

XBRL Excel Utility	
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4.	Import XBRL file
5.	Steps for Filing Corporate Governance Report
6.	Fill up the data in excel utility

1. Overview

The excel utility can be used for creating the XBRL/XML file for eFiling 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
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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	533260
NSE Symbol	CAREERP
MSEI Symbol	NA
ISIN	INE521J01018
Name of the entity	CAREER POINT LIMITED
Date of start of financial year	01-04-2019
Date of end of financial year	31-03-2020
Reporting Quarter	Yearly
Date of Report	31-03-2020
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Top 2000 listed entities

Enter the quarter
ended date only

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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

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	Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations]	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(3) 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 for not providing PAN	Notes for not providing DIN
1	Mr	DM PRAKASH MAHESHWARI	ABHPM3580H	00185677	Executive Director	Not Applicable		12-09-1968	NA		31-03-2000	01-04-2019		60	2	0	3	0		
2	Mr	PRAMOD MAHESHWARI	ABYPM2876K	00185711	Executive Director	Chairperson	CEO-MD	12-03-1971	NA		31-03-2000	01-04-2019		60	1	0	0	0		
3	Mr	NAWAL KISHORE MAHESHWARI	ABHPM1388N	00185762	Executive Director	Not Applicable		05-02-1975	NA		31-03-2000	01-04-2017		60	1	0	0	0		
4	Mr	RAM SWAROOP CHOUDHARY	ACKPC2840H	00711599	Non-Executive - Independent Director	Not Applicable		02-11-1942	Yes	26-09-2018	01-11-2007	01-04-2019		60	1	1	2	1		
5	Mr	PANWAN KUMAR LALPURI	SAOPL1026F	00016032	Non-Executive - Independent Director	Not Applicable		15-07-1968	NA		01-11-2007	01-04-2019		60	1	1	2	1		
6	Mr	JAGDISH PRASAD SARDA	AFFPS8938M	07654623	Non-Executive - Independent Director	Not Applicable		16-09-1959	NA		11-11-2016			60	1	1	2	1		
7	Mr	VISHAL JAIN	AFOPH4992J	00709250	Non-Executive - Independent Director	Not Applicable		14-06-1973	NA		27-01-2011	01-04-2019		60	2	1	0	0		
8	Mr	MAHESH GUPTA	AFXPG6789H	00132721	Non-Executive - Independent Director	Not Applicable		19-03-1977	NA		01-11-2004	01-04-2019		60	1	1	1	0		
9	Mrs	NEELIMA MAHESHWARI	ACKPM6442L	00194928	Non-Executive - Non Independent Director	Not Applicable		19-03-1971	NA		12-08-2014	01-04-2019		60	2	0	1	0		

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Annexure 1

II. Composition of Committees

Disclosure of roles in composition of committees explanatory **Add Action**

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be populated automatically.

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 December 31, 2019.
 3. Date of Cessation must be for the current quarter only, i.e. October 2019.
Valid till: February 21, 2020

Audit Committee Details								
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Whether the Audit Committee has a Regular Chairperson			
					Yes	Date of Appointment	Date of Cessation	Remarks
1	0200493	RAJAN KUMAR LALPURA	Non-Executive - Independent Director	Chairperson		03-11-2007		
2	001327251	MAHESH GUPTA	Non-Executive - Independent Director	Member		03-11-2007		
3	00185477	DR PRANSHI MAHESHWARI	Executive Director	Member		03-11-2007		
4	00711599	RAM SWAROOP CHOUDHARY	Non-Executive - Independent Director	Member		03-11-2007		
5	0200493	AGGESH PRASAD SARDA	Non-Executive - Independent Director	Member		13-10-2016		
6								
7								
8								
9								
10								

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be populated automatically.

