

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 s
Shareholding pattern XBRL filling consists of two processes. Firstly
Shareholding pattern, and upload of generated XBRL/XML file to MSE Listi

2. Before you begin

1. The version of Microsoft Excel in your system should be Microsoft Office
2. The system should have a file compression software to unzip excel utili
3. Make sure that you have downloaded the latest Excel Utility from MSE 1
4. Make sure that you have downloaded the Chrome Browser to view repc
5. Please enable the Macros (if disabled) as per instructions given in ma
Excel Utility works fine. Please first go through Enable Macro - Manual att

3. Index

1	Details of general information about company
2	Declaration
3	Summary
4	Shareholding Pattern

4. Steps for Filing Shareholding Patter

I. Fill up the data: Navigate to each field of every section in the sheet
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 s
data has been furnished in proper format. If there are some errors on t
about the same.

III. Validate All Sheets: Click on the "Home" button. And then click on "V;
all sheets has been properly filled and validated successfully. If there are
will prompt you about the same and stop validation at the same time. ,
same procedure to validate all sheets.

Excel Utility will not allow you to generate XBRL/XML until you rectify all e

IV. Generate XML : Excel Utility will not allow you to generate XBRL/XML 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 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 MSE Listing Center: For uploading the XBRL/XML file to MSE Listing Center and upload generated xml file. On Upload screen browse to select XML file and submit the XML.

5. Fill up the Shareholding Pattern

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 enter 0 in the field.

5. Data provided must be in correct format, otherwise Utility will not allow you to generate XML.

6. Adding new rows: Sections such as Promoters details allow you to enter more rows. You can Click on "Add" to add more rows.

~~To add more than one row you must fill data in the mandatory fields of the first row.~~

7. Deleting rows: Rows that has been added can be removed by clicking on "Delete" button. You have to provide the range of rows you want to delete.

8. Select data from "Dropdown list" wherever applicable.

9. Adding Notes: Click on "Add Notes" button to add notes



METROPOLITAN STOCK EXCHANGE

Shareholding pattern.

generation of XBRL/XML file of the Reporting Center.

Use Excel 2007 and above.

Utility file.

Download the utility from the Reporting Center website to your local system.

The report generated from Excel utility is in zip format, so that all the functionalities of the utility are achieved with zip file.

General Info
Declaration
Summary
Shareholding Pattern

Shareholding Pattern

It is required to provide applicable data in correct format.

The utility sheet has been properly filled and also the utility sheet, excel utility will prompt you to validate the sheet.

Click on "Validate All Sheet" button to ensure that there are no errors on the sheet, excel utility will prompt you. After correction, once again follow the steps.

errors.

XML unless successful validation of all file.

t. Now click on 'Generate Report' to

file generated through Utility, login to provide the required information and

l

d further for generating XML.

ot insert Zero unless it is a mandatory

v you to proceed further for generating

er as much data in a tabular form. You

e previous row

y the button "Delete". A popup will ask

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

General information about company

Scrip code

NSE Symbol

MSEI Symbol

ISIN

Name of the company

Whether company is SME

Class of Security

Type of report

Quarter Ended / Half year ended/Date of Report (For Prelisting / Allotment)

Date of allotment / extinguishment (in case Capital Restructuring selected) / Listing Date

Shareholding pattern filed under

000000
BALAJIAGRO
INE049E01011
BALAJI AGRO OILS LIMITED
No
Equity Shares
Quarterly
31-12-2019
Regulation 31 (1) (b)

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

Sr. No.	Particular
1	Whether the Listed Entity has issued any partly paid up shares?
2	Whether the Listed Entity has issued any Convertible Securities ?
3	Whether the Listed Entity has issued any Warrants ?
4	Whether the Listed Entity has any shares against which depository receipts are issued?
5	Whether the Listed Entity has any shares in locked-in?
6	Whether any shares held by promoters are pledge or otherwise encumbered?
7	Whether company has equity shares with differential voting rights?
8	Whether the listed entity has any significant beneficial owner?

Yes/No	Promoter and Promoter Group	Public shareholder	Non Promoter- Non Public
No	No	No	No
No	No	No	No
No	No	No	No
No	No	No	No
No	No	No	No
No	No		
No	No	No	No
No			

Table I - Summary Statement holding of specified securities

Note : Data will be automatically populated from shareholding pattern sheet - Data Entry Re

Category (I)	Category of shareholder (II)	Nos. Of shareholders (III)	No. of fully paid up equity shares held (IV)
(A)	Promoter & Promoter Group	5	6150073
(B)	Public	541	4427022
(C)	Non Promoter- Non Public		
(C1)	Shares underlying DRs		
(C2)	Shares held by Employee Trusts		
	Total	546	10577095

stricted in this sheet

No. Of Partly paid-up equity shares held (V)	No. Of shares underlying Depository Receipts (VI)	Total nos. shares held (VII) = (IV)+(V)+ (VI)	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Class eg: X
		6150073	58.15	6,150,073.00
		4427022	41.85	4427022.00
		10577095	100	10577095.00

held in each class of securities			
No of Voting (XIV) Rights		Total as a % of (A+B+C)	No. Of Shares Underlying Outstanding convertible securities (X)
Class eg:y	Total		
	6150073.00	58.15	
	4427022.00	41.85	
	10577095.00	100.00	

