

**ANNEXURE I**

**Format to be submitted by listed entity on quarterly basis**

1. Name of Listed Entity - %companyName%  
 2. Quarter ending - %quarterEnded%

**i. Composition Of Board Of Director**

| T<br>i<br>t<br>l<br>e<br><br>(<br>M<br>r<br>.<br>/<br>M<br>s<br>) | N<br>a<br>m<br>e<br>o<br>f<br>t<br>h<br>e<br>D<br>i<br>r<br>e<br>c<br>t<br>o<br>r | D<br>I<br>N                     | P<br>A<br>N           | C<br>a<br>t<br>e<br>g<br>o<br>r<br>y<br>(C<br>h<br>a<br>i<br>r<br>p<br>e<br>r<br>s<br>/<br>E<br>x<br>e<br>c<br>u<br>t<br>i<br>v<br>e<br>/<br>N<br>o<br>n<br>-<br>E<br>x<br>e<br>c<br>u<br>t<br>i<br>v<br>e<br>/<br>I<br>n<br>d<br>e<br>p<br>e<br>n<br>d<br>e<br>n<br>t<br>/<br>N<br>o<br>m<br>i<br>n<br>e<br>e) | S<br>u<br>b<br>C<br>a<br>t<br>e<br>g<br>o<br>r<br>y | I<br>n<br>i<br>t<br>i<br>a<br>l<br>D<br>a<br>t<br>e<br>o<br>f<br>A<br>p<br>p<br>o<br>i<br>n<br>t<br>m<br>e<br>n<br>t | D<br>a<br>t<br>e<br>o<br>f<br>A<br>p<br>p<br>o<br>i<br>n<br>t<br>m<br>e<br>n<br>t | D<br>a<br>t<br>e<br>o<br>f<br>c<br>e<br>s<br>s<br>a<br>t<br>i<br>o<br>n | T<br>e<br>n<br>u<br>r<br>e | D<br>a<br>t<br>e<br>o<br>f<br>B<br>i<br>r<br>t<br>h | W<br>h<br>e<br>t<br>h<br>e<br>r<br>s<br>p<br>e<br>c<br>i<br>a<br>l<br>r<br>e<br>s<br>o<br>l<br>u<br>t<br>i<br>o<br>n<br>p<br>a<br>s<br>s<br>e<br>d<br>? | D<br>a<br>t<br>e<br>o<br>f<br>p<br>a<br>s<br>s<br>i<br>n<br>g<br>s<br>p<br>e<br>c<br>i<br>a<br>l<br>r<br>e<br>s<br>o<br>l<br>u<br>t<br>i<br>o<br>n | N<br>o.<br>o<br>f<br>D<br>i<br>r<br>e<br>c<br>t<br>o<br>r<br>s<br>h<br>i<br>p<br>i<br>n<br>l<br>i<br>s<br>t<br>e<br>d<br>e<br>n<br>t<br>i<br>t<br>i<br>e<br>s<br>i<br>n<br>c<br>l<br>u<br>d<br>i<br>n<br>g<br>t<br>h<br>i<br>s<br>l<br>i<br>s<br>t<br>e<br>d<br>e<br>n<br>t<br>i<br>t<br>y | N<br>o<br>o<br>f<br>I<br>n<br>d<br>e<br>p<br>e<br>n<br>d<br>e<br>n<br>t<br>D<br>i<br>r<br>e<br>c<br>t<br>o<br>r<br>s<br>h<br>i<br>p<br>i<br>n<br>l<br>i<br>s<br>t<br>e<br>d<br>e<br>n<br>t<br>i<br>t<br>i<br>e<br>s<br>i<br>n<br>c<br>l<br>u<br>d<br>i<br>n<br>g<br>t<br>h<br>i<br>s<br>l<br>i<br>s<br>t<br>e<br>d<br>e<br>n<br>t<br>i<br>t<br>y | N<br>o<br>o<br>f<br>m<br>e<br>m<br>b<br>e<br>r<br>s<br>h<br>i<br>p<br>i<br>n<br>A<br>u<br>d<br>i<br>t<br>/<br>S<br>t<br>a<br>k<br>e<br>h<br>o<br>l<br>d<br>e<br>r<br>C<br>o<br>m<br>m<br>i<br>t<br>t<br>e<br>e<br>(<br>s<br>)<br>i<br>n<br>c<br>l<br>u<br>d<br>i<br>n<br>g<br>t<br>h<br>i<br>s<br>l<br>i<br>s<br>t<br>e<br>d<br>e<br>n<br>t<br>i<br>t<br>y | N<br>o<br>o<br>f<br>p<br>o<br>s<br>t<br>o<br>f<br>C<br>h<br>a<br>i<br>r<br>p<br>e<br>r<br>s<br>o<br>n<br>i<br>n<br>A<br>u<br>d<br>i<br>t<br>/<br>S<br>t<br>a<br>k<br>e<br>h<br>o<br>l<br>d<br>e<br>r<br>C<br>o<br>m<br>m<br>i<br>t<br>t<br>e<br>e<br>h<br>e<br>l<br>d<br>i<br>n<br>l<br>i<br>s<br>t<br>e<br>d<br>e<br>n<br>t<br>i<br>t<br>i<br>e<br>s<br>i<br>n<br>c<br>l<br>u<br>d<br>i<br>n<br>g<br>t<br>h<br>i<br>s<br>l<br>i<br>s<br>t<br>e<br>d<br>e<br>n<br>t<br>i<br>t<br>y | M<br>e<br>m<br>b<br>e<br>r<br>s<br>h<br>i<br>p<br>i<br>n<br>C<br>o<br>m<br>m<br>i<br>t<br>t<br>e<br>e<br>s<br>o<br>f<br>t<br>h<br>e<br>C<br>o<br>m<br>p<br>a<br>n<br>y | R<br>e<br>m<br>a<br>r<br>k<br>s |
|---|---|---------------------------------|-----------------------|---|---|--|---|---|----------------------------|---|---|--|--|--|--|--|--|---------------------------------|
| M<br>r.   | S<br>A<br>T<br>I<br>S<br>H<br>K<br>U<br>M<br>A<br>R<br>A<br>S                     | 0<br>1<br>9<br>5<br>8<br>9<br>8 | A<br>B<br>I<br>P<br>M | C,E<br>D  | M<br>D  | 13-<br>Feb<br>-<br>200<br>7  | 30-<br>Dec-<br>2016   |   | 1<br>6<br>4                |   | Yes   | 3<br>0-<br>S<br>ep<br>-<br>2<br>0  | 1  | 0  | 2  | 0  | AC,SC  |                                 |