Nomination and remuneration committee								
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Whether the Nomination and remuneration committee has a Regular Chairperson			
					Yes	Date of Appointment	Date of Cessation	Remarks
1	0200493	AGGESH PRASAD SARDA	Non-Executive - Independent Director	Chairperson		13-10-2016		
2	0200493	RAJAN KUMAR LALPURA	Non-Executive - Independent Director	Member		03-11-2007		
3	00711599	RAM SWAROOP CHOUDHARY	Non-Executive - Independent Director	Member		03-11-2007		
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 populated automatically.

Stakeholders Relationship Committee								
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Whether the Stakeholders Relationship Committee has a Regular Chairperson			
					Yes	Date of Appointment	Date of Cessation	Remarks
1	0200493	AGGESH PRASAD SARDA	Non-Executive - Independent Director	Chairperson		13-10-2016		
2	0200493	RAJAN KUMAR LALPURA	Non-Executive - Independent Director	Member		03-11-2007		
3	00711599	RAM SWAROOP CHOUDHARY	Non-Executive - Independent Director	Chairperson		03-11-2007		
4								
5								
6								
7								
8								
9								
10								

Risk Management Committee								
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Whether the Risk Management Committee has a Regular Chairperson			
					Yes	Date of Appointment	Date of Cessation	Remarks
1	00185477	DR PRANSHI MAHESHWARI	Executive Director	Chairperson		03-11-2007		
2	00185477	RAJAN KUMAR LALPURA	Non-Executive - Independent Director	Member		03-11-2007		
3	001327251	MAHESH GUPTA	Non-Executive - Independent Director	Member		03-11-2007		
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 populated automatically.

Corporate Social Responsibility Committee								
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Whether the Corporate Social Responsibility Committee has a Regular Chairperson			
					Yes	Date of Appointment	Date of Cessation	Remarks
1	00185477	DR PRANSHI MAHESHWARI	Executive Director	Chairperson		03-11-2007		
2	00711599	RAM SWAROOP CHOUDHARY	Non-Executive - Independent Director	Member		03-11-2007		
3	001327251	MAHESH GUPTA	Non-Executive - Independent Director	Chairperson		03-11-2007		
4								
5								
6								
7								
8								
9								
10								

Other Committees						
Sr	DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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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)	Number of Directors present*	No. of Independent Directors attending the meeting*
	Add Delete					
1	12-11-2019			Yes	8	4
2	12-02-2020	91		Yes	8	4

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* to be filled in only for the current quarter meetings

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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)	Number of Directors present*	No. of Independent Directors attending the meeting*
1	Audit Committee	12-11-2019				Yes	4	3
2	Audit Committee	12-02-2020	91			Yes	4	3
3	Stakeholders Relationship Committee	12-11-2019				Yes	3	3
4	Stakeholders Relationship Committee	12-02-2020	91			Yes	3	3

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* to be filled in only for the current quarter meeting;

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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	Yes	
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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Sr	Item	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.	Web address
1	Details of business	Yes		WWW.CPIL.IN
2	Terms and conditions of appointment of independent directors	Yes		WWW.CPIL.IN
3	Composition of various committees of board of directors	Yes		WWW.CPIL.IN
4	Code of conduct of board of directors and senior management personnel	Yes		WWW.CPIL.IN
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		WWW.CPIL.IN
6	Criteria of making payments to non-executive directors	Yes		WWW.CPIL.IN
7	Policy on dealing with related party transactions	Yes		WWW.CPIL.IN
8	Policy for determining 'material' subsidiaries	Yes		WWW.CPIL.IN
9	Details of familiarization programmes imparted to independent directors	Yes		WWW.CPIL.IN
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes		WWW.CPIL.IN
11	email address for grievance redressal and other relevant details	Yes		WWW.CPIL.IN
12	Financial results	Yes		WWW.CPIL.IN
13	Shareholding pattern	Yes		WWW.CPIL.IN
14	Details of agreements entered into with the media companies and/or their associates	Yes		WWW.CPIL.IN
15	Schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange	Yes		WWW.CPIL.IN
16	New name and the old name of the listed entity	Yes		WWW.CPIL.IN
17	Advertisements as per regulation 47 (1)	Yes		WWW.CPIL.IN
18	Credit rating or revision in credit rating obtained	Yes		WWW.CPIL.IN
19	Separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year	Yes		WWW.CPIL.IN
20	Whether company has provided information under separate section on its website as per Regulation 46(2)	Yes		WWW.CPIL.IN
21	Materiality Policy as per Regulation 30	Yes		WWW.CPIL.IN
22	Dividend Distribution policy as per Regulation 43A (as applicable)	Yes		WWW.CPIL.IN
23	It is certified that these contents on the website of the listed entity are correct	Yes		WWW.CPIL.IN
24	Disclosure of notes on website in terms of Listing Regulations explanatory [Text Block]		Add Notes	

