Software Manual for XBRL filing

(Regulation 27A – Format For Reconciliation of Share Capital Audit)

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PREFACE

BSE Ltd (Formerly known as Bombay Stock Exchange) is the first stock exchange of India to introduce & implemented XBRL based reporting. BSE has adopted extensible business reporting language (XBRL) taxonomies for reporting shareholding returns, quarterly and half yearly financial results and Corporate Governance report. To facilitate the XBRL reporting, the BSE is providing free excel utility to the companies listed on BSE.

PURPOSE OF THE DOCUMENT

This document describes the various specifications and guidelines to be followed for preparation of format for reconciliation of share capital audit in XBRL format. It also includes the various steps required to be followed for submission of the XBRL documents on the BSE Listing center.

This document will guide the users:-

- ✓ To fill in the correct data
- ✓ To Validate data with XBRL business rules
- ✓ To Generate XBRL
- ✓ To Generate Report

INTENTEDED Audience

This document is intended for use by the companies submitting reconciliation of share capital audit format to BSE as per Regulation 55A, SEBI (Depositories and Participants) Regulations, 1996.

1. GENERAL INSTRUCTIONS

1. System Requirement

   i. The version of Microsoft Excel in your system should be Microsoft Office Excel 2007 and above.

   ii. The system should have a file compression software to unzip excel utility file.

   iii. The system should have minimum 2GB of RAM to run Excel utility file properly.

   iv. The system should have "Chrome Browser" to view report generated from Excel Utility.

2. Download Excel Utility

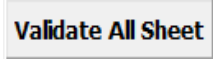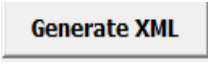   i. Make sure that you have downloaded the latest Excel Utility from BSE Website to your local

3. Before you begin

   i. Make sure that you have enabled macros (if disabled) as per instructions given in "Enable macro" document, so that all the functionalities of Excel Utility will work fine.**(Separate document to enabling macros is provided in Zip file)**

   ii. Disable auto recovery option to run excel software properly. **(Separate document to disable auto recovery is provided in Zip file)**

2. SPECIFIC INSTRUCTIONS

1. Avoid use of cut - paste while using the Excel utility. Cut paste might damage the Excel utility.

2. To copy and paste from other file(s), use "Paste Special Value" function –Alt–E +S + V (for excel Files) or Alt – E + S + T (for Doc. File).

3. Do not copy data from excel utility to your working sheet.

4. **Insert ZERO in the field that is mandatory but is not applicable to the company. For the fields which are not mandatory and also not applicable to the company leave it blank.**

5. To toggle between sheets, it is recommended to use "**Home**" button (Ctrl + H). A window listing all visible sheets in excels utility will popup.

6. Wherever dropdown list is provided, select data from the drop down list only. Do not copy paste your own data.

3. Use of Buttons in Excel utility

Home   Opens home screen. Through this you can toggle between sheets.

Validate   Validates the sheets.

Add Notes   Adds desired notes in sheet.

Add   Add rows to the sheet for the data entry.

Delete   Delete unwanted rows from the sheet.

Validate All Sheet   Validates all sheets

Generate XML   Generate XML/XBRL file.

Generate Report   Generates HTML file. Open HTML file in "Chrome Browser". Click on Print button and then save it as a PDF.

4. Understanding Excel utility

Click **Enable Content** to enable to macro

5. General Information

Home	Validate

RECONCILIATION OF SHARE CAPITAL AUDIT		
Scrip code*		
Name of the company*		
Registered office address		
Registered office address*		
Registered office state*		
Registered office city*		
Registered office pin code*		
Registered office contact number*	STD Code*	Number*
Registered office fax		
Correspondence address		
Correspondence address		
Correspondence state		
Correspondence city		
Correspondence pin code		
Correspondence contact number	STD Code	Number
Correspondence fax		
Email address*		
Reporting quarter*		
ISIN*		
Face value*		

Note: * Implies that fields are mandatory

1. **Scrip code:** Enter valid scrip code which should be same as per BSE database. This is a mandatory field.

2. **Name of the company:** Enter the name of the company. This is a mandatory field.

3. **Register office address:** Enter the register office address of the company. This is a mandatory field.

4. **Register Office State:** Select state from drop down list. This is mandatory field.

5. **Register Office City:** Enter the city name. This is mandatory field.

6. **Register office pin code:** Enter the pin code number. This is mandatory field.

7. **Register office fax:** Enter valid fax number of registered office. This is a non-mandatory field.

