

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 Integrated Governance Report.

### 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.
6. Kindly use this file in local system instead of OneDrive/shared drive. Because it may gives an error "Run-time error '52' : Bad file name or number" While clicking on textblock button if files saved on OneDrive/shared drive.

### 3. Index

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### 5. Steps for Filing Integrated Governance Report

- 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.
- 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.
- 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.
- 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.
- 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.
- 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	530589	Enter the quarter ended date only
NSE Symbol	NOTLISTED	
MSEI Symbol	NOTLISTED	
ISIN	INE573B01016	
Name of the entity	Prima Plastics Limited	
Date of start of financial year	01-04-2024	
Date of end of financial year	31-03-2025	
Reporting Quarter Type	Yearly	
Date of Quarter Ending	31-03-2025	
Type of company	Equity	
Whether Annexure I (Part A) of the SEBI Circular dated December 31, 2024 related to Compliance Report on Corporate Governance is applicable to the entity?	Yes	
Whether Annexure I (Part B) of the SEBI Circular dated December 31, 2024 related to Investor Grievance Redressal Report is Applicable to the entity?	Yes	
Whether Annexure I (Part C) of the SEBI Circular dated December 31, 2024 related to Disclosure of Acquisition of Shares or Voting Rights in Unlisted Companies is Applicable to the entity?	No	<div>Add Notes</div> <<< Notes mandatory, if Not Applicable
Whether Annexure I (Part D) of the SEBI Circular dated December 31, 2024 related to Disclosure of Imposition of Fine or Penalty is Applicable to the entity?	No	<div>Add Notes</div> <<< Notes mandatory, if Not Applicable
Whether Annexure I (Part E) of the SEBI Circular dated December 31, 2024 related to Disclosure of Updates to Ongoing Tax Litigations or Disputes is Applicable to the entity?	No	<div>Add Notes</div> <<< Notes mandatory, if Not Applicable
Whether Annexure I (Part F) of the SEBI Circular dated December 31, 2024 related to Disclosure Of Loans / Guarantees / Comfort Letters / Securities Etc. is Applicable to the entity?	Yes	
Risk management committee	Not Applicable	
Market Capitalisation as per immediate previous Financial Year	Top 2000 listed entities	
Is SCORE ID Available ?	Yes	
SCORE Registration ID	p00233	
Reason For No SCORE ID		
Type of Submission	Original	
Remarks (website dissemination)	<div>Add Notes</div>	
Remarks for Exchange (not for Website Dissemination)	<div>Add Notes</div>	

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Annexure 1		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
II. Composition of Committees		
Disclosure of notes on composition of committees explanatory	Add Notes	

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	01172073	SHAILESH SANMUKHLAL SHAH	Non-Executive - Independent Director	Chairperson	07-02-2020		
2	00166385	DILIP PAREKH MANHARLAL	Executive Director	Member	31-07-2008		
3	00729992	SNEHAL NATVARLAL MUZOMDAI	Non-Executive - Independent Director	Member	22-05-2019		
4	00944951	DAXA JAWAHAR BAXI	Non-Executive - Independent Director	Member	21-09-2024		
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

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	00729992	SNEHAL NATVARLAL MUZDOMDAI	Non-Executive - Independent Director	Chairperson	13-11-2019		
2	01172073	SHAILESH SANMUKHLAL SHAH	Non-Executive - Independent Director	Member	14-02-2023		
3	00944951	DAXA JAWAHAR BAXI	Non-Executive - Independent Director	Member	21-09-2024		
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 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	00729992	SNEHAL NATVARLAL MUZOOMDAR	Non-Executive - Independent Director	Chairperson	14-02-2023		
2	00166520	BHASKAR PAREKH MANHARLAL	Executive Director	Member	30-01-2001		
3	00166385	DILIP PAREKH MANHARLAL	Executive Director	Member	30-01-2001		
4	00944951	DAXA JAWAHAR BAXI	Non-Executive - Independent Director	Member	21-09-2024		
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 pre-filled automatically