No. of Shares Underlying Outstanding Warrants (Xi)	No. Of Shares Underlying Outstanding convertible securities and No. Of Warrants (Xi) (a)	Shareholding , as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XI)= (VII)+(X) As a % of (A+B+C2)	Number of Lock (XII) No. (a)
		58.15	
		41.85	
		100	

ed in shares)	Number of Shares pledged or otherwise encumbered (XIII)		Number of equity shares held in dematerialized form (XIV)
As a % of total Shares held (b)	No. (a)	As a % of total Shares held (b)	
			6150073
			1733200
			7883273

Sr.	Category & Name of the Shareholders (I)	Nos. Of shareholders (III)	No. of fully paid up equity shares held (IV)	No. Of Partly paid-up equity shares held (V)	No. Of shares underlying Depository Receipts (VI)	Total nos. shares held (VII) = (IV)+(V)+(VI)	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Number of Voting Rights held in each class of securities (IX)			No. Of Shares Underlying Outstanding convertible securities (X)	No. of Shares Underlying Outstanding Warrants (Xi)	No. Of Shares Underlying Outstanding convertible securities and No. Of Warrants (Xi) (a)	Shareholding, as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (X)+ (VII)+(X) As a % of (A+B+C2)	Number of Locked in shares (XII)		Number of Shares pledged or otherwise encumbered (XIII)		Number of equity shares held in dematerialized form (XIV)	
								No of Voting (XIV) Rights							Total as a % of Total Voting rights	No. (a)	As a % of total Shares held (b)	No. (a)		As a % of total Shares held (b)
								Class e.g: X	Class e.g: Y	Total										
A Table II - Statement showing shareholding pattern of the Promoter and Promoter Group																				
(1) Indian																				
(a)	Individuals/Hindu undivided Family	5	6150073			6150073	58.15	6150073.00		6150073			58.15						6150073	
(b)	Central Government/ State Government(s)																			
(c)	Financial Institutions/ Banks																			
(d)	Any Other (specify)																			
	Sub-Total (A)(1)	5	6150073			6150073	58.15	6150073.00		6150073			58.15						6150073	
(2) Foreign																				
(a)	Individuals (Nonresident Individuals/ Foreign Individual																			
(b)	Government																			
(c)	Institutions																			
(d)	Foreign Portfolio Investor																			
(e)	Any Other (specify)																			
	Sub-Total (A)(2)																			
	Total Shareholding of Promoter and Promoter Group (A)=(A1)+(A2)	5	6150073			6150073	58.15	6150073.00		6150073			58.15						6150073	
Details of Shares which remain unclaimed for Promoter & Promoter Group																				
B Table III - Statement showing shareholding pattern of the Public shareholder Note : Kindly show details of shareholders having more than one percentage of total no of shares. Please refer software manual.																				
(1) Institutions																				
(a)	Mutual Funds																			
(b)	Venture Capital Funds																			
(c)	Alternate Investment Funds																			
(d)	Foreign Venture Capital Investors																			
(e)	Foreign Portfolio Investors																			
(f)	Financial Institutions/ Banks																			
(g)	Insurance Companies																			
(h)	Provident Funds/ Pension Funds																			
(i)	Any Other (specify)																			
	Sub-Total (B)(1)																			
(2)	Central Government/ State Government(s)/ President																			
	Sub-Total (B)(2)																			
(3) Non-institutions																				
(a)(i)	Individuals - I. Individual shareholders holding nominal	488	797095			797095	7.54	797095		797095			7.54						131500	
(a)(ii)	Individuals - II. Individual shareholders holding nominal	15	1183627			1183627	11.19	1183627		1183627			11.19						490900	
(b)	NBFCs registered with RBI																			
(c)	Employee Trusts																			
(d)	Overseas Depositories (holding DRs) (balancing figure)																			
(e)	Any Other (specify)	38	2446300			2446300	23.13	2446300		2446300			23.13						1110800	
	Sub-Total (B)(3)	541	4427022			4427022	41.85	4427022.00		4427022			41.85						1733200	
	Total Public Shareholding (B)=(B)(1)+(B)(2)+(B)(3)	541	4427022			4427022	41.85	4427022.00		4427022			41.85						1733200	
Details of the shareholders acting as persons in Concert for Public																				
Details of Shares which remain unclaimed for Public																				
C Table IV - Statement showing shareholding pattern of the Non Promoter- Non Public shareholder																				
(1)	Custodian/DR Holder - Name of DR Holders (If Available)																			
(2)	Employee Benefit Trust Under SEBI (Share based Emplo																			
	Total NonPromoter- Non Public Shareholding (C)=(C)(1)+(C)(2)																			
	Total (A+B+C2)	546	10577095			10577095	100.00	10577095.00		10577095			100.00						7883273	
	Total (A+B+C)	546	10577095			10577095	100.00	10577095.00		10577095			100.00						7883273	
Disclosure of notes on shareholding pattern										Add Notes										

Disclosure of notes in case of promoter holding in dematerialised form is less than 100 percentage	Add Notes	
Disclosure of notes in case of public share holding is less than 25 percentage	Add Notes	
Disclosure of notes on shareholding pattern for company remarks explanatory	Add Notes	