

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 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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4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL button on General information sheet.

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 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

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General information about company

Scrip code	500850
NSE Symbol	INDHOTEL
MSEI Symbol	NOTLISTED
ISIN	INE053A01029
Name of the entity	The Indian Hotels Company Limited
Date of start of financial year	01-04-2021
Date of end of financial year	31-03-2022
Reporting Quarter	Quarterly
Date of Report	30-06-2021
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Top 500 listed entities

Enter the quarter ended date only

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Annexure 1

Annexure 1 to be submitted by listed entity on quarterly basis

1. Composition of Board of Directors

Disclosure of nature/composition of board of directors explained

Add Notes

Whether the listed entity has a Regular Chairperson

Whether the Chairperson is related to MD or CEO

Sr	Title held / Role	Name of the Director	PAN	DN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether special resolution passed? (Refer to Reg. 17(4)(c) 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 Directorships held in listed entities (including this listed entity) (Refer to Regulation 17A(1) of Listing Regulations)	No. of Independent Directorships held in listed entities (including this listed entity) (Refer to Regulation 17A(1) of Listing Regulations)	Number of memberships in other Committees/Committees held in listed entities including this listed entity (Refer to Regulation 17A(1) of Listing Regulations)	No. of post of Chairperson in listed Entities/Committees held in listed entities including this listed entity (Refer to Regulation 17A(1) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DN
1	Chairman	Prakash Chandra Prasad	ABD1234H	10234567	Non-Executive - Non Independent Director	Chairman		10-08-1953	NA		11-08-2017			10	0	0	0			
2	Director	Prakash Chandra Prasad	ABD1234H	10234567	Non-Executive - Independent Director			10-08-1953	NA		11-08-2017			10	0	0	0			
3	Director	Prakash Chandra Prasad	ABD1234H	10234567	Non-Executive - Independent Director			10-08-1953	NA		11-08-2017			10	0	0	0			
4	Director	Prakash Chandra Prasad	ABD1234H	10234567	Non-Executive - Independent Director			10-08-1953	NA		11-08-2017			10	0	0	0			
5	Director	Prakash Chandra Prasad	ABD1234H	10234567	Non-Executive - Independent Director			10-08-1953	NA		11-08-2017			10	0	0	0			
6	Director	Prakash Chandra Prasad	ABD1234H	10234567	Non-Executive - Non Independent Director			10-08-1953	NA		11-08-2017			10	0	0	0			
7	Director	Prakash Chandra Prasad	ABD1234H	10234567	Non-Executive - Non Independent Director			10-08-1953	NA		11-08-2017			10	0	0	0			
8	Director	Prakash Chandra Prasad	ABD1234H	10234567	Non-Executive - Non Independent Director			10-08-1953	NA		11-08-2017			10	0	0	0			

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

For this quarter kindly note the following points:

1. Date of Appointment and Date of Cessation (if applicable) must be mandatorily filled for every Committee.
2. Date of Appointment can be any day upto September 30, 2020.
3. Date of Cessation must be for the current quarter only, i.e. July 1,2020 to September 30,2020.

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Audit 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.	00010180	Nasser Munjee	Non-Executive - Independent Director	Chairperson	03-09-2019		
2.	00032929	Hema Ravichandar	Non-Executive - Independent Director	Member	03-09-2019		
3.	01223191	Venkataramanan Anantharaman	Non-Executive - Independent Director	Member	03-09-2019		
4.	05180796	Vibha Paul Rishi	Non-Executive - Independent Director	Member	03-09-2019		
5.							
6.							
7.							
8.							
9.							
10.							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Nomination and remuneration committee							
Whether the Nomination and remuneration 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.	00032929	Hema Ravichandar	Non-Executive - Independent Director	Chairperson	03-09-2019		
2.	00121863	Natarajan Chandrasekaran	Non-Executive - Non Independent Director	Member	22-02-2017		
3.	01223191	Venkataramanan Anantharaman	Non-Executive - Independent Director	Member	03-09-2019		
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Stakeholders Relationship Committee							
Whether the Stakeholders Relationship 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.	05180796	Vibha Paul Rishi	Non-Executive - Independent Director	Chairperson	03-09-2019		
2.	07624616	Puneet Chhatwal	Executive Director	Member	13-11-2017		
3.	00050530	Mehernosh Sorab Kapadia	Non-Executive - Non Independent Director	Member	12-02-2019		
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Risk Management Committee							
Whether the Risk Management 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.	00010180	Nasser Munjee	Non-Executive - Independent Director	Chairperson	03-09-2019		
2.	01223191	Venkataramanan Anantharaman	Non-Executive - Independent Director	Member	03-09-2019		
3.	05180796	Vibha Paul Rishi	Non-Executive - Independent Director	Member	03-09-2019		
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled automatically

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility 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.	07624616	Puneet Chhatwal	Executive Director	Chairperson	13-11-2017		
2.	00010180	Nasser Munjee	Non-Executive - Independent Director	Member	03-09-2019		
3.	00032929	Hema Ravichandar	Non-Executive - Independent Director	Member	03-09-2019		
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Other 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

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)	Notes for not providing Date	Whether requirement of Quorum met (Yes/No)	Number of Directors present*	No. of Independent Directors attending the meeting*
Add Delete						
1	03-02-2021			Yes	7	4
2	30-04-2021	85		Yes	6	3

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* to be filled in only for the current quarter meetings

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Annexure 1

IV. Meeting of Committees

Disclosure of notes on meeting 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	Reason for not providing date	Whether requirement of Quorum met (Yes/No)	Number of Directors present*	No. of Independent Directors attending the meeting*
Add Delete								
1	Audit Committee	03-02-2021				Yes	4	4
2	Audit Committee	16-03-2021	40			Yes	4	4
3	Audit Committee	30-04-2021	44			Yes	3	3
4	Nomination and Remuneration committee	16-03-2021				Yes	3	2
5	Nomination and remuneration committee	28-04-2021	42			Yes	2	1
6	Stakeholders Relationship Committee	03-02-2021				Yes	3	1
7	Risk Management Committee	16-03-2021				Yes	3	3

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* to be filled in only for the current quarter meetings

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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	NA	
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 with related party			Add Notes

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Annexure 1		
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 500 listed entities)	Yes
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

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Annexure 1		
Sr	Subject	Compliance status
1	Name of signatory	Mr. Beejal Desai
2	Designation	Company Secretary and Compliance Officer

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Signatory Details

Name of signatory	Mr. Beejal Desai
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	16-07-2021

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