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility 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	01172073	SHAILESH SANMUKHLAL SHAH	Non-Executive - Independent Director	Chairperson	21-09-2024		
2	00166520	BHASKAR PAREKH MANHARLAL	Executive Director	Member	30-05-2016		
3	00166385	DILIP PAREKH MANHARLAL	Executive Director	Member	30-05-2016		
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	00166520	BHASKAR PAREKH MANHARLAL	Management Committee	Executive Director	Chairperson	6
2	00166385	DILIP PAREKH MANHARLAL	Management Committee	Executive Director	Member	
3	00729992	SNEHAL NATVARLAL MUZDOMDA	Management Committee	Non-Executive - Independent Director	Member	
4						
5						
6						
7						
8						
9						
10						

Annexure 1

III. Meeting of Board of Directors

Disclosure of notes on meeting of board of directors explanatory

Add Notes

Sr. No.	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*
<div>AddDelete</div>							
1	12-11-2024			Yes	6	6	3
2	17-01-2025	65		Yes	6	4	2
3	12-02-2025	25		Yes	6	6	3

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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 in the Committee as on date of the meeting	Number of Directors Present (All Directors including Independent Director)	No. of Independent Directors attending the meeting*	No. of members attending the meeting (other than Board of Directors)
<div>AddDelete</div>										
1	Audit Committee	12-11-2024				Yes	4	4	3	0
2	Audit Committee	12-02-2025	91			Yes	4	4	3	0
3	Committee	12-11-2024				Yes	4	4	2	0
4	Committee	12-02-2025	91			Yes	4	4	2	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)
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 <b>a. Audit Committee</b>	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>b. Nomination &amp; remuneration committee</b>	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>c. Stakeholders relationship committee</b>	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>d. Risk management committee (applicable to the top 1000 listed entities)</b>	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	<b>Any comments/observations/advice of Board of Directors may be mentioned here:</b>	<a href="#">Add Notes</a>

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Sr	Subject	Compliance status
1	Name of signatory	Prachi M. Mankame
2	Designation	Company Secretary and

Details of Cyber security incidence		
Whether as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, 2015 there has been cyber security incidents or breaches or loss of data or documents during the quarter		No
Other details of cyber security incidence or breaches or loss of data event		<div>Add Notes</div>
Number of cyber security incidence or breaches or loss of data event occurred during the quarter		
Sr.	Date of the event	Brief details of the event



