

XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
4.	Import XBRL file
5.	Steps for filing Shareholding Pattern
6.	Fill up the Shareholding Pattern

1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of shareholding pattern.

Shareholding pattern XBRL filing consists of two processes. Firstly generation of XBRL file for shareholding pattern, and upload of generated XBRL/XML file to BSE Listing Center.

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 drive.
4. Make sure that you have downloaded the Chrome Browser to view report generated from the utility.
5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the features of the Excel Utility works fine. Please first go through Enable Macro - Manual attached with zip file.

3. Index

1	Details of general information about company
2	Declaration
3	Summary
4	Shareholding Pattern
5	Annexure B

4. Import XBRL file

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

5. Steps for Filing Shareholding Pattern

I. Fill up the data: Navigate to each field of every section in the sheet to provide appropriate 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 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 Sheets" to ensure that all sheets has been properly filled and validated successfully. If there are some errors, excel utility will prompt you about the same and stop validation at the same time. After correcting the errors, 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 the 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 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 the utility, click on BSE Listing Center and upload generated xml file. On Upload screen provide the required information to select XML file and submit the XML.

6. Fill up the Shareholding Pattern
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 for generating XML.
6. Adding new rows: Sections such as Promoters details allow you to enter as much data as you want. You can Click on "Add" to add more rows.
7. Deleting rows: Rows that has been added can be removed by clicking the button "Delete". You have to provide the range of rows you want to delete.
8. Select data from "Dropdown list" wherever applicable.

9. Adding Notes: Click on "Add Notes" button to add notes



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[General Info](#)

[Declaration](#)

[Summary](#)

[Shareholding Pattern](#)

[Annexure B](#)

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[Home](#)[Validate](#)

General information about company

Scrip code

NSE Symbol

MSEI Symbol

ISIN

Name of the company

Whether company is SME

Class of Security

Type of report

Quarter Ended / Half year ended/Date of Report (For Prelisting / Allotment)

Date of allotment / extinguishment (in case Capital Restructuring selected) / Listing Date

Shareholding pattern filed under

Whether the listed entity is Public Sector Undertaking (PSU)?

This image shows a blank sheet of white paper with horizontal blue ruling lines. At the very top, there is a solid light blue rectangular band. A thin black vertical line runs down the left side of the page, creating a margin. The rest of the page is filled with evenly spaced horizontal blue lines.

[Home](#)[Validate](#)

Sr. No.	Particular
1	Whether the Listed Entity has issued any partly paid up shares?
2	Whether the Listed Entity has issued any Convertible Securities ?
3	Whether the Listed Entity has issued any Warrants ?
4	Whether the Listed Entity has any shares against which depository receipts are issued?
5	Whether the Listed Entity has any shares in locked-in?
6	Whether any shares held by promoters are pledge or otherwise encumbered?
7	Whether company has equity shares with differential voting rights?
8	Whether the listed entity has any significant beneficial owner?

Yes/No	Promoter and Promoter Group	Public shareholder	Non Promoter- Non Public

Table I - Summary Statement holding of specified securities**Note : Data will be automatically populated from shareholding pa**

Category y (I)	Category of shareholder (II)	Nos. Of shareholders (III)
(A)	Promoter & Promoter Group	
(B)	Public	
(C)	Non Promoter- Non Public	
(C1)	Shares underlying DRs	
(C2)	Shares held by Employee Trusts	
	Total	

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Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Number of Voting Rightsheld in each class of securities(IX)		
	No of Voting (XIV) Rights		
	Class eg: X	Class eg:y	Total

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Shareholding , as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XI)= (VII)+(X) As a % of (A+B+C2)	Number of Locked in shares (XII)		Number of Shares pledged or otherwise encumbered (XIII)	
	No. (a)	As a % of total Shares held (b)	No. (a)	As a % of total Shares held (b)

Number of equity shares held in dematerialized form (XIV)	Sub-categorization of shares		
	Shareholding (No. of shares) under		
	Sub-category (i)	Sub-category (ii)	Sub-category (iii)

[Home](#)
[Validate](#)

Sr.	Category & Name of the Shareholders (I)	Nos. Of shareholders (III)
A	Table II - Statement showing shareholding pattern of the Promoter and Promoter Group	
(1)	Indian	
(a)	Individuals/Hindu undivided Family	
(b)	Central Government/ State Government(s)	
(c)	Financial Institutions/ Banks	
(d)	Any Other (specify)	
Sub-Total (A)(1)		
(2)	Foreign	
(a)	Individuals (NonResident Individuals/ Foreign Individuals)	
(b)	Government	
(c)	Institutions	
(d)	Foreign Portfolio Investor	
(e)	Any Other (specify)	
Sub-Total (A)(2)		
Total Shareholding of Promoter and Promoter Group (A)=(A)(1)+(A)(2)		
	Details of Shares which remain unclaimed for Promoter & Promoter Group	
B	Table III - Statement showing shareholding pattern of the Public shareholder	
(1)	Institutions (Domestic)	
(a)	Mutual Funds	
(b)	Venture Capital Funds	
(c)	Alternate Investment Funds	
(d)	Banks	
(e)	Insurance Companies	

