

XBRL Excel Utility	
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### 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](http://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

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### 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	531727
NSE Symbol	
MSEI Symbol	
ISIN	INE650G01029
Name of the entity	MENON PISTONS 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
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Top 2000 listed entities

Enter the quarter ended date only

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**Annexure I**  
Annexure I to be submitted by listed entity on quarterly basis  
I. Composition of Board of Directors

Disclosure of notes on composition of board of directors explanatory

[Add Notes](#)

Whether the listed entity has a Regular Chairperson

Yes

Whether Chairperson is related to MD or CEO

Yes

Disqualification of Directors under section 164 of the Companies Act, 2013

Sr	Title (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	Term of director (in months)	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) & 17A(2))	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 20(2) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 20(2) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN	
1	Mr.	SACHIN RAM MENON	ABFM0486G	02134488	Executive Director	Chairperson	MD	27-06-1963	No				Active	NA		15-06-1991	01-02-2023			1	0		1	0		
2	Mr.	RAMESH DATTATRAYA DIBIT	ASQP04815N	02676827	Non-Executive - Non Independent Director	Not Assailable		25-12-1943	No				Active	Yes	29-03-2019	05-02-1981	29-03-2019			2	0	3	1			
3	Mr.	AJITHKUMAR KRISHNASAN BELUR	AJMP08114E	02020336	Non-Executive - Independent Director	Not Assailable		04-11-1949	No				Active	Yes	27-07-2019	01-04-2014	01-04-2019		127.00	1	1	2	0			
4	Mr.	NEHA AVINASH MARATHI	AJWP08110A	08126241	Director	Not Assailable		28-10-1988	No				Active	NA		05-11-2020	01-11-2021		38.00	1	1	2	0			
5	Mr.	SURESH K SUNDARPA KUTTE	ABPK3695F	02033322	Non-Executive - Independent Director	Not Assailable		04-11-1952	No				Active	NA		10-05-2019	10-05-2022		55.22	1	3	5	4			
6	Mr.	SHEKANT RAJESH NATH SAMBHOOG	AJEP16050P	08114909	Non-Executive - Independent Director	Not Assailable		07-12-1956	No				Active	NA		11-01-2020	11-03-2021		45.21	1	1	2	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, 2022.
3. Date of Cessation must be for the current quarter only, i.e. July 1, 2022 to September 30, 2022.

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	00233322	SUBHASH GUNDAPPA KUTTE	Non-Executive - Independent Director	Chairperson	10-05-2019		
2	00626827	RAMESH DATTATRAYA DIXIT	Non-Executive - Non Independent Director	Member	10-05-2019		
3	00205336	AJITKUMAR SRINIVASAN BELLUR	Non-Executive - Independent Director	Member	10-02-1981		
4	08716109	SHRIKANT RAGHUNATH SAMBHOE	Non-Executive - Independent Director	Member	16-06-2020		
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	00205336	AJITKUMAR SRINIVASAN BELLUR	Non-Executive - Independent Director	Chairperson	28-12-2005		
2	00626827	RAMESH DATTATRAYA DIXIT	Non-Executive - Non Independent Director	Member	10-02-1981		
3	00233322	SUBHASH GUNDAPPA KUTTE	Non-Executive - Independent Director	Member	10-05-2019		
4	08926541	NEHA AVINASH MARATHE	Non-Executive - Independent Director	Member	16-06-2020		
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	00626827	RAMESH DATTATRAYA DIXIT	Non-Executive - Non Independent Director	Chairperson	10-02-1981		
2	00134488	SACHIN RAM MENON	Executive Director	Member	15-06-1991		
3	00205336	AJITKUMAR SRINIVASAN BELLUR	Non-Executive - Independent Director	Member	10-05-2019		
4	08716109	SHRIKANT RAGHUNATH SAMBHOE	Non-Executive - Independent Director	Member	16-06-2020		
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							
2							
3							
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	00134488	SACHIN RAM MENON	Executive Director	Chairperson	15-06-1991		
2	00626827	RAMESH DATTATRAYA DIXIT	Non-Executive - Non Independent Director	Member	10-02-1981		
3	00205336	AJITKUMAR SRINIVASAN BELLUR	Non-Executive - Independent Director	Member	10-05-2019		
4	08716109	SHRIKANT RAGHUNATH SAMBHOE	Non-Executive - Independent Director	Member	16-06-2020		
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)	Total Number of Directors as on date of the meeting	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
1	10-08-2023			Yes	6	6	4
2	01-11-2023	82		Yes	6	5	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

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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)	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)
	<a href="#">Add</a>	<a href="#">Delete</a>								
1	Audit Committee	10-08-2023				Yes	4	4	3	0
2	Audit Committee	01-11-2023	82			Yes	4	3	2	0
3	Nomination and remuneration committee	01-11-2023				Yes	4	3	2	0
4	Stakeholders Relationship Committee	01-11-2023				Yes	4	3	2	0
5	Corporate Social Responsibility Committee	01-11-2023				Yes	4	3	2	0

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

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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	Yes	
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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WI Details of non compliance of prior approval of audit committee obtained

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

WI 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

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Details of Cyber security incidence			
Whether as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, 2015 there has been cyber security incidents or breaches or loss of data or documents during the quarter			No
Date of the event		Brief details of the event	



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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 <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. <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. <b>d. Risk management committee (applicable to the top 1000 listed entities)</b>	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	<b>Any comments/observations/advice of Board of Directors may be mentioned here:</b>	<a href="#">Add Notes</a>

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Sr	Subject	Compliance status
1	Name of signatory	PRAMOD SURESH SIRYAVANSHI
2	Designation	Company Secretary and Compliance Officer

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### Signatory Details

Name of signatory	PRAMOD SURESH SURYAVANSHI
Designation of person	Company Secretary and Compliance Officer
Place	Kolhapur
Date	

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