

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
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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	955182
NSE Symbol	
MSEI Symbol	
ISIN	
Name of the entity	Muthoot Microfin Limited
Date of start of financial year	01-04-2022
Date of end of financial year	31-03-2023
Reporting Quarter	Quarterly
Date of Report	30-06-2022
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

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(1) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 24(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	THOMAS JOHN MUTHOOT	ABNP14694B	00011618	Non-Executive - Non Independent Director	Not Applicable		07-06-1962	NA		08-05-2017				1	0	3	0		
2	Mr	THOMAS GEORGE MUTHOOT	ABNP14693G	00011552	Non-Executive - Non Independent Director	Not Applicable		07-06-1962	NA		08-05-2017				1	0	4	1		
3	Mr	THOMAS MUTHOOT	AEPAM0424L	00082099	Executive Director	Chairperson related to Promoter	MD	15-07-1966	NA		08-05-2017			60	1	0	4	0		
4	Mr	THOMAS MUTHOOT JOHN	AQQP12310L	07557585	Non-Executive - Non Independent Director	Not Applicable		17-11-1989	NA		01-12-2016				0	0	0	0		
5	Mr	AKSHAYA PRASAD	AQFPF2428J	02028253	Non-Executive - Non Independent Director	Not Applicable		12-01-1977	NA		06-12-2021				0	0	1	0		
6	Mr	KENNETH DAN VANDER WEELE	ZZZZZ9999Z	02545813	Non-Executive - Non Independent Director	Not Applicable		22-04-1953	NA		27-12-2016				0	0	1	0	173	
7	Mrs	PUSHPY B MURICKEN	ARCPRM3105D	03431198	Director	Not Applicable		08-05-1974	NA		31-03-2018			60	0	0	1	1		
8	Mr	THAI SALAS VIJAYAN	AAVPV4834C	00043959	Non-Executive - Independent Director	Not Applicable		25-02-1953	NA		15-05-2018			60	1	1	3	1		
9	Mrs	BHAMA KRISHNAMURTHY	AAAPP0269A	02196839	Non-Executive - Independent Director	Not Applicable		19-12-1954	NA		15-05-2018			60	5	5	8	1		
10	Mr	ALOK PRASAD	DBDPP0625M	00080225	Non-Executive - Independent Director	Not Applicable		08-09-1952	NA		10-05-2017	10-05-2022		5	1	1	2	1		

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) must be mandatorily filled for every Committee.
 2. Date of Appointment can be any day upto September 30, 2021.
 3. Date of Cessation must be for the current quarter only, i.e. July 1, 2021 to September 30, 2021

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled 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	03431198	PUSHPV B MURICKEN	Non-Executive - Independent Director	Chairperson	27-06-2018		
2	00080225	ALOK PRASAD	Non-Executive - Independent Director	Member	24-08-2017		
3	00048959	THAI SALAS VIJAYAN	Non-Executive - Independent Director	Member	10-02-2022		
4	02196839	BHAMA KRISHNAMURTHY	Non-Executive - Independent Director	Member	21-01-2019		
5	02545813	KENNETH DAN VANDER WEELE	Non-Executive - Non Independent Director	Member	13-02-2017		
6	02028253	AKSHAYA PRASAD	Non-Executive - Non Independent Director	Member	10-02-2022		
7	00082099	THOMAS MUTHOOT	Executive Director	Member	27-06-2018		
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled 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	00048959	THAI SALAS VIJAYAN	Non-Executive - Independent Director	Chairperson	27-06-2018		
2	00080225	ALOK PRASAD	Non-Executive - Independent Director	Member	10-02-2022		
3	02196839	BHAMA KRISHNAMURTHY	Non-Executive - Independent Director	Member	27-06-2018		
4	02545813	KENNETH DAN VANDER WEELE	Non-Executive - Non Independent Director	Member	19-02-2017		
5	02028253	AKSHAYA PRASAD	Non-Executive - Non Independent Director	Member	10-02-2022		
6	07557585	THOMAS MUTHOOT JOHN	Non-Executive - Non Independent Director	Member	27-06-2018		
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled 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	00011618	THOMAS JOHN MUTHOOT	Non-Executive - Non Independent Director	Chairperson	27-06-2018		
2	00082099	THOMAS MUTHOOT	Executive Director	Member	27-06-2018		
3	00080225	ALOK PRASAD	Non-Executive - Independent Director	Member	18-08-2018		
4							
5							
6							
7							
8							
9							
10							

Risk Management Committee							
Whether the Risk Management 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	00011618	THOMAS JOHN MUTHOOT	Non-Executive - Non Independent Director	Member	24-08-2017		
2	00011552	THOMAS GEORGE MUTHOOT	Non-Executive - Non Independent Director	Member	24-08-2017		
3	00082099	THOMAS MUTHOOT	Executive Director	Member	24-08-2017		
4	00080225	ALOK PRASAD	Non-Executive - Independent Director	Member	03-06-2021		
5							
6							
7							
8							
9							
10							

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

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility 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	00011618	THOMAS JOHN MUTHOOT	Non-Executive - Non Independent Director	Member	24-08-2017		
2	00011552	THOMAS GEORGE MUTHOOT	Non-Executive - Non Independent Director	Member	24-08-2017		
3	00082099	THOMAS MUTHOOT	Executive Director	Chairperson	24-08-2017		
4	00080225	ALOK PRASAD	Non-Executive - Independent Director	Member	24-08-2017		
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	00011618	THOMAS JOHN MUTHOOT	Asset Liability Management Committee	Non-Executive - Non Independent Director	Member		
2	00011552	THOMAS GEORGE MUTHOOT	Asset Liability Management Committee	Non-Executive - Non Independent Director	Member		
3	00082099	THOMAS MUTHOOT	Asset Liability Management Committee	Executive Director	Member		
4	00011618	THOMAS JOHN MUTHOOT	Borrowing Committee	Non-Executive - Non Independent Director	Member		
5	00082099	THOMAS MUTHOOT	Borrowing Committee	Executive Director	Member		
6	00082099	THOMAS MUTHOOT	IT Strategy Committee	Executive Director	Member		
7	03431198	PUSHPV B MURICKEN	IT Strategy Committee	Non-Executive - Independent Director	Member		
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* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
	Add	Delete				
1	10-02-2022			Yes	10	4
2	28-03-2022	45		Yes	10	4
3	10-05-2022	42		Yes	10	4

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* to be filled in only for the current quarter meetings

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IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory

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* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
1	Audit Committee	09-02-2022				Yes	5	3
2	Audit Committee	09-05-2022	88			Yes	7	4
3	Nomination and remuneration committee	28-03-2022				Yes	6	3
4	Nomination and remuneration committee	09-05-2022	41			Yes	6	3
5	Risk Management Committee	10-05-2022	0			Yes	4	1

* to be filled in only for the current quarter meetings

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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	NA	
2	Whether shareholder approval obtained for material RPT	NA	
3	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	NA	
Disclosure of notes on related party transactions			Add Notes
Disclosure of notes of material transaction with related party			Add Notes

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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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Sr	Subject	Compliance status
1	Name of signatory	Neethu Ajay
2	Designation	Company Secretary and Compliance Officer

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Signatory Details

Name of signatory	Neethu Ajau
Designation of person	Company Secretary and Compliance Officer
Place	Ernakulam
Date	19-07-2022

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