

XBRL Excel Utility	
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4.	Import XBRL file
5.	Steps for Filing Corporate Governance Report
6.	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 Corporate Governance Report. XBRL filing consists of two processes. Firstly generation of XBRL/XML file and upload of the file to the BSE India 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 data is saved. 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
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11	Annexure III

12	Signatory Details
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4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL bu

5. 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 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 to the BSE Listing Center, click on "Upload XML" 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

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

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
if generated XBRL/XML file to BSE Listing

above.
cal system.
1 Excel utility
e 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](#)

utton on General information sheet.

t
able data in correct format. (Formats will

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.

[Home](#)[Validate](#)[Import XML](#)

General information about company

Scrip code	531247
NSE Symbol	
MSEI Symbol	
ISIN	INE506B01016
Name of the entity	ALPHA HI-TECH FUEL LIMITED
Date of start of financial year	01-04-2019
Date of end of financial year	31-03-2020
Reporting Quarter	Quarterly
Date of Report	31-12-2019
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

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**Enter the quarter
ended date only**

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

Disclosure of notes on composition

Wether the listed

Whether Ch

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

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

1	Mrs	ALPA HAREN SHAH	AAPPS4737D	00971361
2	Mr	HAREN SHAH	AAFPS5209L	00971250
3	Mrs	SUREKHA SUBHASH NAYAK	ADWPN8851B	08421396
4	Ms	KIRTI UMA KANT SHUKLA	BMVPS2727Q	08421393

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

Executive Director	Not Applicable	CEO
Non-Executive - Non Independent Director	Chairperson related to Promoter	
Non-Executive - Independent Director	Not Applicable	
Non-Executive - Independent Director	Not Applicable	

Annexure I

Annexure I to be submitted by listed entity on qua

I. Composition of Board of Directors

Date of Birth	Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations]	Date of passing special resolution
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07-03-1965	NA	
08-01-1958	NA	
17-07-1954	No	05-09-2019
05-06-1986	No	05-09-2019

arterly basis

Initial Date of appointment	Date of Re-appointment	Date of cessation	Tenure of director (in months)
------------------------------------	-------------------------------	--------------------------	---------------------------------------

31-03-2015			48
29-01-1993			323
12-04-2019			8
12-04-2019			8

No of Directorship in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 17A(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)
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1	0	0	0
1	0	3	0
1	1	3	2
1	1	3	1

Notes for not providing PAN	Notes for not providing DIN

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

Audit Committee Details

Sr	DIN Number	Name of Committee members
1	08421396	SUREKHA SUBHASH NAYAK
2	00971250	HAREN SHAH
3	08421393	KIRTI UMA KANT SHUKLA
4		
5		
6		
7		
8		
9		
10		

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

Nomination and remuneration committee

Sr	DIN Number	Name of Committee members
1	08421396	SUREKHA SUBHASH NAYAK
2	08421393	KIRTI UMA KANT SHUKLA

3	00971250	HAREN SHAH
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	08421396	SUREKHA SUBHASH NAYAK
2	08421393	KIRTI UMA KANT SHUKLA
3	00971250	HAREN SHAH
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		

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		
4		
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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
Non-Executive - Independent Director	Chairperson
Non-Executive - Non Independent Director	Member
Non-Executive - Independent Director	Member

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
Non-Executive - Independent Director	Chairperson
Non-Executive - Independent Director	Member

Non-Executive - Non Independent Director	Member

ers and Category 1 of Directors shall be prefilled automatically



Whether the Stakeholders Relationship Committee has a Regular Chairperson

Category 1 of directors	Category 2 of directors
Non-Executive - Independent Director	Member
Non-Executive - Independent Director	Chairperson
Non-Executive - Non Independent Director	Member



Whether the Risk Management Committee has a Regular Chairperson



Add Notes

For this quarter kindly note the following points:

1. Date of Appointment and Date of Cessation (if applicable) must be mandatory.
2. Date of Appointment can be any day upto December 31, 2019.
3. Date of Cessation must be for the current quarter only, i.e. October 1, 2019 to October 31, 2019.

Yes		
Date of Appointment	Date of Cessation	Remarks
12-04-2019		
29-01-1993		
12-04-2019		

Yes		
Date of Appointment	Date of Cessation	Remarks
12-04-2019		
12-04-2019		

29-01-1993		

Yes		
Date of Appointment	Date of Cessation	Remarks
12-04-2019		
12-04-2019		
29-01-1993		

Category 2 of directors	Remarks

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rily filled for every Committee.

o December 31,2019.

[Home](#)[Validate](#)**Annexure 1****III. Meeting of Board of Directors**

Disclosure of notes on meeting of board of directors explanatory

[Add Note](#)

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)	Notes for not providing Date
	Add Delete		
1	12-07-2019		
2	23-10-2019	102	

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* to be filled in only for the current quarter meetings



es

Whether requirement of Quorum met (Yes/No)	Number of Directors present*	No. of Independent Directors attending the meeting*
--	------------------------------	---

Yes	3	2
Yes	3	2

Next 

IV.			
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)
1	Audit Committee	12-07-2019	
2	Audit Committee	23-10-2019	102
3	Nomination and remuneration committee	12-07-2019	
4	Nomination and remuneration committee	23-10-2019	
5	Stakeholders Relationship Committee	12-07-2019	
6	Stakeholders Relationship Committee	23-10-2019	

* to be filled in only for the current quarter meetings

Annexure 1

Meeting of Committees

Disclosure of notes on meeting of committees explanatory

Name of other committee	Reason for not providing date	Whether requirement of Quorum met (Yes/No)	Number of Directors present*
-------------------------	-------------------------------	--	------------------------------

		Yes	3
		Yes	3
		Yes	3
		Yes	3
		Yes	3
		Yes	333333

No. of Independent Directors attending the meeting*

2
2
2
2
2
2

V.
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	
NA	
party transactions	<div style="background-color: #C00000; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Add Notes</div>
with related party	<div style="background-color: #C00000; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Add Notes</div>

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Sr
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2

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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 500 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
HAREN SHAH
Director

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Signatory Details

Name of signatory	HAREN SHAH
Designation of person	Director
Place	MUMBAI
Date	08-01-2020

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