8. **Correspondence office Address:** Enter the correspondence office address of the company. This is a non-mandatory field

9. **Correspondence Office State:** Select state from drop down list. This is a non-mandatory field.

10. **Correspondence Office City:** Enter the city name. This is a non-mandatory field.

11. **Correspondence office Pin code:** Enter the pin code number. This is a non-mandatory field.

12. **Correspondence office Fax:** Enter valid fax number of registered office. This is a non-mandatory field.

13. **Email Address:** Enter valid email address of the company. This is a mandatory field.

14. **Reporting Quarter:** Enter the valid date of end of quarter. This is a mandatory field.

15. **ISIN:** Enter the valid ISIN number. This is a mandatory field.

16. **Face Value:** Enter the face value of share. This is a mandatory field.

6. RecoFormat

6.1 Stock Exchange Details:-

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

1. **Name of stock exchange**: Select the name of stock exchanges from drop down. BSE Ltd is auto selected in the first row. This is a mandatory field.

2. **Listed Capital**: Enter the value of listed capital on BSE Ltd. For the other stock exchanges, once you select name of stock exchange from drop down list, it will automatically allow you to insert listed capital of that stock exchange. This is a mandatory field.

3. **% of total issued capital**: Insert the % of total issued capital. This is a mandatory field.

6.2 Capital Details:-

Capital Details :	Number of shares	% Of total issued capital
Issued capital*		
Listed capital (BSE) (As per company records)*		
Held in dematerialised form in CDSL*		
Held in dematerialised form in NSDL*		
Physical*		
Total no.of shares*		
Reasons for difference if any, Between issued capital and listed capital*		
Reasons for difference if any, Between issued capital and total number of shares*		
Reasons for difference if any, Between listed capital and total number of shares*		

* Implies that fields are mandatory

1. **Issued Capital:** Enter the number shares issued on BSE

2. **Listed Capital BSE:** Enter the number shares issued on BSE. It will automatically pop up details from above table.

3. **% of total issued capital:** Enter the percentage of total issued of capital. It will automatically pop up details from above table.

4. **Held in dematerialized form in CDSL:** Enter the number of shares held in dematerialized form in CDSL. This is mandatory field

5. **Percentage of shares held in dematerialized form in CDSL to Listed shares on BSE:** Percentage will be automatically calculated.

6. **Held in dematerialized form in CDSL**: Enter the number of shares held in dematerialized form in NSDL. This is mandatory field.

7. **Percentage of shares held in dematerialized form in NSDL to Listed shares on BSE:** Percentage will be automatically calculated.

8. **Physical**: Enter the number of shares held in physical format. This is mandatory field.

9. **Percentage of shares held in physical form to Listed shares on BSE:** Percentage will be automatically calculated.

10. **Total no. of Shares:** Must be total number of share held in dematerialized form in NSDL & CDSL and in Physical form. Total no of shares will be automatically calculated.

11. **Percentage as a total number of shares:** Percentage must be 100%.

12. **Reasons for difference if any, between issued capital and listed capital**: If there is a difference between issued capital and listed capital then this filed is mandatory.

13. **Reasons for difference if any, between issued capital and total number of shares**: If there is a difference between issued capital and total number of shares then this field is mandatory.

14. **Reasons for difference if any, between listed capital and total number of shares**: If there is a difference between listed capital and total number of shares then this field is mandatory.

6.3 Certifying the detail of changes in share capital during the quarter under consideration as per Table

Certifying the details of changes in share capital during the quarter under consideration as per Table below :
Click here

Click on this link to add details of changes in the share capital during the quarter under the consideration.

Home	Validate

Certifying the details of changes in share capital during the quarter under consideration as per Table below :							
Serial No.	Particulars	No.of shares	Applied / Not Applied for listing	Listed on Stock Exchanges (Specify Names)	whether intimated to CDSL	whether intimated to NSDL	In-prin appr. pending for SE (Specify Names)
	Add	Delete					

Certifying the details of changes in shares capital during the quarter under consideration as per table below:

1. **Add/Delete:** Click on add button to add rows and delete rows to delete rows. If you add one row then it is mandatory to enter all the details in the row

2. **Particulars:** Insert reason for changes in share capital during the quarter. This is a mandatory field.

3. **No of shares:** Insert the number of shares changed during the quarter. This is a mandatory field.

4. **Applied / Not Applied for listing:** Select the values from drop down whether applied or not applied. This is a mandatory field.