## Annexure II

## Annexure II to be submitted by listed entity at the end of the financial year (for the whole of financial year)

## I. Disclosure on website in terms of LODR Regulation

Sr	Item	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.	Web address
	<b>As per regulation 46(2) of the LODR:</b>			
1.1	Details of business	Yes		<a href="https://www.primaplastics.com/history.php">https://www.primaplastics.com/history.php</a>
1.2	Memorandum of Association and Articles of Association	Yes		<a href="https://www.primaplastics.com/statutory-documents.php">https://www.primaplastics.com/statutory-documents.php</a>
1.3	Brief profile of board of directors including directorship and full-time positions in body corporates	Yes		<a href="https://www.primaplastics.com/leadership-team.php">https://www.primaplastics.com/leadership-team.php</a>
2	Terms and conditions of appointment of independent directors	Yes		<a href="https://www.primaplastics.com/uploads/codes_policy/s/terms-conditions-of-id-1549533407.pdf">https://www.primaplastics.com/uploads/codes_policy/s/terms-conditions-of-id-1549533407.pdf</a>
3	Composition of various committees of board of directors	Yes		<a href="https://www.primaplastics.com/composition-board.php">https://www.primaplastics.com/composition-board.php</a>
4	Code of conduct of board of directors and senior management personnel	Yes		<a href="https://www.primaplastics.com/uploads/codes_policy/s/code-of-conduct-for-directors-and-senior-officers-1555063358.pdf">https://www.primaplastics.com/uploads/codes_policy/s/code-of-conduct-for-directors-and-senior-officers-1555063358.pdf</a>
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		<a href="https://www.primaplastics.com/uploads/codes_policy/s/ppl-whistle-blower-policy-1703053205.pdf">https://www.primaplastics.com/uploads/codes_policy/s/ppl-whistle-blower-policy-1703053205.pdf</a>
6	Criteria of making payments to non-executive directors	Yes		<a href="https://www.primaplastics.com/uploads/codes_policy/s/ppl-nrcm-policy-1656148267.pdf">https://www.primaplastics.com/uploads/codes_policy/s/ppl-nrcm-policy-1656148267.pdf</a>
7	Policy on dealing with related party transactions	Yes		<a href="https://www.primaplastics.com/uploads/codes_policy/s/ppl-related-party-transaction-policy-1648789871.pdf">https://www.primaplastics.com/uploads/codes_policy/s/ppl-related-party-transaction-policy-1648789871.pdf</a>
8	Policy for determining 'material' subsidiaries	Yes		<a href="https://www.primaplastics.com/uploads/codes_policy/s/ppl_policy_on_determining_material_subsidaries-1740483833.pdf">https://www.primaplastics.com/uploads/codes_policy/s/ppl_policy_on_determining_material_subsidaries-1740483833.pdf</a>
9	Details of familiarization programmes imparted to independent directors	Yes		<a href="https://www.primaplastics.com/uploads/codes_policy/s/familiarization-program-for-independent-directors.pdf">https://www.primaplastics.com/uploads/codes_policy/s/familiarization-program-for-independent-directors.pdf</a>
10	Email address for grievance redressal and other relevant details	Yes		<a href="https://www.primaplastics.com/investor-relations.php">https://www.primaplastics.com/investor-relations.php</a>
11	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes		<a href="https://www.primaplastics.com/investor-relations.php">https://www.primaplastics.com/investor-relations.php</a>
12	Financial results	Yes		<a href="https://www.primaplastics.com/quarter1.php">https://www.primaplastics.com/quarter1.php</a>
13	Shareholding pattern	Yes		<a href="https://www.primaplastics.com/cg-report.php">https://www.primaplastics.com/cg-report.php</a>
14	Details of agreements entered into with the media companies and/or their associates	NA		
15.1	(I) Schedule of analyst or institutional investor meet	NA		
	(II) Presentations prepared by the listed entity for analysts or institutional investors meet, post earnings or quarterly calls prior to beginning of such events.	NA		
15.2	Audio recordings, video recordings, if any, and transcripts of post earnings or quarterly calls, by whatever name called, conducted physically or through digital means	NA		
16	New name and the old name of the listed entity	NA		
17	Advertisements as per regulation 47 (1)	Yes		<a href="https://www.primaplastics.com/board-meeting.php">https://www.primaplastics.com/board-meeting.php</a>
18	Credit rating or revision in credit rating obtained	Yes		<a href="https://www.primaplastics.com/financial-highlights.php">https://www.primaplastics.com/financial-highlights.php</a>
19	Separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year	Yes		<a href="https://www.primaplastics.com/subsidiary-financials.php">https://www.primaplastics.com/subsidiary-financials.php</a>
20	Secretarial Compliance Report	Yes		<a href="https://www.primaplastics.com/secretarial-compliance.php">https://www.primaplastics.com/secretarial-compliance.php</a>
21	Materiality Policy as per Regulation 30 (4)	Yes		<a href="https://www.primaplastics.com/uploads/codes_policy/s/ppl-policy-on-material-events-1692782887.pdf">https://www.primaplastics.com/uploads/codes_policy/s/ppl-policy-on-material-events-1692782887.pdf</a>
22	Disclosure of contact details of KMP who are authorized for the purpose of determining materiality as required under regulation 30(5)	Yes		<a href="https://www.primaplastics.com/uploads/codes_policy/s/disclosure-under-regulation-30-5-of-sebi-lodr-reg-2015-1723100357.pdf">https://www.primaplastics.com/uploads/codes_policy/s/disclosure-under-regulation-30-5-of-sebi-lodr-reg-2015-1723100357.pdf</a>
23	Disclosures under regulation 30(8)	Yes		<a href="https://www.primaplastics.com/stock-exchange-announcements.php">https://www.primaplastics.com/stock-exchange-announcements.php</a>
24	Statements of deviation(s) or variations(s) as specified in regulation 32	NA		
25	Dividend Distribution policy as per Regulation 43A(1)	NA		
26.1	Annual return as provided under section 92 of the Companies Act, 2013	Yes		<a href="https://www.primaplastics.com/pdf/board_meeting/Fo rm_MGT_7_Revised.pdf">https://www.primaplastics.com/pdf/board_meeting/Fo rm_MGT_7_Revised.pdf</a>
26.2	Employee Benefit scheme documents framed in terms of SEBI (SBEB) Regulations, 2021	NA		
27	Confirmation that the above disclosures are in a separate section as specified in regulation 46(2)	Yes		<a href="https://www.primaplastics.com/stock-exchange-announcements.php">https://www.primaplastics.com/stock-exchange-announcements.php</a>
28	Compliance with regulation 46(3) with respect to accuracy of disclosures on the website and timely updating	Yes		<a href="https://www.primaplastics.com/stock-exchange-announcements.php">https://www.primaplastics.com/stock-exchange-announcements.php</a>
29	Disclosure of notes on website in terms of Listing Regulations explanatory [Text Block]		Add Notes	

