

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

1	Details of general information about company	<a href="#">General Info</a>
2	Composition of BOD	<a href="#">Annexure I - Composition of BOD</a>
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12	Signatory Details	<a href="#">Signatory Details</a>

### 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	959411
NSE Symbol	
MSEI Symbol	
ISIN	INE003L07077
Name of the entity	Embassy Property Developments Pvt Ltd
Date of start of financial year	01-04-2023
Date of end of financial year	31-03-2024
Reporting Quarter	Quarterly
Date of Report	30-06-2023
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

Enter the quarter  
ended date only

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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	
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		
1	Mr	Jitendra Mohandas Virwani	AAVPV0738P	00027674	Executive Director	Chairperson	MD	18-02-1966		
2	Mr	Narpat Singh Choraria	AAZPC3425E	00027580	Executive Director	Not Applicable		04-09-1953		
3	Mr	Karan Virwani	AEDPV8612G	03071954	Non-Executive - Non Independent Director	Not Applicable		10-11-1991		
4	Mr	Aditya Virwani	AEDPV9640L	06480521	Executive Director	Not Applicable		12-05-1994		
5	Mr	A T Gopinath	AAQPA5135N	00046798	Non-Executive - Non Independent Director	Not Applicable		15-05-1962		
6	Mrs	Tanya John	APYPG3286M	06641106	Non-Executive - Independent Director	Not Applicable		24-01-1975		
7	Mr	Chandra Das Sitaram	ZZZZZ9999Z	00304798	Non-Executive - Independent Director	Not Applicable		19-10-1939		

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**Annexure I**

**Annexure I to be submitted by listed entity on quarterly basis**

**I. Composition of Board of Directors**

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

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]
---------------------------------------	--------------------------------	------------------------------	-----------------------------	----------------	--

No				Active	NA
No				Active	NA
No				Active	NA
No				Active	NA
No				Active	NA
No				Active	NA
No				Active	No


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)
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	31-07-1996				3	0	3	0
	20-01-2001				1	0	0	0
	11-04-2018				2	1	0	0
	11-04-2018				4	0	4	0
	14-02-2022				1	1	2	1
	14-02-2022			60.00	2	2	4	1
	02-06-2010		30-05-2023	0.00	1	1	0	0


Notes for not providing PAN	Notes for not providing DIN
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[Home](#)[Validate](#)**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 prefilled 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
1	06480521	Aditya Virwani	Executive Director	Member	11-04-2018
2	06641106	Tanya John	Non-Executive - Independent Director	Member	14-02-2022
3	00046798	A T Gopinath	Non-Executive - Non Independent Director	Chairperson	14-02-2022
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 prefilled 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
1	03071954	Karan Virwani	Non-Executive - Non Independent Director	Member	11-04-2018
2	06641106	Tanya John	Non-Executive - Independent Director	Chairperson	14-02-2022
3	00046798	A T Gopinath	Non-Executive - Non Independent Director	Member	14-02-2022
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 prefilled 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
1	06480521	Aditya Virwani	Executive Director	Member	11-04-2018
2	06641106	Tanya John	Non-Executive - Independent Director	Chairperson	14-02-2022
3	00046798	A T Gopinath	Non-Executive - Non Independent Director	Member	14-02-2022
4					
5					
6					
7					
8					
9					
10					

Risk Management Committee					
Whether the Risk Management Committee has a Regular Chairperson					No
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment
1	06480521	Aditya Virwani	Executive Director	Member	11-04-2018
2	00046798	A T Gopinath	Non-Executive - Non Independent Director	Member	14-02-2022
3	06641106	Tanya John	Non-Executive - Independent Director	Member	14-02-2022

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 prefilled automatically**

Corporate Social Responsibility Committee					
Whether the Corporate Social Responsibility Committee has a Regular Chairperson					
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment
1					
2					
3					
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
1	03071954	Karan Virwani	Management and Borrowing Committee	Non-Executive - Non Independent Director	Member
2	06480521	Aditya Virwani	Management and Borrowing Committee	Executive Director	Member
3	00046798	A T Gopinath	Management and Borrowing Committee	Non-Executive - Non Independent Director	Member

4	03071954	Karan Virwani	Securities Allotment Committee	Non-Executive - Non Independent Director	Member
5	06480521	Aditya Virwani	Securities Allotment Committee	Executive Director	Member
6	00046798	A T Gopinath	Securities Allotment Committee	Non-Executive - Non Independent Director	Member
7					
8					
9					
10					

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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

Date of Cessation	Remarks

Date of Cessation	Remarks


Date of Cessation	Remarks

Date of Cessation	Remarks


Date of Cessation	Remarks

Remarks


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### III. Meeting of Board of Directors

Disclosure of notes on meeting of board of directors explanatory

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)
	<a href="#">Add</a> <a href="#">Delete</a>	
1	09-02-2023	
2	03-03-2023	21
3	30-05-2023	87

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



## Annexure 1

Add Notes

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)
------------------------------	--	---	---

4	Yes	7	7
	Yes	7	3
	Yes	7	6

<b>No. of Independent Directors attending the meeting*</b>	
	4
	2
	3

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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)
1	Other Committee	10-01-2023	
2	Other Committee	20-01-2023	9
3	Audit Committee	09-02-2023	19
4	Risk Management Committee	09-02-2023	
5	Other Committee	17-02-2023	7
6	Nomination and remuneration committee	10-03-2023	20
7	Stakeholders Relationship Committee	10-03-2023	
8	Corporate Social Responsibility Committee	10-03-2023	
9	Other Committee	10-03-2023	
10	Other Committee	05-04-2023	25
11	Other Committee	12-05-2023	36
12	Other Committee	30-05-2023	17
13	Audit Committee	30-05-2023	
14	Other Committee	22-06-2023	22

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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 Note

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
-------------------------	-------------------------------	--	--

Management and Borrowing Committee		Yes	3
Management and Borrowing Committee		Yes	3
		Yes	3
		Yes	3
Management and Borrowing Committee		Yes	3
		Yes	3
		Yes	3
		Yes	3
Securities Allotment Committee		Yes	3
Management and Borrowing Committee		Yes	3
Management and Borrowing Committee		Yes	3
Management and Borrowing Committee		Yes	3
		Yes	3
Management and Borrowing Committee		Yes	3



es

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)
--	--	--

2	1	1
2	1	1
3	2	7
3	2	1
2	1	1
3	3	1
3	2	1
3	1	1
3	2	1
2	1	1
3	2	1
3	2	1
3	2	8
2	1	1

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V.
Sr
1
2
3

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**Annexure 1**

**Related Party Transactions**

**Subject**

Whether prior approval of audit committee obtained

Whether shareholder approval obtained for material RPT

Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee

**Disclosure of notes on related**

**Disclosure of notes of material transaction**

ev

Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
Yes	
NA	
Yes	
party transactions	<div style="background-color: #C00000; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Add Notes</div>
with related party	<div style="background-color: #C00000; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Add Notes</div>

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Sr
1
2
3
4
5
6
7
8
9

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2

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The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015

**a. Audit Committee**

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.

**b. Nomination & remuneration committee**

The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015.

**c. Stakeholders relationship committee**

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)**

The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.

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.

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:**

ev

**Annexure 1****Subject**

Name of signatory

Designation

Compliance status (Yes/No)
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
<a href="#">Add Notes</a>

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Compliance status
Devika Priyadarsini
Company Secretary and Compliance Officer

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### Signatory Details

Name of signatory	Devika Priyadarsini
Designation of person	Company Secretary and Compliance Officer
Place	Bangalore
Date	18-07-2023

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