5. **Listed on stock Exchanges (specify Name):** Select the name of stock exchange from drop down. If company has made changes in the shares and which are listed on more than one stock exchange then in that case show in stock exchange wise details in more than one row. This is a mandatory field.

6. **Whether intimated to CDSL:** Select values "Yes/No" from drop down. This is a mandatory field.

7. **Whether intimated to NSDL:** Select values "Yes/No" from drop down. This is a mandatory field.

8. **In-prin appr, pending for SE (specify Names)**: Insert the details. This is a mandatory field

6.4 Share capital Changes Details

Register of members is updated*		<< 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 ? *		<< Select from drop down
If not, Reason why ?		

1. **Register of Members is updated:** Select "Yes/No" from drop down". This is a mandatory field.

2. **If not, Updated up to which date**: If "No" is selected in above filed then this field is mandatory, up to which date register of member is not updated.

3. **Reference of previous quarter with regards to excess dematerialized shares, if any. :** Enter the details if any, if this field is not applicable then write "**NA**". This is a mandatory field.

4. **Has the company resolved the matter (excess dematerialized shares mentioned above) in the current quarter?** Select "Yes/No" from drop down". This is a mandatory field.

5. If not, Reason why? If "No" is selected in above filed then this field is mandatory.

6.5 Total no of request, if any confirmed after 21 days and the total no of request pending beyond 21 days with the reasons for the day

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*			
Pending for more than 21 days*			

1. **No of requests:** Enter the number of demat requests confirmed after 21 day and pending for more than 21 days.

2. **No of shares :** Enter the number of shares for which demat request received in the applicable column

3. **Reason for delay:** Specify the reasons for delay if demat request are not processed within 21 days

6.6 Compliance Officer Details

Compliance Officer Details			
Name of the compliance officer*			
Designation*			
Membership Nos			
Telephone no.*	STD Code		Number
Fax no.			
E-mail id*			

* Implies that fields are mandatory

6.7 Certifying Auditor Details

Certifying Auditor Details		
CA/CS*		
Name of certifying auditor*		
Date of issue of report*		
Address*		
Contact no.*	STD Code	Number
Fax no.*		
Membership no.		
Firms registration number of audit firm		
Name of the firm *		
COP number		

* Implies that fields are mandatory

1. **CA/CS**: Select the qualification of auditor from drop down. Whether "Chartered accountant/ Company secretary". This is a mandatory field.

2. **Name of Certifying auditor:** Enter the name of certifying auditor. This is a mandatory field.
3. **Date of issue of report:** Enter date of report issued by Certifying auditor. This is a mandatory field.

4. **Address:** Enter the address of Certifying auditor. This is a mandatory field.

5. **Contact No:** Enter the address of Certifying auditor. This is a mandatory field.

6. **Fax no**: Enter the Fax number of Certifying auditor. This is a non-mandatory field.

7. **Membership no:** Enter the membership number of certifying auditor. It must be same as provided by respective Institute. This is a non-mandatory field.

8. **Firm's registration number of audit firm**: Enter the Firm registration number of Certifying auditor. It must be same as provided by Institute of Chartered accountants of India in case of CA or Institute of Company secretary of Indian in case of CS. This is a non-mandatory field.

6.8 Registrar and Share Transfer Agent Details

Registrar and Share Transfer Agent Details		
Appointment of common agency for share registry work*		
Name of RTA		
SEBI registration no.		
Address		
State		
City		
Pincode		
Contact no.	STD Code	Number
Fax number of RTA		
E-mail id		
Website Address		
Any other detail that the auditor may like to provide. (e.g. BIFR company, delisting from	Add Notes	

1. **Appointment of common agency for share registry work:** Select "Yes/No" from drop down list. This is a mandatory field.

2. **Name of RTA:** Enter name of RTA. This is a mandatory field.

3. **SEBI registration no:** Enter SEBI registration number**.** This is a mandatory field.

4. **Address:** Enter the RTA address. This is a mandatory field

5. **State:** Select state from drop down. This is a mandatory field.

6. **City:** Enter the city name. This is a mandatory field.

7. **Pin code:** Enter the pin code number. This is mandatory field.

8. **Fax:** Enter valid fax number of registered office. This is a mandatory field.

9. **Email address:** Enter valid email address of the company. This is a mandatory field.

10. **Website Address:** Enter website URL of RTA. This is a non-mandatory field.

11. **Any other details that the auditor may like to provide. (E.g. BIFR Company, delisting from SE):** Enter the any additional information in this field.