Note : Kindly show details

(f)	Provident Funds/ Pension Funds	
(g)	Asset reconstruction companies	
(h)	Sovereign Wealth Funds	
(i)	NBFCs registered with RBI	
(j)	Other Financial Institutions	
(k)	Any Other (specify)	
Sub-Total (B)(1)		
(2)	Institutions (Foreign)	
(a)	Foreign Direct Investment	
(b)	Foreign Venture Capital Investors	
(c)	Sovereign Wealth Funds	
(d)	Foreign Portfolio Investors Category I	
(e)	Foreign Portfolio Investors Category II	
(f)	Overseas Depositories (holding DRs) (balancing figure)	
(g)	Any Other (specify)	
Sub-Total (B)(2)		
(3)	Central Government / State Government(s)	
(a)	Central Government / President of India	
(b)	State Government / Governor	
(c)	Shareholding by Companies or Bodies Corporate where Central / State Government is a promoter	
Sub-Total (B)(3)		
(4)	Non-institutions	
(a)	Associate companies / Subsidiaries	
(b)	Directors and their relatives (excluding independent directors and nominee directors)	
(c)	Key Managerial Personnel	
(d)	Relatives of promoters (other than 'immediate relatives' of promoters disclosed under 'Promoter and Promoter Group' category)	

(e)	Trusts where any person belonging to 'Promoter and Promoter Group' category is 'trustee', 'beneficiary', or 'author of the trust'	
(f)	Investor Education and Protection Fund (IEPF)	
(g)	Resident Individuals holding nominal share capital up to Rs. 2 lakhs	
(h)	Resident Individuals holding nominal share capital in excess of Rs. 2 lakhs	
(i)	Non Resident Indians (NRIs)	
(j)	Foreign Nationals	
(k)	Foreign Companies	
(l)	Bodies Corporate	
(m)	Any Other (specify)	
Sub-Total (B)(4)		
Total Public Shareholding (B)=(B)(1)+(B)(2)+(B)(3)+(B)(4)		
Details of the shareholders acting as persons in Concert for Public		
Details of Shares which remain unclaimed for Public		
C	Table IV - Statement showing shareholding pattern of the Non Promoter- Non Public Shareholding	
(1)	Custodian/DR Holder - Name of DR Holders (If Available)	
(2)	Employee Benefit Trust / Employee Welfare Trust under SEBI (Share Based Employee Benefits and Sweat Equity) Regulations, 2021	
Total NonPromoter- Non Public Shareholding (C)= (C)(1)+(C)(2)		
Total (A+B+C2)		
Total (A+B+C)		

No. of fully paid up equity shares held (IV)	No. Of Partly paid-up equity shares held (V)	No. Of shares underlying Depository Receipts (VI)	Total nos. shares held (VII) = (IV)+(V)+ (VI)

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Tails of shareholders having more than one percentage of total no of shares. Please refer software

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Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Number of Voting Rights held in each class of securities(I		
	No of Voting (XIV)Rights		
	Class eg: X	Class eg:y	Total

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shareholding pattern	Add Notes	
han 100 percentage	Add Notes	
than 25 percentage	Add Notes	
emarks explanatory	Add Notes	

IX)			
Total as a % of Total Voting rights	No. Of Shares Underlying Outstanding convertible securities (X)	No. of Shares Underlying Outstanding Warrants (Xi)	No. Of Shares Underlying Outstanding convertible securities and No. Of Warrants (Xi) (a)

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Shareholding , as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XI)= (VII)+(X) As a % of (A+B+C2)	Number of Locked in shares (XII)		Number of Shares p encum (XI)
	No. (a)	As a % of total Shares held (b)	No. (a)

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pledged or otherwise umbered (III)		Sub-categorization of share	
		Shareholding (No. of shares) u	
As a % of total Shares held (b)	Number of equity shares held in dematerialized form (XIV)	Sub-category (i)	Sub-category (ii)

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[Home](#)[Validate](#)**Table VI - Statement showing foreign own**

Particular
As on shareholding date
As on the end of previous 1st quarter
As on the end of previous 2nd quarter
As on the end of previous 3rd quarter
As on the end of previous 4th quarter

Notes :-

- 1) "Approved Limits (%)" means the limit approved by Board of Directors / shareholders Board approved limit, provide details of sectoral / statutory cap prescribed by Government
- 2) Details of Foreign ownership includes foreign ownership / investments as specified in FDI (Foreign Direct Investment) Rules, 2019, made under the Foreign Exchange Management Act, 1999

Ownership limits	
Approved limits (%)	Limits utilized (%)
of the Listed entity. In case the listed entity has no ent / Regulatory Authorities Rule 2(s) of the Foreign Exchange Management (Non- 9.	