|              |  |                                      |   |    |                             |                     |        |   |     |   |   |   |   |   |               |  |
|--------------|--|--------------------------------------|---|----|-----------------------------|---------------------|--------|---|-----|---|---|---|---|---|---------------|--|
|              | A<br>M<br>A<br>L<br>M<br>E<br>H<br>T<br>A  | 4<br>9<br>B                          |   |    |                             |                     |        |   |     | 1<br>6                                      |   |   |   |   |               |  |
| M<br>r.      | M<br>E<br>H<br>T<br>A<br>J<br>A<br>Y<br>E<br>S<br>H<br>K<br>U<br>M<br>A<br>R<br>A<br>S<br>H<br>M<br>A<br>L                               | 0<br>2<br>1<br>5<br>6<br>1<br>4<br>0 | A<br>G<br>O<br>P<br>M<br>6<br>7<br>9<br>M | ED | 05-<br>Ma<br>y-<br>200<br>8 | 30-<br>Dec-<br>2016 |        | 0<br>3-<br>A<br>u<br>g-<br>1<br>9<br>7<br>9 | NA  | 3<br>0-<br>S<br>ep<br>-<br>2<br>0<br>1<br>6 | 1 | 0 | 0 | 0 |               |  |
| M<br>r.      | P<br>A<br>T<br>E<br>L<br>H<br>E<br>M<br>E<br>N<br>D<br>R<br>A<br>B<br>H<br>A<br>I<br>B<br>H<br>A<br>I<br>L<br>A<br>L                     | 0<br>1<br>8<br>2<br>7<br>5<br>6<br>2 | A<br>R<br>D<br>P<br>P<br>9<br>6<br>7<br>R | ID | 28-<br>Au<br>g-<br>201<br>5 | 28-<br>Aug-<br>2020 | 6<br>2 | 0<br>6-<br>M<br>ay<br>-<br>1<br>9<br>7<br>0 | Yes | 2<br>7-<br>A<br>u<br>g-<br>2<br>0<br>2<br>0 | 1 | 1 | 0 | 0 | SC,NR<br>C    |  |
| M<br>r.      | J<br>I<br>T<br>E<br>N<br>D<br>R<br>A<br>K<br>U<br>M<br>A<br>R<br>D<br>H<br>A<br>N<br>J<br>I<br>B<br>H<br>A<br>I<br>P<br>A<br>T<br>E<br>L | 0<br>7<br>3<br>6<br>9<br>3<br>0<br>9 | A<br>H<br>E<br>P<br>P<br>4<br>1<br>7<br>B | ID | 23-<br>Feb<br>-<br>201<br>7 | 23-<br>Feb-<br>2017 | 4<br>4 | 0<br>8-<br>Ju<br>l-<br>1<br>9<br>8<br>2     | NA  |   | 1 | 1 | 1 | 1 | AC,N<br>RC    |  |
| M<br>rs<br>. | V<br>I<br>N<br>I<br>T<br>A   | 0<br>7<br>1                          | B<br>K<br>R                               | ID | 28-<br>Au<br>g-             | 28-<br>Aug-<br>2020 | 6<br>2 | 2<br>3-<br>A                                | Yes | 2<br>7-<br>A                                | 1 | 1 | 1 | 1 | AC,SC<br>,NRC |  |

