

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 Integrated Governance Report.

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.
6. Kindly use this file in local system instead of OneDrive/shared drive. Because it may give an error "Run-time error '52': Bad file name or number" While clicking on textblock button if files saved on OneDrive/shared drive.

3. Index

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13	Signatory Details	Signatory Details
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16	Imposition of Fine or Penalty	Imposition of Fine or Penalty
17	Ongoing Tax/Litigations_Disputes	Ongoing Tax/Litigations_Disputes

5. Steps for Filing Integrated 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.

General information about company		
Scrip code	531727	Enter the quarter ended date only
NSE Symbol	NA	
MSEI Symbol	NA	
ISIN	INE650G01029	
Name of the entity	MENON PISTONS LIMITED	
Date of start of financial year	01-04-2024	
Date of end of financial year	31-03-2025	
Reporting Quarter Type	Quarterly	
Date of Quarter Ending	31-12-2024	
Type of company	Equity	
Whether Annexure I (Part A) of the SEBI Circular dated December 31, 2024 related to Compliance Report on Corporate Governance is applicable to the entity?	Yes	
Whether Annexure I (Part B) of the SEBI Circular dated December 31, 2024 related to Investor Grievance Redressal Report is Applicable to the entity?	Yes	
Whether Annexure I (Part C) of the SEBI Circular dated December 31, 2024 related to Disclosure of Acquisition of Shares or Voting Rights in Unlisted Companies is Applicable to the entity?	No	Add Notes
Whether Annexure I (Part D) of the SEBI Circular dated December 31, 2024 related to Disclosure of Imposition of Fine or Penalty is Applicable to the entity?	No	Add Notes
Whether Annexure I (Part E) of the SEBI Circular dated December 31, 2024 related to Disclosure of Updates to Ongoing Tax Litigations or Disputes is Applicable to the entity?	No	Add Notes
Risk management committee	Not Applicable	
Market Capitalisation as per immediate previous Financial Year	Top 2000 listed entities	
Is SCORE ID Available ?	Yes	
SCORE Registration ID	M00179	
Reason For No SCORE ID		
Type of Submission	Original	
Remarks (website dissemination)	Add Notes	
Remarks for Exchange (not for Website Dissemination)	Add Notes	

<<< Notes mandatory, if Not Applicable

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<<< Notes mandatory, if Not Applicable

Annexure I

Annexure I to be submitted by listed entity on quarterly basis

1. Composition of Board of Directors

Disclosure of notes on composition of board of directors explanatory																										
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	DN	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. 173(A) 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 Directorship in listed entities including this listed entity (Refer Regulation 174 of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 174(E) & Reg. 174(2)(b))	Number of members/High Audit/ Stakeholder Committees including this listed entity (Refer Regulation 245 of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committees held in listed entities including this listed entity (Refer Regulation 245 of Listing Regulations)	Reason for Cessation	Notes for not providing PAN	Notes for not providing DIN
1	Mr	SACHIN RAM MENON	ABEYK486G	00134888	Executive Director	Chairperson	MD	27-06-1963	No				Active	NA		15-06-1991		01-06-2023		1	0	1	0			
2	Mr	RAMESH DATATABAIA DALI	AAQD4843N	00626827	Non-Executive - Non-Independent Director			25-12-1943	No				Active	Yes	28-02-2019	10-02-1981		28-08-2018		2	0	3	1			
3	Ms	SHARANYA SACHIN MENON	BWH1PW232E	05155930	Executive Director			28-05-1994	No				Active	NA		01-08-2024		11-08-2024		1	0	0	0			
4	Ms	DEVUKA SACHIN MENON	DECPM669F	09694895	Executive Director			25-06-1998	No				Active	NA		01-08-2024		11-08-2024		1	0	0	0			
5	Mr	SUBHASH GUINDAPPA LUTTE	AADPK3691F	00033323	Non-Executive - Independent Director			04-11-1952	No				Active	NA		10-05-2019		10-05-2022		67.22	4	4	6	4		
6	Mr	SUBIKASH RAGHUNATH SAMBHOOS	ADP5650P	08116109	Non-Executive - Independent Director			07-11-1956	No				Active	NA		11-03-2020		11-03-2023		97.21	1	1	2	0		
7	Ms	NEHA KUNJAN MATHIE	ADCPM81DA	08120541	Non-Executive - Independent Director			28-10-1988	No				Active	NA		01-11-2020		01-11-2023		50.00	1	1	0	0		
8	Mr	CHIDAMBARAMATHAN RAMAKRISHNAN	AAFR4801G	02481251	Non-Executive - Independent Director			25-04-1940	No				Active	NA		01-03-2024		24-03-2024		11.00	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	0023322	SIHASH GUNDEPPA KUTTE	Non-Executive - Independent Director	Chairperson	10-05-2019		
2	00626827	RAMESH DATTATRAYA DIXIT	Non-Executive - Non Independent Director	Member	10-02-1981		
3	08716109	SHRIKANT RAGHUNATH SAMBHO	Non-Executive - Independent Director	Member	16-06-2020		
4	00481651	OHIDAMBARNATHAN RAMAKRISH	Non-Executive - Independent Director	Member	01-04-2024		
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	00481651	OHIDAMBARNATHAN RAMAKRISH	Non-Executive - Independent Director	Chairperson	01-04-2024		
2	00626827	RAMESH DATTATRAYA DIXIT	Non-Executive - Non Independent Director	Member	10-02-1981		
3	0023322	SIHASH GUNDEPPA KUTTE	Non-Executive - Independent Director	Member	10-05-2019		
4	08926541	NEHA AVINASH MARATHE	Non-Executive - Independent Director	Member	01-11-2020		
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	00481651	OHIDAMBARNATHAN RAMAKRISH	Non-Executive - Independent Director	Member	01-04-2024		
4	08716109	SHRIKANT RAGHUNATH SAMBHO	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	00481651	OHIDAMBARNATHAN RAMAKRISH	Non-Executive - Independent Director	Member	01-04-2024		
4	08716109	SHRIKANT RAGHUNATH SAMBHO	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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Disclosure of notes on meeting of board of directors explanatory

[Add Notes](#)

Sr. No.	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	14-08-2024			Yes	8	8	4
2	30-10-2024	76		Yes	8	7	4

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* to be filled in only for the current quarter meetings

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)	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)
		Add	Delete							
1	Audit Committee	14-08-2024				Yes	4	4	3	0
2	Audit Committee	30-10-2024	76			Yes	4	3	3	0
3	Nomination and remuneration committee	30-10-2024				Yes	4	3	3	0

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* to be filled in only for the current quarter meetings

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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 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 1000 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.	Yes
9	Any comments/observations/advice of Board of Directors may be mentioned here:	Add Notes

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

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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

Other details of cyber security incidence or breaches or loss of data event

[Add Notes](#)

Number of cyber security incidence or breaches or loss of data event occurred during the quarter

Sr.	Date of the event	Brief details of the event
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Signatory Details

Name of signatory	PRAMOD SURESH SURYAVANSHI
Designation of person	Company Secretary and Compliance Officer
Place	KOLHAPUR
Date	21-01-2025

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Investor Grievance Details

No. of investor complaints pending at the beginning of Quarter	0
No. of investor complaints received during the Quarter	37
No. of investor complaints disposed off during the Quarter	37
No. of investor complaints those remaining unresolved at the end of the Quarter	0