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## Annexure II

## II. Annual Affirmations

Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'	16(1)(b)	Yes	
2	Board composition	17(1), 17(1A) & 17(1C), 17(1D) & 17(1E)	Yes	
3	Meeting of Board of directors	17(2)	Yes	
4	Quorum of Board meeting	17(2A)	Yes	
5	Review of Compliance Reports	17(3)	Yes	
6	Plans for orderly succession for appointments	17(4)	Yes	
7	Code of Conduct	17(5)	Yes	
8	Fees/compensation	17(6)	Yes	
9	Minimum Information	17(7)	Yes	
10	Compliance Certificate	17(8)	Yes	
11	Risk Assessment & Management	17(9)	Yes	
12	Performance Evaluation of Independent Directors	17(10)	Yes	
13	Recommendation of Board	17(11)	Yes	
14	Maximum number of Directorships	17A	Yes	
15	Composition of Audit Committee	18(1)	Yes	
16	Meeting of Audit Committee	18(2)	Yes	
17	Role of Audit Committee and information to be reviewed by the audit committee	18(3)	Yes	
18	Composition of nomination & remuneration committee	19(1) & (2)	Yes	
19	Quorum of Nomination and Remuneration Committee meeting	19(2A)	Yes	
20	Meeting of Nomination and Remuneration Committee	19(3A)	Yes	
21	Role of Nomination and Remuneration Committee	19(4)	Yes	
22	Composition of Stakeholder Relationship Committee	20(1), 20(2) & 20(2A)	Yes	
23	Meeting of Stakeholders Relationship Committee	20(3A)	Yes	
24	Role of Stakeholders Relationship Committee	20(4)	Yes	
25	Composition and role of risk management committee	21(1),(2),(3),(4)	NA	
26	Meeting of Risk Management Committee	21(3A)	NA	
27	Quorum of Risk Management Committee meeting	21(3B)	NA	
28	Gap between the meetings of the Risk Management Committee	21(3C)	NA	
29	Vigil Mechanism	22	Yes	
30	Policy for related party Transaction	23(1), (1A), (5), (6), & (8)	Yes	
31	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	Yes	
32	Approval for material related party transactions	23(4)	Yes	
33	Disclosure of related party transactions on consolidated basis	23(9)	Yes	
34	Composition of Board of Directors of unlisted material Subsidiary	24(1)	Yes	
35	Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	Yes	
36	Alternate Director to Independent Director	25(1)	NA	
37	Maximum Tenure	25(2)	Yes	
38	Appointment, Re-appointment or removal of an Independent Director through special resolution or the alternate mechanism	25(2A)	Yes	
39	Meeting of independent directors	25(3) & (4)	Yes	
40	Familiarization of independent directors	25(7)	Yes	
41	Declaration from Independent Director	25(8) & (9)	Yes	
42	Directors and Officers insurance	25(10)	NA	
43	Confirmation with respect to appointment of Independent Directors who resigned from the listed entity	25(11)	NA	
44	Memberships in Committees	26(1)	Yes	
45	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes	
46	Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes	
47	Approval of the Board and shareholders for compensation or profit sharing in connection with dealings in the securities of the listed entity	26(6)	NA	
48	Vacancies in respect Key Managerial Personnel	26A(1) & 26A(2), 26A(3)	NA	
Any other information to be provided				<a href="#">Add Notes</a>

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## Annexure II

1	Name of signatory	Prachi M. Mankame
2	Designation	Company Secretary and Compliance Officer

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Sr	Particulars	Compliance status (Yes/No/NA)
1	The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied	Yes
Any other information to be provided		<a href="#">Add Notes</a>

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1	Name of signatory	Prachi M. Mankame
2	Designation	Company Secretary and Compliance Officer

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### Signatory Details

Name of signatory	Prachi M. Mankame
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	14-04-2025

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Investor Grievance Details	
No. of investor complaints pending at the beginning of Quarter	0
No. of investor complaints received during the Quarter	0
No. of investor complaints disposed off during the Quarter	0
No. of investor complaints those remaining unresolved at the end of the Quarter	0