



XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
4.	Steps for Filing Corporate Governance Report
5.	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 NSE 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 NSE 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	Annexure III Affirmations	Half yearly Affirmations
13	Additional Half yearly Disclosure	Additional Half Yearly Disc
14	Details of Cyber security incidence	Cyber security incidence
15	Signatory Details	Signatory Details

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 NSE Listing Center: For uploading the XBRL/XML file generated through Utility, login to NSE 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](#)

General information about company	
Scrip code	542650
NSE Symbol	METROPOLIS
MSEI Symbol	NOTLISTED
ISIN	INE112L01020
Name of the entity	METROPOLIS HEALTHCARE LIMITED
Date of start of financial year	01-10-2023
Date of end of financial year	31-12-2023
Reporting Quarter	Half Yearly
Date of Report	30-09-2023
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Top 500 listed entities

Enter the quarter
ended date only

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

Annexure 1																									
Annexure 1 to be submitted by listed entity on quarterly basis																									
Disclosure of notes on composition of board of directors exploratory															Add Notes										
Whether the listed entity has a Regular Chairperson															Yes										
Whether Chairperson is related to MD or CEO															Yes										
Disqualification of Directors under section 164 of the Companies Act, 2013																									
Sr	Yrs (FY / MY)	Name of the Director	PAN	DN	Category 1 of directors	Category 2 of directors	Category 3 of directors	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. 23(3A) of Listing Regulations)	Date of passing special resolution	Initial Date of appointment	Date of Re-appointment	Date of cessation	Tenure of director (in months)	No. of Directorships held earlier including this listed entity (Refer Regulation 17A of Listing Regulations)	No. of Independent Directorships in listed entities including this listed entity (Refer provisions for regulation 17A(1)(b) & 17A(2))	Number of memberships in Audit Committee/ Committees including this listed entity (Refer Regulation 20(2) of Listing Regulations)	No. of past of Chairperson in Audit Committee/ Committees held in listed entities including this listed entity (Refer Regulation 20(2) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DN
Add	Delete																								
1	Mr.	Sudh Karanbir Shah	AADPS7016L	0117918	Executive Director	Chairperson related to Promoter		28-12-1986	No				Active	NA		17-09-2005	09-02-2020								
2	Mr.	Ananya Shah	ABUP50229K	0228005	Executive Director	Not Applicable	MD	24-09-1979	No				Active	NA		06-01-2008	18-02-2021								
3	Mr.	Hemant Sachdev	ABUP50229K	0183105	Non-Executive - Non-Independent Director	Not Applicable		25-11-1975	No				Active	NA		27-05-2021	27-05-2021								
4	Mr.	Mihir Senwani	AADPS7218N	0230854	Non-Executive - Independent Director	Not Applicable		22-09-1999	No				Active	NA		07-09-2018	07-09-2018	06-09-2021							
5	Mr.	Seetaj Bhargava	AADPS2710N	0080768	Non-Executive - Independent Director	Not Applicable		29-06-1983	No				Active	NA		07-09-2018									
6	Mr.	Vivek Gumbhir	AADPS6539H	0627610	Non-Executive - Independent Director	Not Applicable		27-11-1988	No				Active	NA		07-09-2018									
7	Mr.	Asha Ramchandran	AADPS7807S	0118188	Non-Executive - Independent Director	Not Applicable		28-04-1995	No				Active	NA		14-01-2020	14-01-2020								
8	Mr.	Sudamshan Pragasanthan	AADPS6318A	0125463	Non-Executive - Independent Director	Not Applicable		02-11-1983	No				Active	NA		21-08-2021									
New																									

Annexure 1

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 prefilled automatically

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

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	00125493	Subramanian Ranganathan	Non-Executive - Independent Director	Chairperson	07-09-2023		
2	06527810	Vivek Gambhir	Non-Executive - Independent Director	Member	07-09-2023		
3	00867848	Sanjay Bhatnagar	Non-Executive - Independent Director	Member	07-09-2023		
4	00118188	Anita Ramachandran	Non-Executive - Independent Director	Member	01-04-2023		
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled 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	00118188	Anita Ramachandran	Non-Executive - Independent Director	Chairperson	10-02-2021		
2	06527810	Vivek Gambhir	Non-Executive - Independent Director	Member	10-02-2021		
3	00867848	Sanjay Bhatnagar	Non-Executive - Independent Director	Member	30-03-2020		
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 prefilled 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	06527810	Vivek Gambhir	Non-Executive - Independent Director	Chairperson	07-09-2018		
2	00208095	Ameera Shah	Executive Director	Member	07-09-2018		
3	00179918	Sushil Kamubhai Shah	Executive Director	Member	07-09-2018		
4							
5							
6							
7							
8							
9							
10							

Risk Management Committee

Whether the Risk Management 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	00208095	Ameera Shah	Executive Director	Chairperson	11-02-2019		
2	99999999	Surendran Chemmenkottil	Chief Executive Officer	Member	01-04-2023		1
3	00125493	Subramanian Ranganathan	Non-Executive - Independent Director	Member	07-09-2023		
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 prefilled automatically