7 Validate all sheet

8 Generate XML/XBRL

1. **Generate XML/XBRL**: Press Home button a window will pop up. Now click on "**Generate XML**".
2. Save dialog box will be pop up.
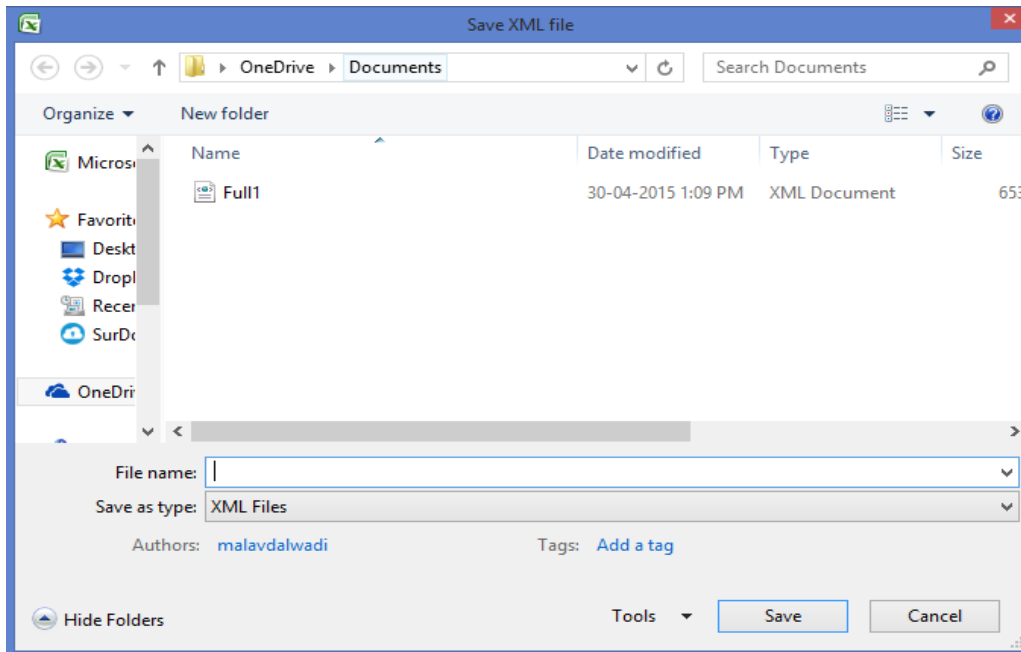
3. Save XML file in desire folder.

