



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 NSE 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 NSE 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

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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 NSE Listing Center: For uploading the XBRL/XML file generated through Utility, login to NSE 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	544067
NSE Symbol	INNOVACAP
MSEI Symbol	NOTLISTED
ISIN	INE0DUT01020
Name of the entity	INNOVA CAPTAB LIMITED
Date of start of financial year	01-04-2023
Date of end of financial year	31-03-2024
Reporting Quarter	Quarterly
Date of Report	31-12-2023
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

Enter the quarter ended date only

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Attachment 1

Attachment 1 - List of Suppliers to be invited to tender for the supply of goods

1. Comparison of Bids of Suppliers

Supplier Name		Supplier ID		Supplier Category		Supplier Address		Supplier Contact		Supplier Status		Supplier Registration		Supplier Performance		Supplier Compliance		Supplier Financials		Supplier Risk				
No.	Name of the Supplier	PKS	SKS	Category 1 of Services	Category 2 of Services	Name of Work	Whether the Supplier is Registered?	Date of Registration	Validity of Registration	Address of Registration	Contact Address	Whether the Supplier is a Small Business Enterprise (SBE) or a Micro Business Enterprise (MBE)?	Date of Issuance of Certificate of Registration	Date of Issuance of Certificate of Registration	Amount of Bid	Amount of Bid	Amount of Bid	Amount of Bid	Amount of Bid	Amount of Bid	Amount of Bid			
1	ABC Supplier	12345678	87654321	Category 1 of Services	Category 2 of Services	ABC Supplier	Yes	01-01-2020	Valid	123 Street, ABC City	12345678	Yes	01-01-2020	01-01-2020	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000		
2	DEF Supplier	23456789	98765432	Category 1 of Services	Category 2 of Services	DEF Supplier	Yes	02-02-2020	Valid	456 Street, DEF City	23456789	Yes	02-02-2020	02-02-2020	20000000	20000000	20000000	20000000	20000000	20000000	20000000	20000000		
3	GHI Supplier	34567890	09876543	Category 1 of Services	Category 2 of Services	GHI Supplier	Yes	03-03-2020	Valid	789 Street, GHI City	34567890	Yes	03-03-2020	03-03-2020	30000000	30000000	30000000	30000000	30000000	30000000	30000000	30000000		
4	JKL Supplier	45678901	10987654	Category 1 of Services	Category 2 of Services	JKL Supplier	Yes	04-04-2020	Valid	012 Street, JKL City	45678901	Yes	04-04-2020	04-04-2020	40000000	40000000	40000000	40000000	40000000	40000000	40000000	40000000	40000000	
5	MNO Supplier	56789012	21098765	Category 1 of Services	Category 2 of Services	MNO Supplier	Yes	05-05-2020	Valid	345 Street, MNO City	56789012	Yes	05-05-2020	05-05-2020	50000000	50000000	50000000	50000000	50000000	50000000	50000000	50000000	50000000	
6	PQR Supplier	67890123	32109876	Category 1 of Services	Category 2 of Services	PQR Supplier	Yes	06-06-2020	Valid	678 Street, PQR City	67890123	Yes	06-06-2020	06-06-2020	60000000	60000000	60000000	60000000	60000000	60000000	60000000	60000000	60000000	60000000
7	STU Supplier	78901234	43210987	Category 1 of Services	Category 2 of Services	STU Supplier	Yes	07-07-2020	Valid	901 Street, STU City	78901234	Yes	07-07-2020	07-07-2020	70000000	70000000	70000000	70000000	70000000	70000000	70000000	70000000	70000000	70000000
8	VWX Supplier	89012345	54321098	Category 1 of Services	Category 2 of Services	VWX Supplier	Yes	08-08-2020	Valid	234 Street, VWX City	89012345	Yes	08-08-2020	08-08-2020	80000000	80000000	80000000	80000000	80000000	80000000	80000000	80000000	80000000	80000000

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

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

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled 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	Date of Cessation	Remarks
1	07819617	Sudhir Kumar Bassi	Non-Executive - Independent Director	Chairperson	01-04-2022		
2	00144700	Vinay Kumar Lohariwala	Executive Director	Member	01-04-2022		
3	02219458	Shirish Gundopant Belapure	Non-Executive - Independent Director	Member	01-04-2022		
4	09558992	Mahendar Korthiwade	Non-Executive - Independent Director	Member	21-08-2022		
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							
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	Date of Cessation	Remarks
1	07819617	Sudhir Kumar Bassi	Non-Executive - Independent Director	Chairperson	01-04-2022		
2	09558992	Mahendar Korthiwade	Non-Executive - Independent Director	Member	01-04-2022		
3	06578720	Priyanka Dixit	Non-Executive - Independent Director	Member	01-04-2022		
4	08127356	Archit Aggarwal	Non-Executive - Non Independent Director	Member	21-08-2022		
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							
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	Date of Cessation	Remarks
1	07819617	Sudhir Kumar Bassi	Non-Executive - Independent Director	Chairperson	01-04-2022		
2	00144700	Vinay Kumar Lohariwala	Executive Director	Member	01-04-2022		
3	00144656	Manoj Kumar Lohariwala	Executive Director	Member	01-04-2022		
4							
5							
6							
7							
8							
9							
10							

