

XBRL Excel Utility	
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1. Overview

The excel utility can be used for creating the XBRL/XML file for Annual Secretarial Compliance Report. The XBRL filling consists of two processes. Firstly generation of XBRL/XML file and then uploading the 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 2003 or later.
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.
4. Make sure that you have downloaded the Chrome Browser to view reports.
5. Please enable the Macros (if disabled) as per instructions given in macro utility. It should work fine. Please first go through Enable Macro - Manual attached with zip file.

3. Index

1	Details of general information about company
2	Regulations Details
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4. Steps for Filing -Annual Secretarial Compliance Report

I. Fill up the data: Navigate to each field of every section in the sheet.

II. Validating Sheets: Click on the "Validate " button to ensure that the data has been furnished in proper format. If there are some errors on the sheet, excel will show the error message.

III. Validate All Sheets: Click on the "Home" button. And then click on "Validate All Sheets" button. This will ensure that all the sheets has been properly filled and validated successfully. If there are some errors on the sheet, you will be notified about the same and stop validation at the same time. After correction of errors, you can click on "Validate All Sheets" button again.

Excel Utility will not allow you to generate XBRL/XML until you rectify all the errors.

IV. Generate XML : Excel Utility will not allow you to generate XBRL 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. 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/ Listing Center and upload generated xml file. On Upload screen provide t file and submit the XML.

5. Fill up the data in excel u

1. Cells with red fonts indicate mandatory fields.
2. If mandatory field is left empty, then Utility will not allow you to proceed.
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
5. Data provided must be in correct format, otherwise Utility will not allow
6. Select data from "Dropdown list" wherever applicable.
7. Adding Notes: Click on "Add Notes" button to add notes



Secretarial Compliance Report
and then upload the generated XBRL/XML file to

Excel 2010 and above.
y file.
Website to your local system.
rt generated from Excel utility
ual, so that all the functionalities of Excel Utility
p file.

General Info
Regulation
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Compliance Report
sheet to provide applicable data in correct format.
The sheet has been properly filled and also data has
Excel utility will prompt you about the same.
on "Validate All Sheet" button to ensure that all
some errors on the sheet, Excel utility will prompt
once again follow the same procedure to
errors.

L/XML unless successful validation of all sheet is

Now click on 'Generate Report' to generate html

'XML file generated through Utility, login to BSE
he required information and browse to select XML

tility

d further for generating XML.

insert Zero unless it is a mandatory field.

you to proceed further for generating XML .

[Home](#)[Validate](#)

General information

Scrip Code*
NSE Symbol*
MSEI Symbol
ISIN
Name of the listed entity
Date of start of financial year
Date of end of financial year
Date of Reporting to Exchange
Whether any observations reported by the Secretarial Auditor
The listed entity has maintained proper records under the provisions of the above Regulations and circulars/ guidelines issued thereunder insofar as it appears from my/our examination of those records.
In previous, Any actions taken against the listed entity/its promoters/directors/its material subsidiaries either by SEBI or by stock exchanges (including under the Standard operating procedures issued by SEBI through various circulars).
Is there any observation made in the previous report
Name of the Certifying Firm
Name of the practicing Company Secretary issuing the report
Membership Type
ACS/FCS No.
UDIN
CP No.
Place of PCS
PCS Report Date
Company Remark

Information about company

538897

NOTLISTED

NOTLISTED

INE201F01015

Shri Niwas Leasing And Finance Limited

01-04-2025

31-03-2026

30-05-2026

Yes

Yes

No

No

B.KAUSHIK & ASSOCIATES

BHUPENDRA KAUSHIK

FCS

9884

F009884H000S46002

12453

NEW DELHI

30-05-2026

Add Notes

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Regulations		
Sr No	Regulation	Applicability during the period under review (Yes/No)
1	Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015	Yes
2	Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018	Yes
3	Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011	Yes
4	Securities and Exchange Board of India (Buyback of Securities) Regulations, 2018	No
5	Securities and Exchange Board of India (Share Based Employee Benefits and Sweat Equity) Regulations, 2021	No
6	Securities and Exchange Board of India (Issue and Listing of Non-Convertible Securities) Regulations, 2021	No
7	Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015	Yes
8	Specify any other regulation applicable to the Company	Add
1	S.ecurities and Exchange Board of India (Depositories and participant) Regulations, 2018	Yes

Any Observation (Yes/No)
Yes
No
No
No
No
No
No
Yes
Delete
No

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Compliance requirement (regulations/circulars/ guidelines including specific clauses)	
Sr No	
<p>Add Delete</p>	
1	Website Update
2	SDD

Regulation Name/ SEBI Circular number	Regulation Number/ circular dated	Deviations

Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015	Reg 46	NA
Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015	Reg 3	NA

Current Report

Action taken by	Name of Other Regulatory Body	Type of Action (Advisory/Clarification/Fine/Show Cause Notice/ Warning, etc.)	Details of other action taken
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PCS		Advisory	
PCS		Advisory	

