

XBRL Excel Utility	
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### 1. Overview

The excel utility can be used for creating the XBRL/XML file for filing 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	<a href="#">General Info</a>
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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	517119
NSE Symbol	
MSEI Symbol	
ISIN	INE834B01012
Name of the entity	PCS TECHNOLOGY LIMITED
Date of start of financial year	01-04-2020
Date of end of financial year	31-03-2021
Reporting Quarter	Half Yearly
Date of Report	30-09-2020
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

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

No

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 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	Tenure 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) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
1	Mr	G. K. PATNI	AAUPP2866K	00014163	Non-Executive - Non Independent Director	Chairperson		24-03-1941	Yes	26-09-2018	22-04-1981				1	0	1	0		
2	Mr	A. K. PATNI	AFVPP9713P	00014194	Non-Executive - Non Independent Director	Not Applicable		01-08-1951	NA		22-04-1981				1	0	1	0		
3	Mr	H. C. TANDON	AABPT5772C	00027611	Non-Executive - Non Independent Director	Not Applicable		19-01-1951	NA		25-11-1992				1	0	1	0		
4	Mr	SATISH AJMERA	ACMPA7426L	00208919	Non-Executive - Independent Director	Not Applicable		26-10-1944	Yes	26-09-2018	25-11-1992	26-09-2018		60	3	3	3	3		
5	Mr	K. K. BARIJATYA	AAEP87269D	00107064	Non-Executive - Independent Director	Not Applicable		25-03-1938	Yes	26-09-2018	30-10-1995	26-09-2018		60	1	1	1	0		
6	Mr	G. M. DAVE	AABPD1235F	00036455	Non-Executive - Independent Director	Not Applicable		12-07-1938	Yes	26-09-2018	29-09-1995	26-09-2018		60	1	1	1	0		
7	Mrs	VANDANA GUPTA	AAIPG5825H	07117752	Non-Executive - Independent Director	Not Applicable		25-11-1951	NA		16-03-2015	16-03-2017		60	1	1	0	0		

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Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

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

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.

Audit Committee Details							
Sr	DIN Number	Name of Committee members	Whether the Audit Committee has a Regular Chairperson		Yes		
			Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00036455	G. M. Dave	Non-Executive - Independent Director	Member	26-07-2004		
2	00107064	K.K. Barjatya	Non-Executive - Independent Director	Member	26-07-2004		
3	00208919	Satish Ajmera	Non-Executive - Independent Director	Chairperson	26-07-2004		
4	00037611	HARISH CHANDRA TANDON	Non-Executive - Non Independent Director	Member	01-09-2015		
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							
Sr	DIN Number	Name of Committee members	Whether the Nomination and remuneration committee has a Regular Chairperson		Yes		
			Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00036455	G. M. Dave	Non-Executive - Independent Director	Chairperson	26-07-2004		
2	00107064	K.K. Barjatya	Non-Executive - Independent Director	Member	26-07-2004		
3	00208919	Satish Ajmera	Non-Executive - Independent Director	Member	26-07-2004		
4	00014149	A.K.Patni	Non-Executive - Non Independent Director	Member	01-09-2015		
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							
Sr	DIN Number	Name of Committee members	Whether the Stakeholders Relationship Committee has a Regular Chairperson		Yes		
			Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00208919	Satish Ajmera	Non-Executive - Independent Director	Chairperson	31-05-2002		
2	00107064	K.K. Barjatya	Non-Executive - Independent Director	Member	30-07-2016		
3	00014163	G.K.Patni	Non-Executive - Non Independent Director	Member	31-05-2002		
4	00014194	A.K.Patni	Non-Executive - Non Independent Director	Member	31-05-2002		
5							
6							
7							
8							
9							
10							

Risk Management Committee							
Sr	DIN Number	Name of Committee members	Whether the Risk Management Committee has a Regular Chairperson		Yes		
			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							
Sr	DIN Number	Name of Committee members	Whether the Corporate Social Responsibility Committee has a Regular Chairperson		Yes		
			Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00014163	G.K.Patni	Non-Executive - Non Independent Director	Chairperson	21-05-2014		
2	00208919	Satish Ajmera	Non-Executive - Independent Director	Member	21-05-2014		
3	00037611	Harish Chandra Tandon	Non-Executive - Non Independent Director	Member	21-05-2014		
4	00014194	A.K.Patni	Non-Executive - Non Independent Director	Member	21-05-2014		
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						

[Home](#)[Validate](#)**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*
<a href="#">Add</a> <a href="#">Delete</a>						
1	22-06-2020			Yes	6	4
2	28-08-2020	66		Yes	6	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**

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*
1	Audit Committee	22-06-2020				Yes	4	4
2	Audit Committee	28-08-2020	66			Yes	4	4

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

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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			<a href="#">Add Notes</a>
Disclosure of notes of material transaction with related party			<a href="#">Add Notes</a>

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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 <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 500 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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## Annexure 1

Sr	Subject	Compliance status
1	Name of signatory	MEHUL MONANI
2	Designation	Company Secretary and Compliance Officer



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## Annexure III

Annexure III				
III. Affirmations				
Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website	46(2)	Yes	
2	Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	Yes	
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	Yes	
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	Yes	
5	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	
Any other information to be provided				<a href="#">Add Notes</a>

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## Annexure III

Annexure III		
1	Name of signatory	MEHUL MONANI
2	Designation	Company Secretary and Compliance Officer

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### Signatory Details

Name of signatory	MEHUL MONANI
Designation of person	Company Secretary and Compliance Officer
Place	MUMBAI
Date	08-10-2020

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