

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 Reconciliation of Share Capital Audit.

XBRL filing consists of two processes. Firstly generation of XBRL/XML file and then upload the generated XBRL/XML file to BSE Listing Center Website ([www.listing.bseindia.com](http://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	<a href="#">General Info</a>
2	RecoFormat	<a href="#">RecoFormat</a>
3	Sharecapital	<a href="#">Sharecapital</a>

### 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 - Reconciliation Of Share Capital Audit

**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

[Home](#)[Validate](#)[Import XML](#)**RECONCILIATION OF SHARE CAPITAL AUDIT**

Scrip code	544061		
NSE Symbol*	AZAD		
MSEI Symbol	NOTLISTED		
ISIN	INE02IJ01035		
Whether company has CIN	Yes		
CIN Number	U74210TG1983PLC004132		
Name of the company*	Azad Engineering Limited		
<b>Registered office address</b>			
Registered office address*	90/C,90/D, Phase 1 I.D.A, Jeedimetla		
Registered office state*	Telangana		
Registered office city*	Hyderabad		
Registered office district*	Hyderabad		
Registered office pin code*	500055		
Registered office contact number*	ISD Code*	STD Code*	Number*
	91	040	23097007
Registered office fax			
Registered office country*	INDIA		
Registered office website	<a href="https://www.azad.in/">https://www.azad.in/</a>		
Registered office email	cs@azad.in		
<b>Correspondence address</b>			
Same as above	Yes		
Correspondence address	90/C,90/D, Phase 1 I.D.A, Jeedimetla		
Correspondence state	Telangana		
Correspondence city	Hyderabad		
Correspondence district	Hyderabad		
Correspondence pin code	500055		
Correspondence contact number	ISD Code	STD Code	Number
	91	040	23097007
Correspondence fax			
Correspondence country	INDIA		
Correspondence email	cs@azad.in		
Reporting quarter*	30-09-2024		
Face value*	2.00		

Stock Exchange Details :	Name of stock Exchange	Listed Capital	% Of total issued capital
Name of stock exchanges where the company's securities are listed	BSE Ltd	59112993.00	100.00
	National Stock Exchange of India Ltd(NSE)	59112993.00	100.00
Remarks	Add Notes		

Capital Details :		
	Number of shares	% Of total issued capital
Issued capital*	59112993	
Listed capital (BSE) (As per company records)*	59112993	100.00
Held in dematerialised form in CDSL*	43918541	74.3
Held in dematerialised form in NSDL*	15194452	25.7
Physical*	0	0
Total no. of shares*	59112993	100.00
Reasons for difference if any, Between issued capital and listed capital	0	Add Notes
Reasons for difference if any, Between issued capital and total number of shares*	0	Add Notes
Reasons for difference if any, Between listed capital and total number of shares*	0	Add Notes

Certifying the details of changes in share capital during the quarter under consideration as per Table below :		
Whether changes during the quarter*	No	<a href="#">Click here</a>
Register of members is updated*	Yes	<< Select from drop down
If not, Updated upto which date		
Reference of previous quarter with regards to excess dematerialised shares, if any.	NA	
Has the company resolved the matter (excess dematerialised shares mentioned above) in the current quarter ?*	NA	<< Select from drop down
If not, Reason why ?		
Other Details Auditor	Add Notes	

Mentioned the total no. of requests, if any, confirmed after 21 days and the total no. of requests pending beyond 21 days with the reasons for delay			
Total no of demat requests	No of requests*	No of shares*	Reasons for delay
Confirmed after 21 days*	0	0	NA
Pending for more than 21 days*	0	0	NA
Remarks	Add Notes		

Compliance Officer Details	
Whether Compliance officer appointed	Yes
Whether Qualified Company Secretary is Compliance Officer *	Yes
Name of the compliance officer *	Ful Kumar Gautam
PAN of the compliance officer*	BBBPG6135K
Date of Appointment	13-09-2023
Designation*	Company Secretary & Compliance Officer
Membership Nos	ACS 7093916512 49550
Mobile no.*	
Fax no.	
E-mail id*	cs@asad.in
Whether any change in Compliance Officer during the previous 2 quarters*	No
Whether the previous Compliance Officer was Qualified Company Secretary *	

For calculating 2 previous quarters companies are advised to consider Current quarter and previous 2 quarters

Details of Previous Compliance Officer	
Details of Previous Compliance Officer	Nil
Previous Compliance Officer Name	
PAN of the previous compliance officer*	
Membership Nos	
Date of Appointment	
Date of Cessation	

Certifying Auditor Details	
CA/CS/CMA*	Company secretary
Name of certifying auditor*	CS Avinash Kumar Gupt
Date of issue of report*	10-10-2024
Address*	agdish Complex, Beside Student Point, Shankar Market, Jayant, Singrauli - 486890, Madhya
City*	Singrauli
Pincode*	486890
Contact no.*	STD Code 0901 Number 9579906069
Fax no.	
Email	agupt22@gmail.com
Membership no.*	49151
Firms registration number of audit firm	
Name of the firm*	Avinash Gupt & Co.
COP number*	22308

Registrar and Share Transfer Agent Details	
Appointment of common agency for share registry work*	Yes
Whether Registered with SEBI	
Name of RTA	KFin Technologies Limited
SEBI registration no.	INR000000221
Address	No. 31 and 32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddi
State	Telangana
City	Hyderabad
Pincode	500032
Contact no.	STD Code 040 Number 6716 2222
Fax number of RTA	040 6716 1563
E-mail id	gopalakrishna.kvs@kfinetech.com
Website Address	www.kfinetech.com
Whether any change in Registrar and Share Transfer Agents *	No
Previous Registrar and Share Transfer Agents Name	
Date of Cessation	
Any other detail that the auditor may like to provide. (i.e. BFR company, delisting from SEI)	Add Notes