|      |                  |          |   |     |             |  |  |   |             |    |         |   |   |   |   |  |
|------|------------------|----------|---|-----|-------------|--|--|---|-------------|----|---------|---|---|---|---|--|
|      | PANKAMAHESHWAR I | 87687P   |   |     | 2015        |  |  |   | pr-1983     |    | ug-2020 |   |   |   |   |  |
| M r. | PARNIMASURYAKANT | 00093852 | A | NED | 22-May-2020 |  |  | 5 | 24-Dec-1959 | NA |         | 2 | 0 | 0 | 0 |  |

|   |     |
|---|-----|
| Company Remarks                             |     |
| Whether Permanent chairperson appointed     | Yes |
| Whether Chairperson is related to MD or CEO | Yes |

**ii. Composition of Committees**

**a. Audit Committee**

| Sr. No. | Name of the Director           | Category | Chairperson/Membership | Appointment Date | Cessation Date |
|---------|--------------------------------|----------|------------------------|------------------|----------------|
| 1       | SATISHKUMAR ASAMAL MEHTA       | C,ED     | Member                 | 23-Feb-2017      |                |
| 2       | JITENDRAKUMAR DHANJIBHAI PATEL | ID       | Chairperson            | 23-Feb-2017      |                |
| 3       | VINITA PANKAJ MAHESHWARI       | ID       | Member                 | 23-Feb-2017      |                |

|   |     |
|---|-----|
| Company Remarks                         |     |
| Whether Permanent chairperson appointed | Yes |

**b. Stakeholders Relationship Committee**

| Sr. No. | Name of the Director       | Category | Chairperson/Membership | Appointment Date | Cessation Date |
|---------|----------------------------|----------|------------------------|------------------|----------------|
| 1       | SATISHKUMAR ASAMAL MEHTA   | C,ED     | Member                 | 15-Sep-2015      |                |
| 2       | PATEL HEMENDRABHAI BHAILAL | ID       | Member                 | 17-Jul-2017      |                |
| 3       | VINITA PANKAJ MAHESHWARI   | ID       | Chairperson            | 15-Sep-2015      |                |

|   |     |
|---|-----|
| Company Remarks                         |     |
| Whether Permanent chairperson appointed | Yes |

**c. Risk Management Committee**

| Sr. No. | Name of the Director | Category | Chairperson/Membership | Appointment Date | Cessation Date |
|---------|----------------------|----------|------------------------|------------------|----------------|
|---------|----------------------|----------|------------------------|------------------|----------------|

|   |  |
|---|--|
| Company Remarks                         |  |
| Whether Permanent chairperson appointed |  |