Corporate Social Responsibility Committee

Whether the Corporate Social Responsibility 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	00118188	Anita Ramachandran	Non-Executive - Independent Director	Chairperson	15-07-2020		
2	00208095	Ameera Shah	Executive Director	Member	07-09-2018		
3	00125493	Subramanian Ranganathan	Non-Executive - Independent Director	Member	07-09-2023		
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						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Prev

Next

[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	16-05-2023			Yes	7	6	4
2	19-06-2023	33		Yes	7	6	4
3	02-08-2023	43		Yes	7	6	3

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

* to be filled in only for the current quarter meetings

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

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)
							Add Delete			
1	Audit Committee	16-05-2023				Yes	4	4	4	0
2	Audit Committee	02-08-2023	77			Yes	4	4	4	0
3	Nomination and remuneration committee	16-05-2023				Yes	3	3	3	0
4	Nomination and remuneration committee	19-06-2023	33			Yes	3	3	3	0
5	Nomination and remuneration committee	02-08-2023	43			Yes	3	3	3	0
6	Risk Management Committee	05-07-2023				Yes	2	2	1	1
7	Corporate Social Responsibility Committee	16-05-2023				Yes	3	3	2	0
8	Stakeholders Relationship Committee	16-05-2023				Yes	3	3	1	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	Yes	
Disclosure of notes on related party transactions			Add Notes
Disclosure of notes of material transaction with related party			Add Notes

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

WI Details of non compliance of prior approval of audit committee obtained

WI Details of non compliance of shareholder approval obtained for material RPT

WI Details of non compliance of RPT entered into pursuant to omnibus approval have been reviewed by audit committee

Di: Disclosure notes on quarterly formats for compliance report on corporate governance

Disclosure of notes of material transaction with related party

[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)	Yes
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	Neha Shah
2	Designation	Company Secretary and Compliance Officer

[Home](#)[Validate](#)**Annexure III****III. Affirmations**

Sr	Particulars	Regulation Number	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website	46(2)	Yes	
2	Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	Yes	
3	Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	Yes	
4	Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	Yes	
5	Disclosure of the Secretarial Audit Report of the listed entity and the material subsidiaries in the Annual Report	24A(1)	Yes	
6	Submission of Annual Secretarial Compliance Report	24A(2)	Yes	
7	Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	
Any other information to be provided				Add Notes

[Prev](#)[Next](#)**Annexure III**

1	Name of signatory	Neha Shah
2	Designation	Company Secretary and Compliance Officer

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

Additional Half yearly Disclosure			
Applicability of disclosure	Applicable	<div>Add Notes</div>	
Reason for Non Applicability			
I. Disclosure of Loans/ guarantees/comfort letters /securities etc.refer note below		The Figure should be mentioned in Actual INR only	
(A)Any loan or any other form of debt advanced by the listed entity directly or indirectly to			
Entity	Aggregate amount advanced during six months	Balance outstanding at the end of six months	
Promoter or any other entity controlled by them	0.00	0.00	
Promoter Group or any other entity controlled by them	0.00	0.00	
Directors (including relatives) or any other entity controlled by them	0.00	0.00	
KMPs or any other entity controlled by them	0.00	0.00	
(B) Any guarantee / comfort letter (by whatever name called) provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed By			
Entity	Type (guarantee, comfort letter etc.)	Aggregate amount of issuance during six months	Balance outstanding at the end of six months(taking into account any invocation)
Promoter or any other entity controlled by them	0	0.00	0.00
Promoter Group or any other entity controlled by them	0	0.00	0.00
Directors (including relatives) or any other entity controlled by them	0	0.00	0.00
KMPs or any other entity controlled by them	0	0.00	0.00
(C) Any security provided by the listed entity directly or indirectly, in connection with any loan(s) or any other form of debt availed by			
Entity	Type of security (cash, shares etc.)	Aggregate value of security provided during six months	Balance outstanding at the end of six months
Promoter or any other entity controlled by them	0	0.00	0.00
Promoter Group or any other entity controlled by them	0	0.00	0.00
Directors (including relatives) or any other entity controlled by them	0	0.00	0.00
KMPs or any other entity controlled by them	0	0.00	0.00
(D) Additional Information			<div>Add Notes</div>
II. Affirmations			
Affirmations		Compliance Status	Company Remarks
All loans (or other form of debt), guarantees, comfort letters (by whatever name called) or securities in connection with any loan(s) (or other form of debt) given directly or indirectly by the listed entity to		Yes	<div>Add Notes</div>
Name	Rakesh Agarwal		
Designation	CFO		
Place	Mumbai		
Date			

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

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

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			
Date of the event		Brief details of the event	

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

Signatory Details

Name of signatory	Neha Shah
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	19-10-2023

[Prev](#)