

XBRL Excel Utility			
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4.	Steps for Filing - Corporate Governance Report		

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					
6	Related Party Transaction	Annexure I - Related Party Transaction					

7	Affirmation	Annexure I - Affirmation
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12	Signatory Details	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 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.

# 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 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 about company							
Scrip code	500252						
Name of the entity	LAKSHMI MACHINE WORKS LIMITED						
Date of start of financial year	01-04-2015						
Date of end of financial year	31-03-2016						
Reporting Quarter	Yearly						
Date of Report	31-03-2016						
Risk management committee	Not Applicable						

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							Annexure I						
						Annexure I to be	submitted by listed entity	on quarterly basis					
						I. Co	mposition of Board of Dir	ectors					
			Disclosure of no	otes on compositio	n of board of directors explanatory	Add Notes							
		Is there a	any change in composit	ion of board of dire	ectors compare to previous quarter	r Yes							
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of appointment in the current term	Date of cessation	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
	Add	Delete			-					·			
1	Mr	SANJAY JAYAVARTHANAVELU	AIJPS2698K	00004505	Executive Director	Chairperson	CEO-MD	01-06-2012	31-05-2017	5	2	0	61
2	Mr	S РАТНҮ	AAOPP5010H	00013899	Non-Executive - Non Independent Director	Not Applicable	Shareholder Director	10-08-2015			0	0	
3	Mr	BASAVARAJU	ABUPB5828N	01252772	Non-Executive - Independent Director	Not Applicable	Shareholder Director	06-08-2014		5 2	2	0	
4	Mr	ADITYA HIMATSINGKA	AARPH9402L	00138970	Non-Executive - Independent Director	Not Applicable	Shareholder Director	06-08-2014		5 2	1	0	
5	Mr	MUKUND GOVIND RAJAN	AACPR7296K	00141258	Non-Executive - Independent Director	Not Applicable	Shareholder Director	06-08-2014		5	2	1	
6	Mr	V SATHYAKUMAR	AGIPS3886Q	06477636	Non-Executive - Non Independent Director	Not Applicable	Shareholder Director	06-08-2014			0	0	
7	Mrs	CHITRA VENKATARAMAN	AACPC5234G	07044099	Non-Executive - Independent Director	Not Applicable	Shareholder Director	02-02-2015		5	1	1	
8	Mr	RAJENDRAN R	AALPR4956R	00005505	Non-Executive - Non Independent Director	Not Applicable	Shareholder Director	05-08-2013			1	0	69
D	<u> </u>		1					-l -					Ne

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			Annexure 1						
		II. Comp	osition of Committees						
	Disclosure of notes on composition of committees explanatory Add Notes								
		Is there any c	change in composition of commit	ees compare to previous quarter	Yes				
Sr	Name Of Committee	Name of Committee members	Category 1 of directors	Category 2 of directors	Name of other committee				
	Add Delete								
1	Audit Committee	MUKUND GOVIND RAJAN	Non-Executive - Independent Director	Chairperson					
2	Audit Committee	ADITYA HIMATSINGKA	Non-Executive - Independent Director	Member					
3	Audit Committee	BASAVARAJU	Non-Executive - Independent Director	Member					
4	Nomination and remuneration committee	CHITRA VENKATARAMAN	Non-Executive - Independent Director	Chairperson					
5	Nomination and remuneration committee	S PATHY	Non-Executive - Non Independent Director	Member					
6	Nomination and remuneration committee	BASAVARAJU	Non-Executive - Independent Director Non-Executive - Independent	Member					
7	Stakeholders Relationship Committee	CHITRA VENKATARAMAN	Director Non-Executive - Independent	Chairperson					
8	Stakeholders Relationship Committee	BASAVARAJU	Director Non-Executive - Non	Member					
9	Stakeholders Relationship Committee	R RAJENDRAN	Independent Director	Member					
10	Corporate Social Responsibility Committee	SANJAY JAYAVARTHANAVELU	Executive Director Non-Executive - Independent	Chairperson					
11	Corporate Social Responsibility Committee	BASAVARAJU	Director Non-Executive - Independent	Member					
12	Corporate Social Responsibility Committee	R RAJENDRAN	Director	Member					

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Ш.	Meeting of	f Board of Dire	ectors	
Di	sclosure of note directo	Add Notes		
Sr	.,	meeting (Enter onological orde		Maximum gap between any two consecutive (in number of days)
	Add	Delete		
1			02-11-2015	
2			93	
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	Annexure 1								
١V	IV. Meeting of Committees								
	Disclosure of notes on meeting of committees explanatory Add Notes								
Sr Name of Committee		Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)	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)			
	Add Delete								
1	Audit Committee	03-02-2016	Yes	All present	02-11-2015	93			
2	Stakeholders Relationship Committee	03-02-2016	Yes	All present					
3	Corporate Social Responsibility Committee	03-02-2016	Yes	All present					

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	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	Whether shareholder approval obtained for material RPT	NA						
3	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Yes						
	Disclosure of notes on related	party transactions	Add Notes					
	Disclosure of notes of material transaction	n with related party	Add Notes					
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	Annexure 1						
v	VI. Affirmations						
Sr	Subject	Compliance status (Yes/No)					
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 a. Audit Committee	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. <b>c. Stakeholders relationship committee</b>	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 100 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. Any comments/observations/advice of Board of Directors may be mentioned here:	Add Notes					
9	Any other information to be provided	Add Notes					

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Annexure II Annexure II to be submitted by listed entity at the end of the financial year (for the whole of financial y Disclosure on website in terms of Listing Regulations Ι. If status is "No" details of non-compliance may be Compliance Sr Item given here. status Details of business www.laks 1 Yes 2 Terms and conditions of appointment of independent directors Yes www.laks 3 Composition of various committees of board of directors Yes www.laks 4 Code of conduct of board of directors and senior management personnel Yes www.laks 5 Details of establishment of vigil mechanism/ Whistle Blower policy Yes www.laks 6 Criteria of making payments to non-executive directors Yes www.laks 7 Policy on dealing with related party transactions Yes www.laks 8 Policy for determining 'material' subsidiaries Yes www.laks 9 Details of familiarization programmes imparted to independent directors Yes www.laks Contact information of the designated officials of the listed entity who are responsible for assisting 10 Yes and handling investor grievances www.laks 11 email address for grievance redressal and other relevant details Yes www.laks 12 **Financial results** Yes www.laks 13 Shareholding pattern Yes www.laks 14 Details of agreements entered into with the media companies and/or their associates NA 15 New name and the old name of the listed entity NA Add Notes Disclosure of notes on website in terms of Listing Regulations explantory [Text Block] 16

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Web address
shmimach.com
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	Annexure II							
II	II. Annual Affirmations							
Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.				
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)	Yes					
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)	Yes					
8	Minimum Information	17(7)	Yes					
9	Compliance Certificate	17(8)	Yes					
10	Risk Assessment & Management	17(9)	Yes					
11	Performance Evaluation of Independent Directors	17(10)	Yes					
12	Composition of Audit Committee	18(1)	Yes					
13	Meeting of Audit Committee	18(2)	Yes					
14	Composition of nomination & remuneration committee	19(1) & (2)	Yes					
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)	Yes					
19	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	Yes					
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)	Yes					
23	Maximum Directorship & Tenure	25(1) & (2)	Yes					
24	Meeting of independent directors	25(3) & (4)	Yes					
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	Add Notes						

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Annexure II					
Ξ	. 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	Yes			
	Any other information to be provided	Add Notes			
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