**d. Nomination and Remuneration Committee**

| Sr. No. | Name of the Director           | Category | Chairperson/Membership | Appointment Date | Cessation Date |
|---------|--------------------------------|----------|------------------------|------------------|----------------|
| 1       | PATEL HEMENDRABHAI BHAILAL     | ID       | Member                 | 15-Sep-2015      |                |
| 2       | JITENDRAKUMAR DHANJIBHAI PATEL | ID       | Chairperson            | 23-Feb-2017      |                |
| 3       | VINITA PANKAJ MAHESHWARI       | ID       | Member                 | 15-Sep-2015      |                |

|   |     |
|---|-----|
| Company Remarks                         |     |
| Whether Permanent chairperson appointed | Yes |

**iii. Meeting of Board of Directors**

| Date(s) of Meeting (if any) in the previous quarter | Date(s) of Meeting (if any) in the relevant quarter | Whether requirement of Quorum met | Number of Directors present | Number of Independent Directors present |
|---|---|-----------------------------------|-----------------------------|---|
| 22-May-2020   | 06-Jul-2020   | Yes                               | 6                           | 3                                       |
| 27-Jun-2020   | 27-Jul-2020   | Yes                               | 6                           | 3                                       |
|   | 21-Aug-2020   | Yes                               | 6                           | 3                                       |
|   | 12-Sep-2020   | Yes                               | 6                           | 3                                       |
|   |   |                                   |                             |   |
|   |   |                                   |                             |   |

|   |    |
|---|----|
| Company Remarks   |    |
| Maximum gap between any two consecutive (in number of days) | 24 |

**iv. Meeting of Committees**

| Name of the Committee     | Date(s) of meeting during of the committee in the previous quarter | Date(s) of meeting of the committee in the relevant quarter | Whether requirement of Quorum met (Yes/No) | Number of Directors present | Number of independent directors present |
|---------------------------|--|---|--|-----------------------------|---|
| Stakeholders Relationship |  | 21-Aug-2020   | Yes  | 3                           | 2                                       |

|                                     |             |             |     |   |   |
|-------------------------------------|-------------|-------------|-----|---|---|
| Committee                           |             |             |     |   |   |
| Audit Committee                     | 27-Jun-2020 | 12-Sep-2020 | Yes | 3 | 2 |
| Nomination & Remuneration Committee | 22-May-2020 |             | Yes | 3 | 3 |
| Audit Committee                     |             | 21-Aug-2020 | Yes | 3 | 2 |

|  |    |
|--|----|
| Company Remarks  |    |
| Maximum gap between any two consecutive (in number of days) [Only for Audit Committee] | 54 |

v. **Related Party Transactions**

| <b>Subject</b>   | <b>Compliance status (Yes/No/NA)</b> | <b>Remark</b> |
|--|--------------------------------------|---------------|
| Whether prior approval of audit committee obtained   | Not Applicable                       |               |
| Whether shareholder approval obtained for material RPT   | Not Applicable                       |               |
| Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee | Not Applicable                       |               |

|  |  |
|--|--|
| Disclosure of notes on related party transactions and Disclosure of notes of material related party transactions |  |
|--|--|

VI. **Affirmations**

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**
  - b. Nomination & remuneration committee - **Yes**
  - c. Stakeholders relationship committee - **Yes**
  - d. Risk management committee (applicable to the top 100 listed entities) - **Not applicable**
3. 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**
4. 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**
5. a. This report and/or the report submitted in the previous quarter has been placed before Board of Directors. - **Yes**  
b. Any comments/observations/advice of Board of Directors may be mentioned here:

|                         |
|-------------------------|
| <b>%affirmComments%</b> |
|-------------------------|

**Name** : **%affirmName%**  
**Designation** : **%affirmDesignation%**

**ANNEXURE III**

**Affirmations**

| <b>Broad Heading</b>   | <b>Regulation Number</b>             | <b>Compliance Status</b> | <b>Company Remark</b> |
|--|--------------------------------------|--------------------------|-----------------------|
| Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website | 46(2)                                | Yes                      |                       |
| Presence of Chairperson of Audit Committee at the Annual General Meeting   | 18(1)(d)                             | Yes                      |                       |
| Presence of Chairperson of the nomination and remuneration committee at the annual general meeting   | 19(3)                                | Yes                      |                       |
| Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting  | 20(3)                                | Yes                      |                       |
| Whether "Corporate Governance Report" disclosed in Annual Report   | 34(3) read with para C of Schedule V | Yes                      |                       |

Note:

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**Name** : **Satish Mehata**  
**Designation** : **Managing Director**