Details of violation	Fine Amount	Observations/remarks of the practising Company Secretary, if any	Management Response

Website not updated		Website not updated	Not received
SDD not maintained		No information is provided with respect to sdd	Not received



Remarks



NA

NA

Regulation Number/ circular dated	Deviations	Actions taken by

Previous Report

Name of Other Regulatory Body	Type of Action (Advisory/Clarification/Fine/Show Cause Notice/ Warning, etc.)	Details of other action taken
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Details of violation	Fine Amount	Observations of the practicing Company secretary in the previous reports	Observations made in the secretarial compliance report for the year ended.(the years are to be mentioned)

Comments of the practicing company secretary on the actions taken by the listed entity.	Remedial actions, if any, taken by the listed entity	Management Response	Remarks

Sr No	Regulation
1	Secretarial Standards: The compliances of the listed entity are in accordance with the applicable Secretarial Standards (SS) issued by the Institute of Company Secretaries India (ICSI)
2	Adoption and timely updation of the Policies
(a)	All applicable policies under SEBI Regulations are adopted with the approval of board of directors of the listed entities
(b)	All the policies are in conformity with SEBI Regulations and has been reviewed & timely updated as per the regulations/circulars/guidelines issued by SEBI
3	Maintenance and disclosures on Website
(a)	The Listed entity is maintaining a functional website
(b)	Timely dissemination of the documents/ information under a separate section on the website
(c)	Web-links provided in annual corporate governance reports under Regulation 27(2) are accurate and specific which re-directs to the relevant document(s)/ section of the website
4	Disqualification of Director: None of the Director of the Company are disqualified under Section 164 of Companies Act, 2013
5	Details related to Subsidiaries of listed entities: (a) Identification of material subsidiary companies (b) Requirements with respect to disclosure of material as well as other subsidiaries
6	Preservation of Documents: The listed entity is preserving and maintaining records as prescribed under SEBI Regulations and disposal of records as per Policy of Preservation of Documents and Archival policy prescribed under SEBI LODR Regulations
7	Performance Evaluation: The listed entity has conducted performance evaluation of the Board, Independent Directors and the Committees at the start of every financial year as prescribed in SEBI Regulations
8	Related Party Transactions
(a)	The listed entity has obtained prior approval of Audit Committee for all Related party transactions

(b)	In case no prior approval obtained, the listed entity shall provide detailed reasons along with confirmation whether the transactions were subsequently approved/ratified/rejected by the Audit committee
9	Disclosure of events or information: The listed entity has provided all the required disclosure(s) under Regulation 30 along with Schedule III of SEBI LODR Regulations within the time limits prescribed thereunder
10	Prohibition of Insider Trading: The listed entity is in compliance with Regulation 3(5) & 3(6) SEBI (Prohibition of Insider Trading) Regulations, 2015
11	Actions taken by SEBI or Stock Exchange(s), if any: No Actions taken against the listed entity/ its promoters/directors/ subsidiaries either by SEBI or by Stock Exchanges (including under the Standard Operating Procedures issued by SEBI through various circulars) under SEBI Regulations and circulars/ guidelines issued thereunder (or) The actions taken against the listed entity/ its promoters/ directors/ subsidiaries either by SEBI or by Stock Exchanges are specified in the last column
12	Resignation of statutory auditors from the listed entity or its material subsidiaries: In case of resignation of statutory auditor from the listed entity or any of its material subsidiaries during the financial year, the listed entity and / or its material subsidiary(is) has / have complied with paragraph 6.1 and 6.2 of section V-D of chapter V of the Master Circular on compliance with the provisions of the LODR Regulations by listed entities
13	No. additional non-compliances observed: No. additional non-compliance observed for any of the SEBI regulation/circular/guidance note etc. except as reported above

Compliance status (Yes/No/NA)		Observations /Remarks by PCS*
Yes	Management informed that the notice was served by hand delivery.	
No	There is non-compliance of all applicable policy as per the SEBI regulation.	
No	There is non-compliance of all applicable policy as per the SEBI regulation.	
No	The Company has not updated their website as per Regulation 46 of SEBI (LODR), 2015	
No	The Company has not updated their website as per Regulation 46 of SEBI (LODR), 2015	
No	The Company has not updated their website as per Regulation 46 of SEBI (LODR), 2015	
Yes	NA	
NA	The Listed entity does not have any Material Subsidiary.	
Yes	NA	
Yes	NA	
No	There is compliance Regulation 23 SEBI non compliance with of the (LODR) Regulations as a material related party transaction was undertaken during the year without obtaining the requisite approval	

NA	NA
Yes	NA
No	No information is provided with respect to SDD maintenance
Yes	NA
NA	The statutory auditor does not resign
<div style="display: flex; justify-content: center; gap: 20px;">AddDelete</div>	