Risk Management Committee							
Whether the Risk Management Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00144700	Vinay Kumar Lohariwala	Executive Director	Chairperson	01-04-2022		
2	07819617	Sudhir Kumar Bassi	Non-Executive - Independent Director	Member	01-04-2022		
3	00144656	Manoj Kumar Lohariwala	Executive Director	Member	01-04-2022		
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 pre-filled automatically

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00144700	Vinay Kumar Lohariwala	Executive Director	Chairperson	16-05-2014		
2	00144656	Manoj Kumar Lohariwala	Executive Director	Member	16-05-2014		
3	07819617	Sudhir Kumar Bassi	Non-Executive - Independent Director	Member	01-04-2022		
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	Remarks
1	00144700	Vinay Kumar Lohariwala	IPO Committee	Executive Director	Chairperson	3
2	00144656	Manoj Kumar Lohariwala	IPO Committee	Executive Director	Member	
3	03627850	Jayant Vasudeo Rao	IPO Committee	Executive Director	Member	
4						
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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)	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)	No. of Independent Directors attending the meeting*
Add Delete							
1	12-08-2023			Yes	8	8	4
2	09-09-2023	27		Yes	8	7	3
3	12-10-2023	32		Yes	8	7	3
4	10-11-2023	28		Yes	8	8	4
5	01-12-2023	20		Yes	8	7	4
6	03-12-2023	1		Yes	8	8	4
7	14-12-2023	10		Yes	8	7	4
8	15-12-2023	0		Yes	8	7	4
9	26-12-2023	10		Yes	8	7	4
10	27-12-2023			Yes	8	7	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							Add Notes				
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)	Total Number of Directors in the Committee as on date of the meeting	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)	
Add		Delete									
1	Audit Committee	12-08-2023				Yes	4	4	3	0	
2	Audit Committee	09-09-2023	27			Yes	4	3	2	0	
3	Audit Committee	10-11-2023	61			Yes	4	4	3	0	
4	Audit Committee	01-12-2023	20			Yes	4	4	3	0	
5	Audit Committee	03-12-2023	1			Yes	4	4	3	0	
6	Audit Committee	14-12-2023	10			Yes	4	4	3	0	
7	Nomination and remuneration committee	12-08-2023				Yes	4	4	3	0	
8	Nomination and remuneration committee	10-11-2023	89			Yes	4	4	3	0	
9	Corporate Social Responsibility Committee	12-08-2023				Yes	3	3	1	0	
10	Other Committee	12-09-2023	30	IPO Committee		Yes	3	3	0	0	
11	Other Committee	06-12-2023		IPO Committee		Yes	3	3	0	0	
12	Other Committee	10-12-2023		IPO Committee		Yes	3	2	0	0	
13	Other Committee	19-12-2023		IPO Committee		Yes	3	2	0	0	
14	Other Committee	20-12-2023		IPO Committee		Yes	3	2	0	0	
15	Other Committee	27-12-2023		IPO Committee		Yes	3	2	0	0	

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* to be filled in only for the current quarter meetings

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

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WI Details of non compliance of prior approval of audit committee obtained
 WI Details of non compliance of shareholder approval obtained for material RPT
 WI Details of non compliance of RPT entered into pursuant to omnibus approval have been reviewed by audit committee
 DI Disclosure notes on quarterly formats for compliance report on corporate governance
 Disclosure of notes of material transaction with related party

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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 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 1000 listed entities)	Yes
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

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Annexure 1		
Sr	Subject	Compliance status
1	Name of signatory	Neeharika Shukla
2	Designation	Company Secretary and Compliance Officer

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Details of Cyber security incidence			
Whether as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, 2015 there has been cyber security incidents or breaches or loss of data or documents during the quarter			No
Date of the event		Brief details of the event	

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Signatory Details

Name of signatory	Neeharika Shukla
Designation of person	Company Secretary and Compliance Officer
Place	Panchkula
Date	19-01-2024

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