9 Generate HTML Report
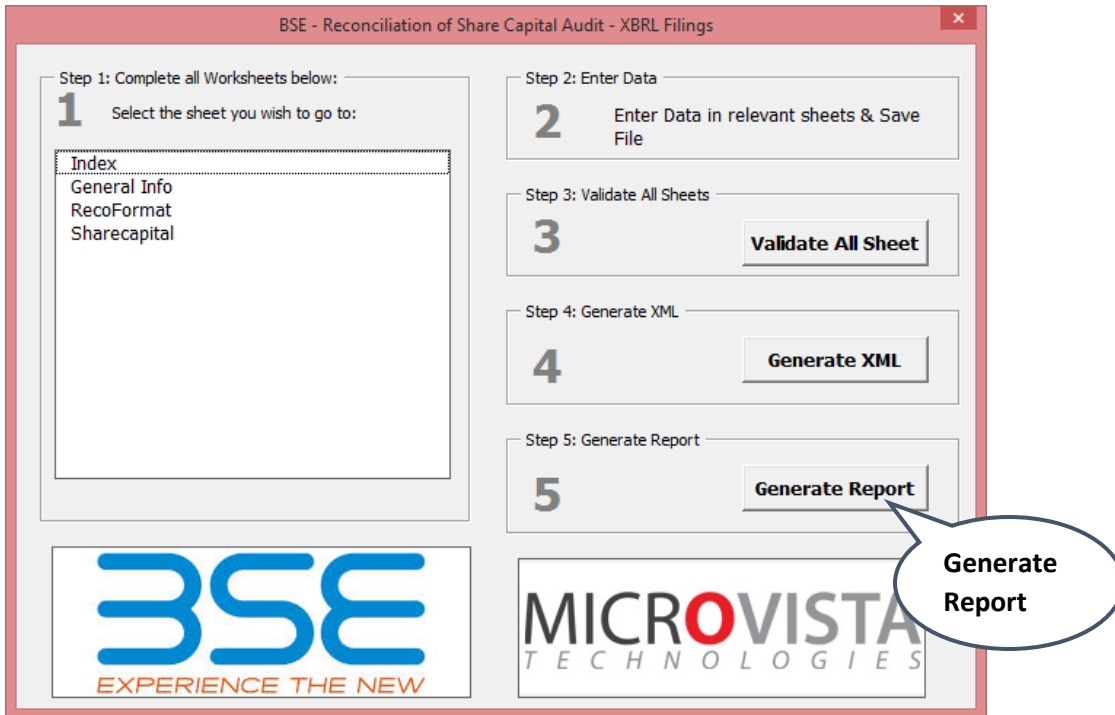
1. **Generate HTML**: Press Home button a window will pop up. Now click on "**Generate Report**".
2. Save dialog box will be pop up.
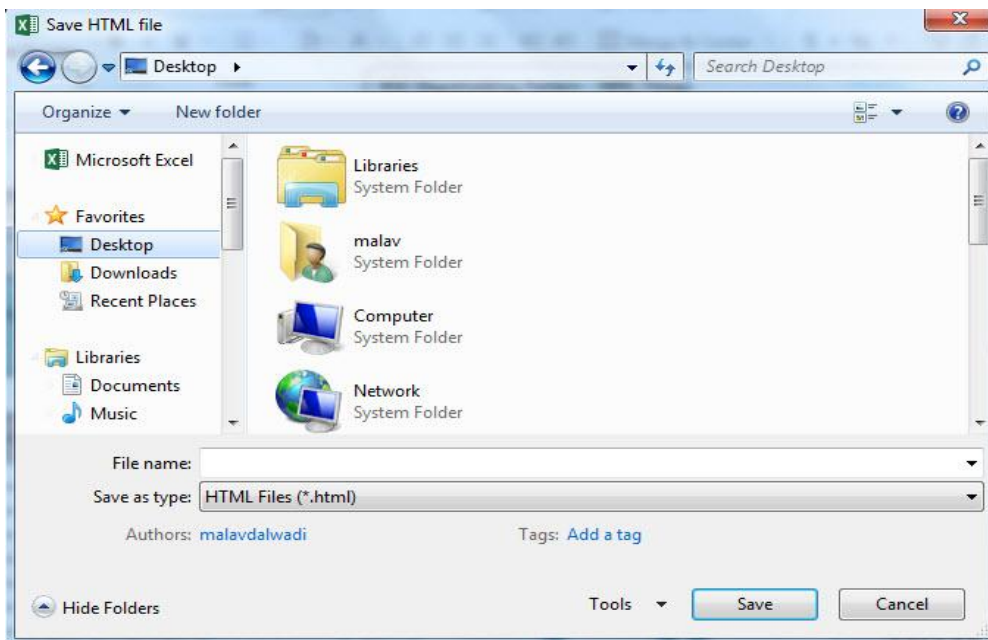
3. Save HTML file in desire folder.

4. Open HTML file in "**Chrome Browser**"
5. **Press Control + P to save report in PDF format.**
6. **Select "Save as PDF" in Destination field. Then click on save button.**

RECONCILIATION OF SHARE CAPITAL AUDIT

Scrip code*	600001
Name of the company*	Microvista Technologies
Registered office address	
Registered office address*	403, Ashirwad Complex, B/h Sardar Patel Seva Samaj, Nr Mithakhali Six Roads
Registered office state*	Gujarat
Registered office city*	Ahmedabad
Registered office pin code*	380006
Registered office contact number*	STD Code*
Registered office contact number*	0-18002330445
Registered office fax	-
Correspondence address	
Correspondence address	403, Ashirwad Complex, B/h Sardar Patel Seva Samaj, Nr Mithakhali Six Roads
Correspondence state	Gujarat
Correspondence city	Ahmedabad
Correspondence pin code	380006
Correspondence contact number	STD Code
Correspondence contact number	079-18002330445
Correspondence fax	-
Email address*	bse.xbrl@bseindia.com
Reporting quarter*	31-03-2016
ISIN*	123456789123

