

XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
4.	Import XBRL file
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 filing 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
3	Composition of Committee	Annexure I - Composition of Committee
4	Meeting of BOD	Annexure I - Meeting of BOD
5	Meeting of Committees	Annexure I - Meeting of Committees
6	Related Party Transaction	Annexure I - Related Party Transaction
7	Affirmation	Annexure I - Affirmation
8	Website	Annexure II - Website
9	Annual Affirmation	Annexure II - Annual Affirmation
10	Annual Affirmation Continue	Annexure II - Annual Affirmation Continue
11	Annexure III	Annexure III
12	Signatory Details	Signatory Details

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

[Home](#)[Validate](#)[Import XML](#)

General information about company

Scrip code	531255
NSE Symbol	NOTLISTED
MSEI Symbol	NOTLISTED
ISIN	INE015E01012
Name of the entity	PARAGON FINANCE LTD
Date of start of financial year	01-04-2023
Date of end of financial year	31-03-2024
Reporting Quarter	Quarterly
Date of Report	30-06-2023
Risk management committee	Not Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

Enter the quarter
ended date only

[Prev](#)[Next](#)

Annexure 1

Annexure 1 to be submitted by listed entity on quarterly basis

1. Composition of Board of Directors

Disclosure of roles on composition of board of directors (mandatory)		Add notes																							
Whether the listed entity has a Regular Chairperson				No																					
Whether Chairperson is retired or CSE?				No																					
Disqualification of Directors under section 169 of the Companies Act, 2013																									
Sr	Title (Mr./Ms.)	Name of the Director	PAN	DOB	Category 1 of director	Category 2 of director	Category 3 of director	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 the appointment	Date of cessation	Tenure of Director (in months)	No. of Directorships in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	No. of Independent Directorships in listed entities including this listed entity (Refer Regulation 17A(i) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee including this listed entity (Refer Regulation 20(i) of Listing Regulations)	No. of posts of Chairperson or Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 20(i) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DOB
Add	Delete																								
1	Mr.	Uday Kumar Gupta	ABP0299D	03/11/1957	Executive Director	Not Applicable		22-05-1957	No				Active	No		03-11-2015	26-09-2014		180.00	0	0	0			
2	Mr.	Ashish Kumar Gupta	ACF25668E	08/11/1961	Non-Executive - Non Independent Director	Not Applicable		11-08-1961	No				Active	No		21-08-2016			181.00	0	0	0			
3	Mr.	Arjun Jain	ALB17915G	05/07/1967	Non-Executive - Independent Director	Not Applicable		25-10-1965	No				Active	No		04-11-2016	16-06-2017		181.00	0	0	0			
4	Mr.	Sudesh Kumar Garg	AGW875280C	08/03/1961	Non-Executive - Independent Director	Not Applicable		24-11-1960	No				Active	No		17-03-2016			181.00	0	0	0			
5	Mr.	Paul Sharma	ANP29586G	05/08/1962	Non-Executive - Independent Director	Not Applicable		20-06-1967	No				Active	No		11-02-2017			180.00	0	0	0			

Annexure 1

II. Composition of Committees

Disclosure of Indian composition of committee explanatory

All Items

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 DN, After entering DN, Name of Committee members and Category 1 of Directors shall be populated automatically.

Audit Committee Details							
Whether the Audit Committee has a Regular Chairperson							
Sr	DN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.	0855978	Anns Jan	Non-Executive, Independent Director	Chairperson	14-11-2016		
2.	00001702	Sudhakar Ganguly	Non-Executive, Independent Director	Member	03-03-2023		
3.	0011467	Sanku Kumar Gupta	Executive Director	Member	03-03-2023		
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Note: Please enter DN, After entering DN, Name of Committee members and Category 1 of Directors shall be populated automatically.

Nomination and remuneration committee							
Whether the Nomination and remuneration committee has a Regular Chairperson							
Sr	DN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.	0855978	Anns Jan	Non-Executive, Independent Director	Chairperson	14-11-2016		
2.	00001702	Sudhakar Ganguly	Non-Executive, Independent Director	Member	03-03-2023		
3.	00821311	Abhis Kumar Gupta	Non-Executive, Non Independent Director	Member	03-03-2023		
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Note: Please enter DN, After entering DN, Name of Committee members and Category 1 of Directors shall be populated automatically.

Stakeholders Relationship Committee							
Whether the Stakeholders Relationship Committee has a Regular Chairperson							
Sr	DN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1.	0855978	Anns Jan	Non-Executive, Independent Director	Chairperson	14-11-2016		
2.	0011467	Sanku Kumar Gupta	Executive Director	Member	03-03-2023		
3.	00821311	Abhis Kumar Gupta	Non-Executive, Non Independent Director	Member	21-08-1988		
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Risk Management Committee							
Whether the Risk Management Committee has a Regular Chairperson							
Sr	DN 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 DN, After entering DN, Name of Committee members and Category 1 of Directors shall be populated automatically.

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility Committee has a Regular Chairperson							
Sr	DN 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.							

