

XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
4.	Steps for Filing - Corporate Governance Report

I. Overview

The excel utility can be used for creating the XBRL/XML file for 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).

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	General Info
2	Composition of BOD	Annexure I - Composition of BOD
3	Composition of Committee	Annexure I - Composition of Committee
4	Meeting of BOD	Annexure I - Meeting of BOD
5	Meeting of Committees	Annexure I - Meeting of Committees
6	Related Party Transaction	Annexure I - Related Party Transaction
7	Affirmation	Annexure I - Affirmation
8	Website	Annexure II - Website
9	Annual Affirmation	Annexure II - Annual Affirmation
10	Annual Affirmation Continue	Annexure II - Annual Affirmation Continue
11	Annexure III	Annexure III
12	Signatory Details	Signatory Details

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 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.

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 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

[Home](#)

[Validate](#)

General information about company

Scrip code	523696
Name of the entity	Fortis Malar Hospitals Limited
Date of start of financial year	01-04-2016
Date of end of financial year	31-03-2017
Reporting Quarter	Quarterly
Date of Report	31-12-2016
Risk management committee	Not Applicable

[Prev](#)

[Next](#)

Enter the quarter ended date only

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

Is there any change in information of board of directors compare to previous quarter

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 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)	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
1	Mr	Daljit Singh	AKLPS6034R	00135414	Non-Executive - Non Independent Director	Chairperson		24-12-2014			3	3	0	
2	Mrs	Dr Nithyaramamurthy	ACAPN3702A	00255343	Non-Executive - Non Independent Director	Not Applicable		01-05-2006			1	1	0	
3	Mr	Ramesh L Adige	AAAPA1080E	00101276	Non-Executive - Independent Director	Not Applicable		19-02-2008		28	2	3	2	
4	Mr	Pejavar Murari	AAKPP8236F	00020437	Non-Executive - Independent Director	Not Applicable		03-03-2009		28	8	1	0	
5	Mr	Rama Krishna Shetty	ALEP54984J	01521858	Non-Executive - Independent Director	Not Applicable		30-01-2013		28	3	9	2	
6	Mr	Lakshman Teekchand Nanwani	AAEPN6392A	00076536	Non-Executive - Independent Director	Not Applicable		29-03-2013		28	1	2	0	
7	Mr	Meghraj Arvindrao Gore	AHTPG0261B	07505123	Executive Director	Not Applicable		01-10-2016			1	2	0	
8	Mr	Rakesh Laddha	AAGPL5854R	06987522	Non-Executive - Non Independent Director	Not Applicable		27-09-2016			1	0	0	

Add Delete

Prev

Next

[Home](#)[Validate](#)**Annexure 1****II. Composition of Committees**

Disclosure of notes on composition of committees explanatory

[Add Notes](#)

Is there any change in information of committees compare to previous quarter

Yes

Sr	Name Of Committee	Name of Committee members	Category 1 of directors	Category 2 of directors	Name of other committee
----	-------------------	---------------------------	-------------------------	-------------------------	-------------------------

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

Enter only one committee member name in one row

1	Stakeholders Relationship Committee	Ramesh L Adige	Non-Executive - Independent Director	Chairperson	
2	Stakeholders Relationship Committee	Daljit Singh	Non-Executive - Independent Director	Member	
3	Stakeholders Relationship Committee	Meghraj Arvindrao Gore	Executive Director	Member	
4	Stakeholders Relationship Committee	Dr Nithya Ramamurthy	Non-Executive - Non Independent Director	Member	
5	Audit Committee	Ramesh L Adige	Non-Executive - Independent Director	Chairperson	
6	Audit Committee	Daljit Singh	Non-Executive - Non Independent Director	Member	
7	Audit Committee	Lakshman Teekchand Nanwani	Non-Executive - Independent Director	Member	
8	Audit Committee	Murari Pejavar	Non-Executive - Independent Director	Member	
9	Audit Committee	Rama Krishna Shetty	Non-Executive - Independent Director	Member	
10	Nomination and remuneration committee	Lakshman Teekchand Nanwani	Non-Executive - Independent Director	Chairperson	
11	Nomination and remuneration committee	Daljit Singh	Non-Executive - Non Independent Director	Member	
12	Nomination and remuneration committee	Ramesh L Adige	Non-Executive - Independent Director	Member	
13	Nomination and remuneration committee	Rama Krishna Shetty	Non-Executive - Independent Director	Member	
14	Corporate Social Responsibility Committee	Daljit Singh	Non-Executive - Non Independent Director	Chairperson	
15	Corporate Social Responsibility Committee	Lakshman Teekchand Nanwani	Non-Executive - Independent Director	Member	
16	Corporate Social Responsibility Committee	Dr Nithya Ramamurthy	Non-Executive - Non Independent Director	Member	

[Prev](#)[Next](#)

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

1

19-07-2016

2

04-08-2016

15

3

19-08-2016

14

4

27-09-2016

38

5

03-11-2016

36

[Prev](#)[Next](#)

Home

Annexure 1

IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory

Sr	Name of Committee	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)	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
1	Audit Committee	03-11-2016	Yes	All the Directors were present in the	27-09-2016	36	
2	Stakeholders Relationship Committee	03-11-2016	Yes	All the Directors were present in the	19-07-2016	106	

Add Delete

Prev

Next

Annexure 1

V. Related Party Transactions

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		Add Notes	
Disclosure of notes of material transaction with related party		Add Notes	

Prev

Next

[Home](#)[Validate](#)**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 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 100 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

[Prev](#)[Next](#)

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

Signatory Details

Name of signatory	Sumit Goel
Designation of person	Company Secretary
Place	Gurgaon
Date	09-01-2017

[Prev](#)