10 Uploading of XML/XBRL document on BSE Listing Centre

1. Now click on XBRL

2. Click on E- Filing menu to upload XBRL document
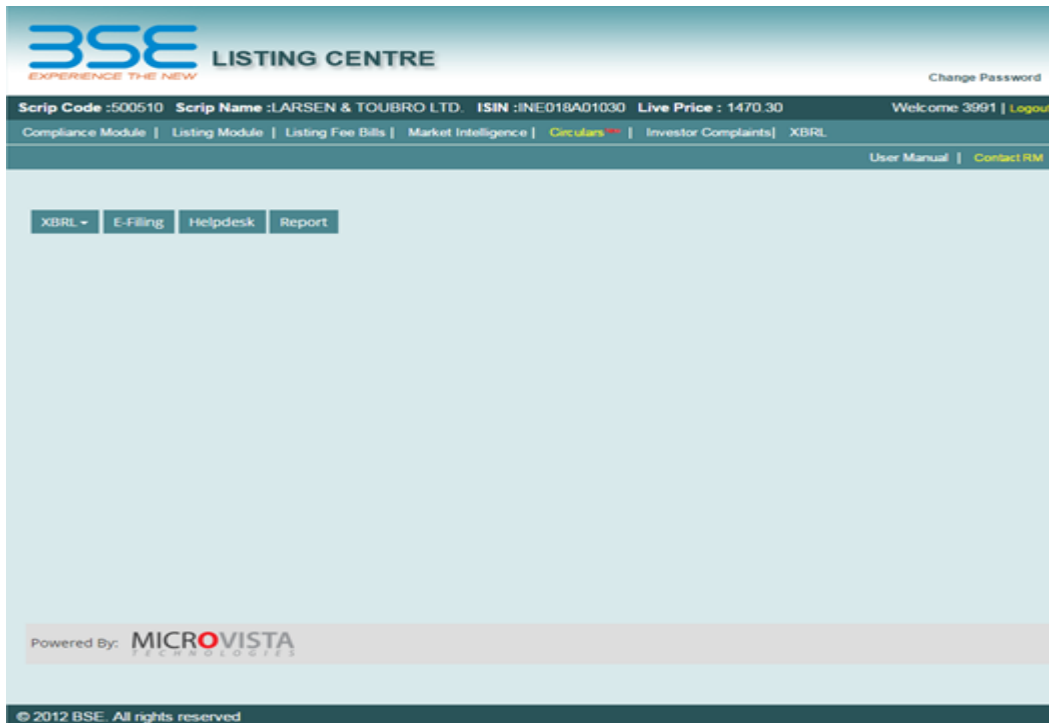
3. Upload XBRL/XML document
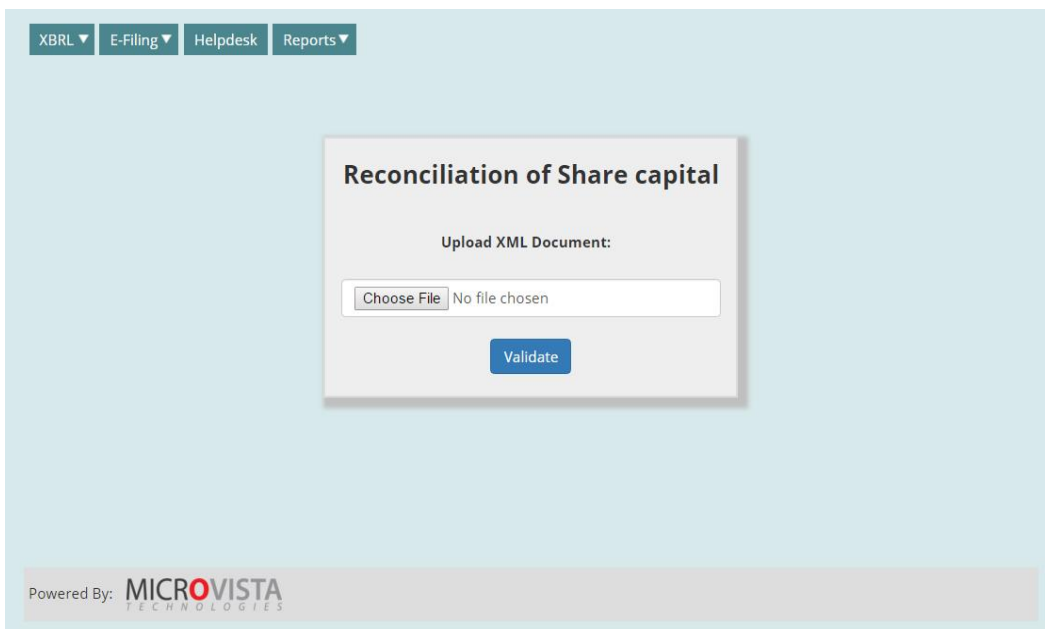
4. Once file is successfully validate then download **Acknowledgment**

11 Help Desk Support