Other Committee						
Sr	DN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

[Home](#)[Validate](#)**Annexure 1****III. Meeting of Board of Directors**

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*
	Add Delete						
1	19-04-2023			Yes	5	3	2
2	29-05-2023	39		Yes	5	5	3
3	19-06-2023	20		Yes	5	3	2

[Prev](#)[Next](#)

* 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 style="display: flex; justify-content: space-between;"> Add Delete </div>										
1	Audit Committee	14-02-2023				Yes	3	3	1	0
2	Audit Committee	03-03-2023	16			Yes	3	3	1	0
3	Audit Committee	29-05-2023	86			Yes	3	3	2	0
4	Nomination and remuneration committee	13-02-2023				Yes	3	2	2	0
5	Stakeholders Relationship Committee	12-06-2023	118			Yes	3	3	2	0

◀ Prev

Next ▶

* to be filled in only for the current quarter meetings

Home

Validate

Annexure 1			
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

Prev

Next

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

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 Listing Regulations

Sr	Item	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.	Web address
1	Details of business	Yes		https://www.paragonfinanceltd.com/about.htm
2	Terms and conditions of appointment of independent directors	Yes		https://www.paragonfinanceltd.com/code.htm
3	Composition of various committees of board of directors	Yes		https://www.paragonfinanceltd.com/code.htm
4	Code of conduct of board of directors and senior management personnel	Yes		https://www.paragonfinanceltd.com/code.htm#
5	Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		https://www.paragonfinanceltd.com/code.htm#
6	Criteria of making payments to non-executive directors	NA		
7	Policy on dealing with related party transactions	NA		
8	Policy for determining 'material' subsidiaries	NA		
9	Details of familiarization programmes imparted to independent directors	NA		
10	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes		https://www.paragonfinanceltd.com/contact.htm
11	email address for grievance redressal and other relevant details	Yes		https://www.paragonfinanceltd.com/contact.htm
12	Financial results	Yes		https://www.paragonfinanceltd.com/contact.htm
13	Shareholding pattern	Yes		https://www.paragonfinanceltd.com/contact.htm
14	Details of agreements entered into with the media companies and/or their associates	NA		.htm
15	Schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange	NA		
16	New name and the old name of the listed entity	NA		
17	Advertisements as per regulation 47 (1)	Yes		https://www.paragonfinanceltd.com/home.htm
18	Credit rating or revision in credit rating obtained	NA		
19	Separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year	NA		
20	Whether company has provided information under separate section on its website as per Regulation 46(2)	Yes		https://www.paragonfinanceltd.com/home.htm
21	Materiality Policy as per Regulation 30	Yes		%20Policy.pdf
22	Dividend Distribution policy as per Regulation 43A (as applicable)	NA		
23	It is certified that these contents on the website of the listed entity are correct	Yes		https://www.paragonfinanceltd.com/home.htm
24	Disclosure of notes on website in terms of Listing Regulations explanatory [Text Block]		Add Notes	

[Prev](#)[Next](#)

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

Annexure 1

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

[Prev](#)[Next](#)

Annexure 1

Sr	Subject	Compliance status
1	Name of signatory	SANJAY KUMAR GUPTA
2	Designation	Company Secretary and Compliance Officer

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) & 25(6)	Yes	
2	Board composition	17(1), 17(1A) & 17(1B)	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	Composition of nomination & remuneration committee	19(1) & (2)	Yes	
18	Quorum of Nomination and Remuneration Committee meeting	19(2A)	Yes	
19	Meeting of Nomination and Remuneration Committee	19(3A)	Yes	
20	Composition of Stakeholder Relationship Committee	20(1), 20(2) & 20(2A)	Yes	
21	Meeting of Stakeholders Relationship Committee	20(3A)	Yes	
22	Composition and role of risk management committee	21(1),(2),(3),(4)	NA	
23	Meeting of Risk Management Committee	21(3A)	NA	
24	Vigil Mechanism	22	Yes	
25	Policy for related party Transaction	23(1),(1A),(5),(6),(7) & (8)	Yes	
26	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	Yes	
27	Approval for material related party transactions	23(4)	Yes	
28	Disclosure of related party transactions on consolidated basis	23(9)	Yes	
29	Composition of Board of Directors of unlisted material Subsidiary	24(1)	NA	
30	Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	NA	
31	Annual Secretarial Compliance Report	24(A)	Yes	
32	Alternate Director to Independent Director	25(1)	Yes	
33	Maximum Tenure	25(2)	Yes	
34	Meeting of independent directors	25(3) & (4)	Yes	
35	Familiarization of independent directors	25(7)	Yes	
36	Declaration from Independent Director	25(8) & (9)	Yes	
37	D & O Insurance for Independent Directors	25(10)	NA	
38	Memberships in Committees	26(1)	Yes	
39	Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes	
40	Disclosure of Shareholding by Non-Executive Directors	26(4)	Yes	
41	Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes	
Any other information to be provided				Add Notes

Annexure II

1	Name of signatory	
2	Designation	

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

Annexure II

III. Affirmations

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	NA
Any other information to be provided		Add Notes

[Prev](#)[Next](#)

Annexure II

1	Name of signatory	SANJAY KUMAR GUPTA
2	Designation	Company Secretary and Compliance Officer

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

Signatory Details

Name of signatory	SANJAY KUMAR GUPTA
Designation of person	Company Secretary and Compliance Officer
Place	KOLKATA
Date	30-06-2023

[Prev](#)