

XBRL Excel Utility	
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5.	Steps for Filing Corporate Governance Report
6.	Fill up the data in excel utility

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. 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	Half Yearly
Date of Report	30-09-2022
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 1

Annexure 1 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 related to Promoter

Yes

Disqualification of Directors under section 164 of the Companies Act, 2013

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 the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	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 (Under Regulation 17A of Listing Regulations)	No of independent Directorship in listed entities including this listed entity (Under Regulation 17A(1)(b) of Listing Regulations)	Number of memberships in Committees/including this listed entity (Under Regulation 30(1) of Listing Regulations)	No of post of Chairperson in Audit/ Shareholder Committee held in listed entities including this listed entity (Under Regulation 20(2) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
1	Mr	THOMAS JOHN MATHDOOT	ANNP5098	0001308	Non-Executive - Non Independent Director	Not Available		01-06-1962	No				Active	NA		08-05-2012				1	0	3	0		
2	Mr	THOMAS GEORGE MATHDOOT	ANNP5098	0001302	Non-Executive - Non Independent Director	Not Available		01-06-1962	No				Active	NA		08-05-2012				1	0	4	1		
3	Mr	THOMAS MATHDOOT	AGAP9834R	0008009	Executive Director - Non-Executive - Non Independent Director	Promoter	MR	14-02-1966	No				Active	NA		08-05-2012	08-11-2012		06.00	1	0	4	0		
4	Mr	THOMAS MATHDOOT JOHN	AGQ92130S	0751746	Independent Director - Non-Executive - Non Independent Director	Not Available		13-11-1989	No				Active	NA		03-11-2016				5	0	0	0		
5	Mr	AKSHAYA PRASAD	AGP72428A	0028923	Non-Executive - Non Independent Director	Not Available		14-06-1977	No				Active	NA		08-11-2012				5	0	1	0		
6	Mr	REKANTH DAN VANDER WEEHL	77772099P	0024581	Non-Executive - Non Independent Director	Not Available		22-06-1974	No				Active	NA		27-11-2016				5	0	1	0	2	
7	Ms	PUSPITA B MURKINEN	ANP7M129D	0043119	Non-Executive - Independent Director	Not Available		08-05-1974	No				Active	NA		11-03-2018			06.00	0	0	1	1		
8	Ms	TIRSI SALAS MURAYAN	AAUPV884C	0004390	Non-Executive - Independent Director	Not Available		25-02-1974	No				Active	NA		15-05-2018			06.00	1	1	3	1		
9	Ms	BIHAMA KRISHNAMURTHY	AAJPD028A	0119649	Non-Executive - Independent Director	Not Available		19-12-1954	No				Active	NA		15-05-2018			06.00	5	5	8	1		
10	Mr	ALOK KRASAG	DBP99821M	0008025	Non-Executive - Independent Director	Not Available		08-03-1954	No				Active	NA		10-05-2012	24-08-2012		06.00	1	1	2	1		
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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) must be 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 only, i.e. July 1, 2022 to September 30, 2022

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	00049599	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	00049599	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)	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*
1	10-05-2022			Yes	10	10	4
2	11-08-2022	92		Yes	10	10	4
3	29-09-2022	48		Yes	10	10	4

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* to be filled in only for the current quarter meetings

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Annexure 1

IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory

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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	09-05-2022				Yes	7	7	4	0
2	Nomination and remuneration committee	09-05-2022				Yes	6	6	3	0
3	Risk Management Committee	10-05-2022	0			Yes	4	4	1	1
4	Audit Committee	08-08-2022	89			Yes	7	7	4	0

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

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Sr	Particulars	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	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	Yes	
5	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	NA	
Any other information to be provided				Add Notes

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

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Additional Half yearly Disclosure			
Applicability of disclosure	Not Applicable		
Reason for Non Applicability	Add Notes		
I. Disclosure of Loans/ guarantees/comfort letters /securities etc.refer note below The Figure should be mentioned in Actual INR only			
(A)Any loan or any other form of debt advanced by the listed entity directly or indirectly to			
Entity	Aggregate amount advanced during six months	Balance outstanding at the end of six months	
Promoter or any other entity controlled by them			
Promoter Group or any other entity controlled by them			
Directors (including relatives) or any other entity controlled by them			
KMPs or any other entity controlled by them			
(B) Any guarantee / comfort letter (by whatever name called) provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed By			
Entity	Type (guarantee, comfort letter etc.)	Aggregate amount of issuance during six months	Balance outstanding at the end of six months(taking into account any invocation)
Promoter or any other entity controlled by them			
Promoter Group or any other entity controlled by them			
Directors (including relatives) or any other entity controlled by them			
KMPs or any other entity controlled by them			
(C) Any security provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed by			
Entity	Type of security (cash, shares etc.)	Aggregate value of security provided during six months	Balance outstanding at the end of six months
Promoter or any other entity controlled by them			
Promoter Group or any other entity controlled by them			
Directors (including relatives) or any other entity controlled by them			
KMPs or any other entity controlled by them			
(D) Additional Information			Add Notes
II. Affirmations			
Affirmations		Compliance Status	Company Remarks
All loans (or other form of debt), guarantees, comfort letters (by whatever name called) or securities in connection with any loan(s) (or other form of debt) given directly or indirectly by the listed entity to			Add Notes
Name			
Designation			
Place			
Date			

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Signatory Details

Name of signatory	Neethu Ajay
Designation of person	Company Secretary and Compliance Officer
Place	Ernakulam
Date	20-10-2022

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