

XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
4.	Import XBRL file
5.	Steps for Filing - Reconciliation Of Share Capital Audit
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 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).

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	RecoFormat	RecoFormat
3	Sharecapital	Sharecapital

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*	500449		
NSE Symbol			
MSEI Symbol			
ISIN	INE048A01011		
Name of the company*	HINDUSTAN ORGANIC CHEMICALS LIMITED		
Registered office address			
Registered office address*	401, 402, 403, 4th Floor, V-TIMES SQUARE Plot No. 3, Sector 15, CBD Belapur		
Registered office state*	Maharashtra		
Registered office city*	Navi Mumbai		
Registered office district*	Thane		
Registered office pin code*	400614		
Registered office contact number*	ISD Code*	STD Code*	Number*
	91	022	27575272
Registered office fax			
Registered office country*	INDIA		
Registered office website	www.hoclindia.com		
Registered office email	cs@hoclindia.com		
Correspondence address			
Same as above	Yes		
Correspondence address	401, 402, 403, 4th Floor, V-TIMES SQUARE Plot No. 3, Sector 15, CBD Belapur		
Correspondence state	Maharashtra		
Correspondence city	Navi Mumbai		
Correspondence district	Thane		
Correspondence pin code	400614		
Correspondence contact number	ISD Code	STD Code	Number
	91	022	27575272
Correspondence fax			
Correspondence country	INDIA		
Correspondence email	cs@hoclindia.com		
Reporting quarter*	30-06-2020		
Face value*	10.00		

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

Listed Capital (As no of shares)

Stock Exchange Details :	Name of stock Exchange	Listed Capital	% Of total issued capital
Name of other stock exchanges where the company's securities are listed	BSE Ltd	67173100.00	99.71
Remarks	Add Notes		

Capital Details :		
	Number of shares	% Of total issued capital
Issued capital*	6,73,66,100	
Listed capital (BSE) (As per company records)*	67173100	99.71
Held in dematerialised form in CDSL*	5,00,24,920	74.26
Held in dematerialised form in NSDL*	1,51,56,646	22.5
Physical*	19,91,534	2.96
Total no.of shares*	67173100	100.00
Reasons for difference if any, Between issued capital and listed capital*	193000	Add Notes
Reasons for difference if any, Between issued capital and total number of shares*	193000	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	Click here

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	<input type="button" value="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	<input type="button" value="Add Notes"/>		

Compliance Officer Details		
Whether Compliance officer appointed	Yes	
Whether Qualified Company Secretary is Compliance Officer *	Yes	
Name of the compliance officer*	Mrs. Susheela S. Kulkarni	
Date of Appointment	25-10-2001	
Designation*	Company Secretary & Compliance Officer	
Membership Nos	FCS	5145
Telephone no.*	STD Code	Number
	22	27575272
Fax no.		
E-mail id*	cs@hoclindia.com	
Whether any change in Compliance Officer during the previous 2 quarters*	No	
Whether the previous Compliance Officer was Qualified Company Secretary *		
Details of Previous Compliance Officer		
Previous Compliance Officer Name		
Membership Nos		
Date of Appointment		

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

Date of Cessation		
Certifying Auditor Details		
CA/CS*	Company secretary	
Name of certifying auditor*	Mrs. Divya Sameer Momaya	
Date of issue of report*	28-07-2020	
Address*	Office No. 11, Shree Durga Apartment, Plot No. 186, Sector 10, Sanpada	
City*	Navi Mumbai	
Pincode*	400705	
Contact no.*	STD Code	Number
	022	27756137
Fax no.		
Email	divya.momaya@gmail.com	
Membership no.*	7195	
Firms registration number of audit firm	NA	
Name of the firm*	D. S. Momaya & Co.	
COP number*	7885	
Registrar and Share Transfer Agent Details		
Appointment of common agency for share registry work*	Yes	
Whether Registered with SEBI		
Name of RTA	Bigshare Services Pvt Ltd.	
SEBI registration no.	INR000001385	
Address	Floor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol, Andheri	
State	Maharashtra	
City	Mumbai	
Pincode	400059	
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)	<input type="button" value="Add Notes"/>	