

XBRL Excel Utility			
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#### 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				
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#### 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

## 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. C	omposition of Board of Dire	ectors						
			Disclosure of I	notes on compositi	ion of board of directors explanatory	Add Notes								
	Is there any change in composition of board of directors compare to previous quar			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 PATHY	AAOPP5010H	00013899	Non-Executive - Non Independent Director	Not Applicable	Shareholder Director	10-08-2015			3	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	1	2	1	
6	Mr	V SATHYAKUMAR	AGIPS3886Q	06477636	Non-Executive - Non Independent Director	Not Applicable	Shareholder Director	06-08-2014			1	0	0	
7	Mrs	CHITRA VENKATARAMAN	AACPC5234G	07044099	Non-Executive - Independent Director	Not Applicable	Shareholder Director	02-02-2015		5	3	1	1	
8	Mr	RAJENDRAN R	AALPR4956R	00005505	Non-Executive - Non Independent Director	Not Applicable	Shareholder Director	05-08-2013			1	1	0	69

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	Annexure 1							
	II. Composition of Committees							
			Disclosure of notes on compos	sition of committees explanatory	Add Notes			
		Is there any c	hange in composition of committ	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			
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	Member				
7	Stakeholders Relationship Committee	CHITRA VENKATARAMAN	Non-Executive - Independent Director	Chairperson				
8	Stakeholders Relationship Committee	BASAVARAJU	Non-Executive - Independent Director	Member				
9	Stakeholders Relationship Committee	R RAJENDRAN	Non-Executive - Non Independent Director	Member				
10	Corporate Social Responsibility Committee	SANJAY JAYAVARTHANAVELU	Executive Director	Chairperson				
11	Corporate Social Responsibility Committee	BASAVARAJU	Non-Executive - Independent Director	Member				
12	Corporate Social Responsibility Committee	R RAJENDRAN	Non-Executive - Independent Director	Member				

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III.	Meeting	of Board of		
Di	sclosure of no direct	Add Notes		
Sr	Date(s) of meeting (Enter dates in chronological order)			Maximum gap between any two consecutive (in number of days)
	Add Delete			
1	1 02-11-2015			
2	2 03-02-2016			93
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	Annexure 1							
I۱	IV. Meeting of Committees							
	Disclosure of notes on meeting of committees explanatory  Add Notes							
Sr	Sr Name of Committee Date(s) of meeting of the committee in the relevant quarter (Yes/No)  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	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						
	Disclosure of notes on related	Add Notes					
	Disclosure of notes of material transaction	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. Nomination & remuneration committee	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 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 year)

#### I. Disclosure on website in terms of Listing Regulations

	i. Disclosure on website in terms of Listing Regulations						
Sr	Item	Compliance	If status is "No" details of non-compliance may be	Web address			
		status	given here.				
1	Details of business	Yes		www.lakshmimach.com			
2	Terms and conditions of appointment of independent directors	Yes		www.lakshmimach.com			
3	Composition of various committees of board of directors	Yes		www.lakshmimach.com			
4	Code of conduct of board of directors and senior management personnel	Yes		www.lakshmimach.com			
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		www.lakshmimach.com			
6	Criteria of making payments to non-executive directors	Yes		www.lakshmimach.com			
7	Policy on dealing with related party transactions	Yes		www.lakshmimach.com			
8	Policy for determining 'material' subsidiaries	Yes		www.lakshmimach.com			
9	Details of familiarization programmes imparted to independent directors	Yes		www.lakshmimach.com			
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes		www.lakshmimach.com			
11	email address for grievance redressal and other relevant details	Yes		www.lakshmimach.com			
12	Financial results	Yes		www.lakshmimach.com			
13	Shareholding pattern	Yes		www.lakshmimach.com			
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					
16	Disclosure of notes on website in terms of Listing Regulations explantory [Text Block]		Add Notes				

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	Annexure 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		
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	Yes
Any other information to be provided		Add Notes

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