

XBRL Excel Utility	
1.	<a href="#">Overview</a>
2.	<a href="#">Before you begin</a>
3.	<a href="#">Index</a>
4.	<a href="#">Import XBRL file</a>
5.	<a href="#">Steps for Filing - Reconciliation Of Share Capital Audit</a>
6.	<a href="#">Fill up the data in excel utility</a>

### 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*	537785		
NSE Symbol			
MSEI Symbol			
ISIN	INE084Q01012		
Name of the company*	ANISHA IMPEX LIMITED		
<b>Registered office address</b>			
Registered office address*	UNIT NO.203, PLAZA- P 3, CENTRAL SQUARE BARA HINDU RAO, DELHI-110006		
Registered office state*	DELHI		
Registered office city*	DELHI		
Registered office district*	DELHI		
Registered office pin code*	110006		
Registered office contact number*	ISD Code*	STD Code*	Number*
	91	011	49068377
Registered office fax			
Registered office country*	INDIA		
Registered office website	www.anishaimpex.com		
Registered office email	ipo@anishaimpex.com		
<b>Correspondence address</b>			
Same as above	No		
Correspondence address	56/33,Site-IV,Industrial Area,Sahibabad		
Correspondence state	Uttar Pradesh		
Correspondence city	Sahibabad		
Correspondence district	Ghaziabad		
Correspondence pin code	201010		
Correspondence contact number	ISD Code	STD Code	Number
	91	120	4167930
Correspondence fax		120	4167930
Correspondence country	INDIA		
Correspondence email	ipo@anishaimpex.com		
Reporting quarter*	31-03-2019		
Face value*	10.00		

Stock Exchange Details :	Name of stock Exchange	Listed Capital	% Of total issued capital
	BSE Ltd	16432200.00	100.00
Name of other stock exchanges where the company's securities are listed			
Remarks	Add Notes		

Capital Details :		
	Number of shares	% Of total issued capital
Issued capital*	16432200	
Listed capital (BSE) (As per company records)*	16432200	100.00
Held in dematerialised form in CDCL*	13347200	81.23
Held in dematerialised form in NSDL*	3085000	18.77
Physical*	0	0
Total no. of shares*	16432200	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.		
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	0
Pending for more than 21 days*	0	0	0
Remarks	Add Notes		

Compliance Officer Details		
Whether Qualified Company Secretary is Compliance Officer*	Yes	
Whether Compliance officer appointed	Yes	
Name of the compliance officer*	BHAVNA SALUNKHIYA	
Date of Appointment	14-11-2018	
Designation*	Company Secretary and Compliance Officer	
Membership Nos	ACS	40121
Telephone no.*	120	4167990
Fax no.	120	4167990
E-mail id*	joo@anishaimpx.com	
Whether any change in Compliance Officer during the previous 2 quarters*	Yes	
Whether the previous Compliance Officer was Qualified Company Secretary*	Yes	

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

Details of Previous Compliance Officer		
Previous Compliance Officer Name	Ram Mohan Jha	
Membership Nos	ACS	34111
Date of Appointment	18-12-2013	
Date of Cessation	14-11-2018	

Certifying Auditor Details		
CA/CS*	Company secretary	
Name of certifying auditor*	Sachin Agarwal	
Date of issue of report*	10-04-2019	
Address*	Building No. -4 & 5 ,Second Floor,202-203, Veer Savarkar Block,Shakarpar,Delhi-11009	
City*	New Delhi	
Pincode*	110092	
Contact no.*	STD Code	Number
	011	42175152
Fax no.	011	42175152
Email	sachinagg@gmail.com	
Membership no.*	6148	
Firms registration number of audit firm		
Name of the firm*	Sachin Agarwal & Associates	
COP number*	3568	

Registrar and Share Transfer Agent Details		
Appointment of common agency for share registry work*	Yes	
Whether Registered with SEBI	Yes	
Name of RTA	Bigshare Services Private Limited	
SEBI registration no.	INR000001385	
Address	E/2,Ansa Industrial Estate,Saki Vihar Road,Sakinaka, Andheri (East),Mumbai-400072	
State	Maharashtra	
City	Mumbai	
Pincode	400072	
Contact no.	STD Code	Number
	022	62638200
Fax number of RTA	022	62638299
E-mail id	info@bigshareonline.com	
Website Address	www.bigshareonline.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. (e.g. BIFR company, delisting from SE)	Add Notes	