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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 500 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	TARUN KUMAR JAIN
2	Designation	Company Secretary and Compliance Officer

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II. Annual Affirmations				
Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'	16(1)(b) & 25(6)	Yes	
2	Board composition	17(1), 17(1A) & 17(1B)	Yes	
3	Meeting of Board of directors	17(2)	Yes	
4	Quorum of Board meeting	17(2A)	Yes	
5	Review of Compliance Reports	17(3)	Yes	
6	Plans for orderly succession for appointments	17(4)	Yes	
7	Code of Conduct	17(5)	Yes	
8	Fees/compensation	17(6)	Yes	
9	Minimum Information	17(7)	Yes	
10	Compliance Certificate	17(8)	Yes	
11	Risk Assessment & Management	17(9)	Yes	
12	Performance Evaluation of Independent Directors	17(10)	Yes	
13	Recommendation of Board	17(11)	Yes	
14	Maximum number of Directorships	17A	Yes	
15	Composition of Audit Committee	18(1)	Yes	
16	Meeting of Audit Committee	18(2)	Yes	
17	Composition of nomination & remuneration committee	19(1) & (2)	Yes	
18	Quorum of Nomination and Remuneration Committee meeting	19(2A)	Yes	
19	Meeting of Nomination and Remuneration Committee	19(3A)	Yes	
20	Composition of Stakeholder Relationship Committee	20(1), 20(2) & 20(2A)	Yes	
21	Meeting of Stakeholders Relationship Committee	20(3A)	Yes	
22	Composition and role of risk management committee	21(1),(2),(3),(4)	Yes	
23	Meeting of Risk Management Committee	21(3A)	Yes	
24	Vigil Mechanism	22	Yes	
25	Policy for related party Transaction	23(1),(1A),(5),(6),(7) & (8)	Yes	
26	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	Yes	
27	Approval for material related party transactions	23(4)	Yes	
28	Disclosure of related party transactions on consolidated basis	23(9)	Yes	
29	Composition of Board of Directors of unlisted material Subsidiary	24(1)	Yes	
30	Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	Yes	
31	Annual Secretarial Compliance Report	24(A)	Yes	
32	Alternate Director to Independent Director	25(1)	Yes	
33	Maximum Tenure	25(2)	Yes	
34	Meeting of independent directors	25(3) & (4)	Yes	
35	Familiarization of independent directors	25(7)	Yes	
36	Declaration from Independent Director	25(8) & (9)	Yes	
37	D & O Insurance for Independent Directors	25(10)	Yes	
38	Memberships in Committees	26(1)	Yes	
39	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes	
40	Disclosure of Shareholding by Non-Executive Directors	26(4)	Yes	
41	Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes	
Any other information to be provided			Add Notes	

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1	Name of signatory	TARUN KUMAR JAIN
2	Designation	Company Secretary and Compliance Officer

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Annexure II

III. Affirmations

Sr	Particulars	Compliance status (Yes/No/NA)
1	The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied	Yes
Any other information to be provided		Add Notes

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Annexure II

1	Name of signatory	TARUN KUMAR JAIN
2	Designation	Company Secretary and Compliance Officer

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Signatory Details

Name of signatory	TARUN KUMAR JAIN
Designation of person	Company Secretary and Compliance Officer
Place	KOTA
Date	21-04-2020

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