk management committee	Not Applicable	
Market Capitalisation as per immediate previous Financial Year	Top 2000 listed entities	

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				n of board of directors explanatory							re I to be submitted by list I. Composition of Boa		· 											
		Disclosure of r																						
				ed entity has a Regular Chairpersor				1																
			Whether 0	hairperson is related to MD or CEC	D Yes		1		Disqualification of D	irectors under section 164 of the	Companies Act, 2013				1	1						1	1	1
r (Mr Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations]	Date of passing special resolution	Initial Date of appointment	Date of Re- appointment	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity (Refer		Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing	No of post of Chairperson Audit/ Stakeholder Committee held in listed entities including this liste entity (Refer Regulation 26(1) of Listing Regulation	d PAN	Notes for n D
																				& 17A(2)]				
	Delete	ADJPB0981H	00012617	Non-Executive - Non Independent Director	Chairperson		26-08-1949	No				Active	Yes	26-09-2023	10-09-2013	10-09-2013			2	& 17A(2)]	6		2	
Vir		ADJPB0981H AEBPB8449R	00012617	Independent Director Executive Director	Chairperson Not Applicable		26-08-1949 01-06-1980	No				Active	Yes	26-09-2023	10-09-2013 22-11-2011	10-09-2013 04-11-2022			2	& 17A(2)) 0	6		2	
Ar	LAKSHMI NIWAS BANGUR			Independent Director				No No					Yes NA	26-09-2023		04-11-2022			2	& 17A(2)) 0 0	6		2	
vir vir vis	LAKSHMI NIWAS BANGUR SHREEYASH BANGUR SHEETAL BANGUR	AEBPB8449R AIAPB0180G	00012825	Independent Director Executive Director Non-Executive - Non	Not Applicable		01-06-1980	No No No				Active	Yes NA No No	26-09-2023	22-11-2011	04-11-2022 27-03-2015		123.00	2	8 17A(2)) 0 0	6		2 0 0	
hr hr hs hr	LAKSHMI NIWAS BANGUR SHREEYASH BANGUR	AEBPB8449R	00012825	Independent Director Executive Director Non-Executive - Non Independent Director	Not Applicable Not Applicable		01-06-1980 17-12-1973	No No No No				Active	Yes NA No Yes	26-09-2023	22-11-2011 27-03-2015	04-11-2022		123.00	2	8 17A(2)) 0 0 2	6 1 0 4 8		2	
v v v	LAKSHMI NIWAS BANGUR SHREEYASH BANGUR SHEETAL BANGUR AMITAV KOTHARI BHASKAR BANERJEE	AEBPB8449R AIAPB0180G AEOPK3738D AEDPB6225R	00012825 00003541 01097705	Independent Director Executive Director Non-Executive - Non Independent Director Non-Executive - Independent Director Non-Executive - Independent	Not Applicable Not Applicable Not Applicable Not Applicable		01-06-1980 17-12-1973 10-12-1952 18-12-1945	No No No No				Active Active Active Active	Yes NA No Yes No		22-11-2011 27-03-2015 15-10-2013 15-10-2013	04-11-2022 27-03-2015 09-09-2019 09-09-2019			2	& 17A(2)) 0 0 2 1	6 1 0 4 8 8		2 2 2 2 2 2 2 5 1 1	
Mr Mr Ms Mr Mr	LAKSHMI NIWAS BANGUR SHREEVASH BANGUR SHEETAL BANGUR AMITAV KOTHARI	AEBPB8449R AIAPB0180G AEOPK3738D	00012825 00003541 01097705 00013612	Independent Director Executive Director Non-Executive - Non Independent Director Non-Executive - Independent Director Non-Executive - Independent Director	Not Applicable Not Applicable Not Applicable		01-06-1980 17-12-1973 10-12-1952	No				Active Active Active	YesNANO		22-11-2011 27-03-2015 15-10-2013	04-11-2022 27-03-2015 09-09-2019		123.00	2	& 17A(2)) 0 0 0 2 1 1	6 1 0 4 8 8 8		2 0 2 2 2 5 1	
Add Mr Mr Ms Mr Mr Mr Mr	LAKSHMI NIWAS BANGUR SHREEYASH BANGUR SHEETAL BANGUR AMITAV KOTHARI BHASKAR BANERJEE	AEBPB8449R AIAPB0180G AEOPK3738D AEDPB6225R	00012825 00003541 01097705 00013612	Independent Director Executive Director Non-Executive - Non Independent Director Non-Executive - Independent Director Non-Executive - Independent Director Non-Executive - Independent Director Non-Executive - Independent	Not Applicable Not Applicable Not Applicable Not Applicable		01-06-1980 17-12-1973 10-12-1952 18-12-1945	No				Active Active Active Active	Yes NA No No Yes No No		22-11-2011 27-03-2015 15-10-2013 15-10-2013	04-11-2022 27-03-2015 09-09-2019 09-09-2019		123.00	2 2 1 2 1 1 1	<u> </u>	6 1 0 4 8 8 8 0		2 0 2 2 3 1	

Annexure 1		For th
II. Composition of Committees		1. Da 2. Da
Disclosure of notes on composition of committees explanatory	Add Notes	3. Dat

r this quarter kindly note the following points: Date of Appointment and Date of Cessation (if applicable) must be mandatorily filled for every Commi Date of Appointment can be any day upto September 30, 2022. Date of Cessation must be for the current quarter only. Le. July 1.2022 to September 30,2022

Auc	udit Committee Details											
			Whether the	Audit Committee has a Regular Chairperson	Yes							
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks					
1	01097705	AMITAV KOTHARI	Non-Executive - Independent Director	Chairperson	15-10-2013							
2	00013612	BHASKAR BANERJEE	Non-Executive - Independent Director	Member	15-10-2013							
3	00012617	LAKSHMI NIWAS BANGUR	Non-Executive - Non Independent Director	Member	27-03-2015							
4	02208714	RAJIV KAPASI	Non-Executive - Independent Director	Member	31-07-2017							
5												
6												
7												
8												
9												
10												

## Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatical

ote: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

Nor	Iomination and remuneration committee											
			Whether the Nomination and remune	Yes								
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks					
1	00013612	BHASKAR BANERJEE	Non-Executive - Independent Director	Chairperson	15-10-2013							
2	02208714	RAJIV KAPASI	Non-Executive - Independent Director	Member	15-10-2013							
3	00012617	LAKSHMI NIWAS BANGUR	Non-Executive - Non Independent Director	Member	15-10-2013							
4												
5												
6												
7												
8												
9												
10												

Note	te: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically											
Stal	akeholders Relationship Committee											
			Yes									
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks					
1	00013612	BHASKAR BANERJEE	Non-Executive - Independent Director	Chairperson	15-10-2013							
2	02208714	RAJIV KAPASI	Non-Executive - Independent Director	Member	15-10-2013							
3	00012617	LAKSHMI NIWAS BANGUR	Non-Executive - Non Independent Director	Member	27-03-2015							
4												
5												
6												
7												
8												
9												
10												

Risk	tisk Management Committee										
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks				
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Note	te: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically											
Cor	orporate Social Responsibility Committee											
			Whether the Corporate Social Respon	sibility Committee has a Regular Chairperson								
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks					
1	00012617	LAKSHMI NIWAS BANGUR	Non-Executive - Non Independent Director	Chairperson	29-05-2014							
2	00012825	SHREEYASH BANGUR	Executive Director	Member	29-05-2014							
3	00013612	BHASKAR BANERJEE	Non-Executive - Independent Director	Member	29-05-2014							
4												
5												
6												
7												
8												
9												
10												

Oth	er Committee					
Sr	DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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	Annexure 1								
	II. Meeting of Board of Directors								
	Disclosure of notes on meeting of board of direc	tors explanatory	Add Not	tes					
SrDate(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)Maximum gap between any two consecutive (in number of days)Notes for not providing DateWhether requirement of Quorum met (Yes/No)Total Number of Directors as on date of the meetingNumber of Directors (All directors in Independent D							No. of Independent Directors attending the meeting*		
	Add Delete								
1	27-07-2023			Yes	8	6	3		
2	09-09-2023	43		Yes	8	4	2		
3	09-11-2023	60		Yes	8	7	3		
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\* to be filled in only for the current quarter meetings

	Annexure 1									
	IV. Meeting of Committees									
	Disclosure of notes on meeting of committees explanator				of committees explanatory	Add Notes				
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)	Name of other committee	Reson for not providing date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors in the Committee as on date of the meeting	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)
	Add Delete					-	-	-	-	
1	Audit Committee	27-07-2023				Yes	4	3	2	0
	Audit Committee	09-11-2023	104			Yes	4	3	2	0
3	Stakeholders Relationship Committee	27-07-2023				Yes	3	2	1	0
	Stakeholders Relationship Committee	09-11-2023	104			Yes	3	2	1	0
5	Other Committee	26-07-2023		LOAN & INVESTMENT COMMITT	EE	Yes	4	3	1	0
6	Other Committee	08-11-2023	104	LOAN & INVESTMENT COMMITT	ΈE	Yes	4	4	1	0
7	Other Committee	26-07-2023		ASSET LIABILTY MANAGEMENT		Yes	4	3	1	0
8	Other Committee	08-11-2023	104	ASSET LIABILTY MANAGEMENT		Yes	4	4	1	0
9	Other Committee	26-07-2023		RISK MANAGEMENT COMMITTE	E	Yes	4	3	1	0
10	Other Committee	08-11-2023	104	RISK MANAGEMENT COMMITTE	E	Yes	4	4	1	0
11	Other Committee	26-07-2023		GRIEVANCE REDRESSAL COMMI	TTEE	Yes	4	3	1	0
		08-11-2023	104	GRIEVANCE REDRESSAL COMMI	ITEE	Yes	4	4	1	0
	Corporate Social Responsibility Committee	27-07-2023				Yes	3	2	0	0
	Corporate Social Responsibility Committee	09-11-2023	104			Yes	3	2	0	0
	Nomination and remuneration committee	09-09-2023				Yes	3	2	1	0



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

Annexure 1						
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	2 Whether shareholder approval obtained for material RPT Yes					
3	3 Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee Yes					
	Disclosure of notes on related	Add Notes				
	Disclosure of notes of material transaction with related party Add Notes					
Prev						

Wł Details of non compliance of prior approval of audit committee obtained

Wł Details of non compliance of shareholder approval obtained for material RPT

Wł Details of non compliance of RPT entered into pursuant to omnibus approval have been reviewed by audit committee

Dis Disclosure notes on quarterly formats for compliance report on corporate governance

Disclosure of notes of material transaction with related party

Home Validate				
Details of Cyber security incidence				
Whether as per Regulation 27(2)(ba) of SEBI incidents or breaches or loss of data or docu	No			
Date of the event	Brief details of the event			

Validate

Annexure 1 VI. Affirmations					
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 <b>a. Audit Committee</b>	Yes			
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>b. Nomination &amp; remuneration committee</b>	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 1000 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			

Annexure 1 Subject Compliance status Sr 1 Name of signatory PRADIP KUMAR OJHA Company Secretary and 2 Designation Compliance Officer

Home

Home Validate	
Sign	atory Details
Name of signatory	PRADIP KUMAR OJHA
Designation of person	Company Secretary and Compliance Officer
Place	KOLKATA
Date	17-01-2024

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