

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 filling 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
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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 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	532843
NSE Symbol	FORTIS
MSEI Symbol	
ISIN	INE061F01013
Name of the entity	Fortis Healthcare Limited
Date of start of financial year	01-04-2018
Date of end of financial year	31-03-2019
Reporting Quarter	Half Yearly
Date of Report	30-09-2018
Risk management committee	Not Applicable

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

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 for not providing PAN	Notes for not providing DIN
Add		Delete													
1	Mr	Ravi Rajagopal	ADBPR2101B	00067073	Non-Executive - Independent Director	Chairperson		22-05-2018		4	1	2	0		
2	Mr	Indrajit Banerjee	ADVPB8026B	01365405	Non-Executive - Independent Director	Not Applicable		22-05-2018		4	1	2	0		
3	Ms	Suvalaxmi Chakraborty	AADPC2775K	00106054	Non-Executive - Independent Director	Not Applicable		22-05-2018		4	1	2	0		

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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

Audit Committee Details

Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	00106054	Suvaslami Chakraborty	Non-Executive - Independent Director	Member	
2	00067073	Ravi Rajagopal	Non-Executive - Independent Director	Member	
3	01365405	Indrajit Banerjee	Non-Executive - Independent Director	Chairperson	
4					
5					
6					
7					
8					
9					
10					

Nomination and remuneration committee

Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	00106054	Suvaslami Chakraborty	Non-Executive - Independent Director	Member	6
2	00067073	Ravi Rajagopal	Non-Executive - Independent Director	Member	
3	01365405	Indrajit Banerjee	Non-Executive - Independent Director	Member	
4					
5					
6					
7					
8					
9					
10					

Stakeholders Relationship Committee

Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Remarks
1	00106054	Suvaslami Chakraborty	Non-Executive - Independent Director	Member	7
2	00067073	Ravi Rajagopal	Non-Executive - Independent Director	Member	
3	01365405	Indrajit Banerjee	Non-Executive - Independent Director	Member	
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	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Corporate Social Responsibility Committee

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

[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	19-04-2018	
2	26-04-2018	6
3	10-05-2018	13
4	23-05-2018	12
5	28-05-2018	4
6	11-06-2018	13
7	25-06-2018	13
8	06-07-2018	10
9	13-07-2018	6
10	02-08-2018	19
11	08-08-2018	5
12	14-08-2018	5
13	24-08-2018	9
14	30-08-2018	5
15	25-09-2018	25
16	28-09-2018	2

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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	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
	Add						
	Delete						
1	Audit Committee	06-07-2018	Yes	3	25-06-2018	10	
2	Audit Committee	14-08-2018	Yes	3			
3	Audit Committee	31-08-2018	Yes	3			
4	Audit Committee	27-09-2018	Yes	3			
5	Nomination and remuneration committee	05-07-2018	Yes	3	27-06-2018	7	
6	Stakeholders Relationship Committee	14-08-2018	Yes	3	27-06-2018	47	
7	Corporate Social Responsibility Committee	05-07-2018	Yes	3	27-06-2018	7	

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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	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	<p>Add Notes</p>
		Disclosure of notes of material transaction with related party	<p>Add Notes</p>

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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	No
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee	No
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

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Annexure 1

Sr	Subject	Compliance status
1	Name of signatory	Sumit Goel
2	Designation	Company Secretary and Compliance Officer

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Annexure III

Annexure III to be submitted by listed entity at the end of 6 months after end of financial year along-with second quarter report of next financial year

1. Affirmations

Sr	Broad heading	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	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	
2	Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	Yes	
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	Yes	
4	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	

Any other information to be provided

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Annexure III

1	Name of signatory	Sumit Goel
2	Designation	Company Secretary and Compliance Office

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Signatory Details	
Name of signatory	Sumit Goel
Designation of person	Company Secretary and Compliance Office
Place	Gurugram
Date	10-10-2018

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