

| XBRL Excel Utility | |
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| 4. | Steps for Filing - Corporate Governance Report |

1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of Corporate Governance Report. XBRL filling consists of two processes. Firstly generation of XBRL/XML file and upload on BSE e-filing 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 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 reports are generated correctly. Please first go through Enable Macro - Manual attached with zip file.

3. Index

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| 1 | Details of general information about company |
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4. 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. (The data entered in the sheet will be 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 furnished in proper format. If there are some errors on the sheet, excel utility will prompt you.

III. Validate All Sheets: Click on the "**Home**" button. And then click on "Validate All Sheets". This will ensure that all sheets have been properly filled and validated successfully. If there are some errors on the sheet, excel utility will stop validation at the same time. After correction, once again follow the same procedure to validate the 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 is done. 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'.

- 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 excel utility, click on "Upload XML" button and upload generated xml file. On Upload screen provide the required information and browse the file.

5. 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 the report.

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 applicable.

5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further.

6. Select data from "Dropdown list" wherever applicable.

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



nce Report

of generated XBRL/XML file to BSE Listing

above.

cal system.

1 Excel utility

e functionalities of Excel Utility works fine.

[General Info](#)

[Annexure I - Composition of BOD](#)

[Annexure I - Composition of Committee](#)

[Annexure I - Meeting of BOD](#)

[Annexure I - Meeting of Committees](#)

[Annexure I - Related Party Transaction](#)

[Annexure I - Affirmation](#)

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[Annexure II - Annual Affirmation](#)

[Annexure II -Annual Affirmation Continue](#)

[Annexure III](#)

[Signatory Details](#)

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able data in correct format. (Formats will

een properly filled and also data has been
ou about the same.

Sheet" button to ensure that all sheets has
utility will prompt you about the same and
validate all sheets.

essful validation of all sheet is completed.

ate Report" to generate html report.

through Utility, login to BSE Listing Center
use to select XML file and submit the XML.

erating XML.

s it is a mandatory field.

urther for generating XML.

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General information about

| |
|---------------------------------|
| Scrip code |
| Name of the entity |
| Date of start of financial year |
| Date of end of financial year |
| Reporting Quarter |
| Date of Report |
| Risk management committee |

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| ut company |
|------------------------------------|
| 532866 |
| Quintegra Solutions Limited |
| 01-04-2017 |
| 31-03-2018 |
| Quarterly |
| 31-12-2017 |
| Not Applicable |

Enter the quarter
ended date only

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Disclosure of notes on composition

Is there any change in information of board of direc

| Sr | Title (Mr / Ms) | Name of the Director | PAN | DIN |
|----|-----------------------|----------------------|-----|-----|
|----|-----------------------|----------------------|-----|-----|

[Add](#)[Delete](#)

| | | | | |
|---|-----|------------------------|------------|----------|
| 1 | Mr | M PADMANABHAN | AIXPM7910L | 00101997 |
| 2 | Mr | R KALYANARAMAN | AACPK6932H | 00041770 |
| 3 | Mr | G VENKATARAJULU | ACAPV8147K | 02206405 |
| 4 | Mr | V SRIRAMAN | ATOPS2898B | 00207480 |
| 5 | Mrs | KAMAKSHI SHANKARARAMAN | APYPK0469A | 00215869 |

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| Annexure I | | |
|---|-------------------------|-------------------------|
| Annexure I to be submitted by listed enti | | |
| I. Composition of Board of D | | |
| of board of directors explanatory | Add Notes | |
| Directors compare to previous quarter | Yes | |
| Category 1 of directors | Category 2 of directors | Category 3 of directors |

| | | |
|--|----------------|--|
| Non-Executive - Non Independent Director | Chairperson | |
| Non-Executive - Independent Director | Not Applicable | |
| Non-Executive - Independent Director | Not Applicable | |
| Executive Director | Not Applicable | |
| Non-Executive - Independent Director | Not Applicable | |

ty on quarterly basis

irectors

| Date of appointment in the current term | Date of cessation | Tenure of director (in months) | No of Directorship in listed entities including this listed entity (Refer Regulation 25(1) of Listing Regulations) |
|---|-------------------|--------------------------------|--|
|---|-------------------|--------------------------------|--|

| | | | |
|------------|--|----|---|
| 05-11-2015 | | | 2 |
| 30-09-2014 | | 39 | 3 |
| 30-09-2014 | | 39 | 1 |
| 18-05-2017 | | | 1 |
| 18-09-2015 | | 27 | 1 |

| |
|--|
| |
| |
| |
| |
| |

| 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 |
|--|---|--------------|
|--|---|--------------|

| | | |
|---|---|--|
| 4 | 1 | |
| 2 | 1 | |
| 1 | 0 | |
| 1 | 0 | |
| 1 | 0 | |

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II. Compo

Is there any c

| Sr | Name Of Committee | Name of Committee members |
|----|-------------------|---------------------------|
|----|-------------------|---------------------------|

Add

Delete

Enter only one committee meml

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Annexure 1

Composition of Committees

| | | |
|---|-------------------------|---------------------------|
| Disclosure of notes on composition of committees explanatory | | Add Notes |
| Change in information of committees compare to previous quarter | | No |
| Category 1 of directors | Category 2 of directors | Name of other committee |

Enter name in one row

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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) |
| Add Delete | | |
| 1 | 10-08-2017 | |
| 2 | 09-11-2017 | 90 |

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IV. M

Disclosure of notes on m

| Sr | Name of Committee | Date(s) of meeting of the committee in the relevant quarter | Whether requirement of Quorum met (Yes/No) |
|----|-------------------|---|--|
|----|-------------------|---|--|

[Add](#)[Delete](#)

| | | | |
|---|-----------------|------------|-----|
| 1 | Audit Committee | 09-11-2017 | Yes |
|---|-----------------|------------|-----|

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Annexure 1

Meeting of Committees

| Meeting of committees explanatory | | Add Notes | |
|-------------------------------------|---|--|-------------------------|
| Requirement of Quorum met (details) | Date(s) of meeting of the committee in the previous quarter | Maximum gap between any two consecutive meetings (in number of days) | Name of other committee |
| YES | 10-08-2017 | 90 | |

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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. |
|----------------------------------|--|
| NA | |
| NA | |
| NA | |
| party transactions | <div style="background-color: #C00000; color: white; padding: 5px; border-radius: 5px; display: inline-block;">Add Notes</div> |
| with related party | <div style="background-color: #C00000; color: white; padding: 5px; border-radius: 5px; display: inline-block;">Add Notes</div> |

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Sr

1

2

3

4

5

6

7

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Annexure 1

Affirmations

Subject

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

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 100 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:

| Compliance status (Yes/No) |
|----------------------------|
| Yes |
| Yes |
| Yes |
| Yes |
| NA |
| Yes |
| Yes |
| Yes |
| Add Notes |

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Signatory Details

| | |
|-----------------------|--------------------------|
| Name of signatory | V Sriraman |
| Designation of person | Managing Director |
| Place | Chennai |
| Date | 04-01-2018 |

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