



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 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
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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	000000
NSE Symbol	
MSEI Symbol	ISCL
ISIN	INE077D01014
Name of the entity	Secure Credit & Capital Services Limited (Formerly known as Orchid Securities)
Date of start of financial year	01-04-2022
Date of end of financial year	31-03-2023
Reporting Quarter	Quarterly
Date of Report	31-12-2022
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

Enter the quarter
ended date only

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Annexure 1

Annexure 1 to be submitted by listed entity on quarterly basis
1. 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 related to Promoter				Yes																					
Disqualification of Directors under section 164 of the Companies Act, 2013																									
Sr	Title (Mr/ Ms)	Name of the Director	PAN	DN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution passed? (After Aug. 1, 2014) of Listing Regulation	Date of passing special resolution	Initial Date of appointment	Date of re-appointment	Date of cessation	Turnover of director (in amount)	No. of directorship in listed entities including the listed entity (After Regulation 19(1) of Listing Regulation)	No. of independent directorship in listed entities including the listed entity (After Regulation 19(2) of Listing Regulation)	Number of memberships in Audit Committee including the listed entity (After Regulation 19(3) of Listing Regulation)	No. of post of Chairperson or Audit Committee Audit in listed entities including the listed entity (After Regulation 19(4) of Listing Regulation)	Notes for not providing PAN	Notes for not providing DIN
ADD	REMOVE																								
1	M.	VENKATARAMANA REGURU	802F8826	0208108	Non-Executive- Non Independent Director	Not Available		01-02-1975	No				Active	NA		21-01-2020	23-12-2020			2	0	1	0		
2	M.	VINAY KANAI GUPTA	809C2118	0741150	Non-Executive- Non Independent Director	Not Available		15-08-1978	No				Active	NA		21-01-2020	23-12-2020			4	0	4	0		
3	M.	SRIAN VETTESALAI KUBRACHAN	80E52467X	0748276	Executive Director	Chairperson related to Promoter	NA	15-01-1974	No				Active	NA		21-01-2020	08-01-2021	01-01-2021		1	0	1	0		
4	M.	BIJAN KISHOR MOHAPATRA	80E52467X	0803875	Non-Executive- Independent Director	Not Available		18-08-1955	No				Active	NA		21-01-2020	23-12-2020		00.00	3	3	3	3		
5	M.	MAHESH KUMAR BAPUJI KUMAR	80E52467X	0879277	Director	Not Available		13-02-1960	No				Active	NA		20-07-2020	23-12-2020		00.00	2	2	2	1		
6	M.	SHRI BALASUBRAMANIAM SIVARAJU	80E52467X	0886248	Director	Not Available		08-02-1958	No				Active	NA		20-06-2020	23-12-2020		00.00	2	2	2	0		
7	M.	VANDANA KUMARDEVI SIVARAJU	80E52467X	0037678	Non-Executive- Independent Director	Not Available		17-01-1978	No				Active	NA		21-01-2020	23-12-2020		00.00	1	1	1	0		

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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) 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 upto September 30, 2022

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	08693675	BHARGAV GOVINDPRASAD PANDYA	Non-Executive - Independent Director	Chairperson	31-01-2020		
2	00376718	VANDANA RAVINDRAN NAMBIAR	Non-Executive - Independent Director	Member	31-01-2020		
3	08763757	MUKESHKUMAR BAPULAL KAKA	Non-Executive - Independent Director	Member	30-07-2020		
4	07593791	SOJAN VETTUKALLEL AVIRACHAN	Executive Director	Member	31-01-2020		
5	08865234	NIKHIL BHAGWANSHANKER DWIVEDY	Non-Executive - Independent Director	Member	10-08-2022		
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	00376718	VANDANA RAVINDRAN NAMBIAR	Non-Executive - Independent Director	Chairperson	31-01-2020		
2	08693675	BHARGAV GOVINDPRASAD PANDYA	Non-Executive - Independent Director	Member	31-01-2020		
3	08763757	MUKESHKUMAR BAPULAL KAKA	Non-Executive - Independent Director	Member	31-01-2020		
4	08865234	NIKHIL BHAGWANSHANKER DWIVEDY	Non-Executive - Independent Director	Member	10-08-2020		
5							
6							
7							
8							
9							

10							
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Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	08763757	MUKESHKUMAR BAPULAL KAKA	Non-Executive - Independent Director	Chairperson	30-07-2020		
2	08693675	BHARGAV GOVINDPRASAD PANDYA	Non-Executive - Independent Director	Member	31-01-2020		
3	02809108	VENKATA RAMANA REVURU	Non-Executive - Non Independent Director	Member	31-01-2020		
4	00376718	VANDANA RAVINDRAN NAMBIAR	Non-Executive - Independent Director	Member	10-08-2022		
5							
6							
7							
8							
9							
10							

Risk Management Committee							
Whether the Risk Management Committee has a Regular Chairperson							
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1							
2							
3							
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 prefilled automatically

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility Committee has a Regular Chairperson					No		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	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						

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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)	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	10-08-2022			Yes	7	7	4
2	20-10-2022	70		Yes	7	7	4
3	10-11-2022	20		Yes	7	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 as on date of the meeting	Number of Directors (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	10-08-2022				Yes	5	5	4	0
2	Audit Committee	10-11-2022	91			Yes	5	5	4	0

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* to be filled in only for the current quarter meetings

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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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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)	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	Grishma Shewale
2	Designation	Company Secretary and Compliance Officer

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Signatory Details

Name of signatory	Grishma Shewale
Designation of person	Company Secretary and Compliance Officer
Place	Vadodara
Date	04-01-2023

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