



BSE Limited

Software Manual for XBRL filing

(Regulation 31- Shareholding Pattern)

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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 shareholding pattern 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

INTENDED Audience

This document is intended for use by the companies submitting Shareholding Pattern to BSE as per Regulation 31, SEBI Listing Regulations.

1 GENERAL INSTRUCTIONS

1.1 System Requirement

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. The system should have minimum 2GB of RAM to run Excel utility file properly.
4. The system should have "Chrome Browser" to view report generated from Excel Utility.

1.2 Download Excel Utility

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

1.3 Before you begin

1. 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)**
2. Disable auto recovery option to run excel software properly. **(Separate document to disable auto recovery is provided in Zip file)**

2 SPECIFIC INSTRUCTIONS

- i) Avoid use of cut - paste while using the Excel utility. Cut paste might damage the Excel utility.
- ii) 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).
- iii) Do not copy data from excel utility to your working sheet.
- iv) Insert ZERO in the field that is mandatory but is not applicable to the company. For fields that are not mandatory and are also not applicable to the company leave it blank.**
- v) To toggle between sheets, it is recommended to use "Home" button (Ctrl + H).
- vi) 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

	It opens home screen. Through this you can toggle between sheets.
	Validates the sheet, In case of error pop up window will guide.
	Unprotect cells if cells are protected by the mistake of users.
	Re-protects the sheet and takes it back to default mode.
	Adds desired notes in sheet.
	Add rows to the sheet for the data entry.
	Delete unwanted rows from the sheet.
	Validate all sheets at once. Once validation fails at sheet level, it will stop validating further.
	Generates XML file
	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 macros first.

The screenshot shows the Microsoft Excel interface with a security warning. The warning bar at the top states "Security Warning: Macros have been disabled." and includes an "Options..." button. A callout bubble points to this button with the text "Enable Content". Below the warning, the worksheet "General information about company" is visible, containing a table with the following data:

General information about company	
4	Home Validate
5	
6	Scrip code
7	NSE Symbol
8	MSEI Symbol
9	ISIN
10	Name of the company
11	Whether company is SME
12	Class of Security
13	Type of report
14	Quarter Ended / Half year ended/Date of Report (For Prelisting / Allotment)
15	Date of allotment / extinguishment (in case Capital Restructuring selected) / Listing Date
16	Shareholding pattern filed under
17	

The bottom of the screenshot shows the worksheet tab bar with tabs for "Index", "GeneralInfo", "Declaration", "Summary", and "Shareholding Pattern".

5. GENERAL INFORMATION

Home

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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	

1. **Scrip code:** Provide valid **SCRIP CODE** number of the scrip which should be same as per BSE database. This is a mandatory field.
2. **NSE Symbol:** Enter NSE Symbol. This is optional field.
3. **MSEI Symbol:** Enter MSEI Symbol. This is optional field.
4. **ISIN:** Enter the valid ISIN number. This is a optional field.
5. **Name of the company:** Enter the name of the Company. This is a mandatory field.
6. **Whether company is SME:** **Select from drop down list.** Should be select "Yes/No". This is a mandatory field.
7. **Name of the scrip:** Provide the Name of the scrip which should be based on SCRIP Code. This is a mandatory field.
8. **Class of security:** **Select from drop down list.** Should be 'Equity shares', 'Preference shares' or 'Differential voting rights shares'. Do not copy paste in this field. This is a mandatory field.
9. **Type of report:** **Select from drop down list.** Should be 'Pre-listing' or 'Quarterly' or 'Capital Restructuring '. This is a mandatory field.
10. **Quarter Ended / Half year ended/Date of Report (For Prelisting / Allotment):**If type of Report '**Quarterly**', '**Half year ended**', '**Date of Report**', '**Prelisting / Allotment**' selected then Quarter ended date shall be 31st March, 30th June and 31st December for respective years.
11. **Date of allotment / extinguishment (in case Capital Restructuring selected) / Listing Date :** If type of Report '**Pre-Listing** 'or '**Capital Restructuring**' then Date of allotment/Listing Date would be applicable.

6. Declaration

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Sr. No.	Particular	Yes/No	Promoter and Promoter Group	Public shareholder	Non Promoter- Non Public
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?				

1. All the fields in this table are mandatory.
2. Select "Yes/No" from drop down depending upon the applicability of shares of the company. For e.g. if you will select "No" then it will hide corresponding column from all the respective Group sheet.
3. If "No" is selected then rest of column value is selected "No" by default.

7. Summary Statement holding of specified securities

Table 1 - Summary Statement holding of specified securities																			
Note : Data will be automatically populated from shareholding pattern sheet - Data Entry Restricted in this sheet																			
Category (I)	Category of shareholder (II)	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 Rightsheld 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 (XII) (A)	Shareholding, as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (A1)+(V1)+(X) As a % of (A+B+C2)	Number of Locked in shares (XIII)		Number of Shares pledged or otherwise encumbered (XIV)		Number of equity shares held in dematerialised form (XV)
								Class eq: X	Class eq: Y	Total					Total as a % of (A+B+C)	No. (A)	As a % of total Shares held (B)	No. (A)	
(A)	Promoter & Promoter Group																		
(B)	Public																		
(C)	Non Promoter- Non Public																		
(C1)	Shares underlying DRs																		
(C2)	Shares held by Employee Trusts																		
	Total																		

Note: Data entry is restricted in this sheet. Data will be automatically populated from shareholding pattern sheet.

8. Shareholding pattern

8.1. Shareholdings pattern of the promoter ad promoter group

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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 Voting (XIV)Rights			Total as a % of Total Voting rights
								Class eg: X	Class eg:Y	Total	
A Table II - Statement showing shareholding pattern of the Promoter and Promoter Group											
(1) Indian											
(a)	Individuals/Hindu undivided Family										
(b)	Central Government/ State Government										
(c)	Financial Institutions/ Banks										
(d)	Any Other (specify)										
	Sub-Total (A)(1)										
(2) Foreign											
(a)	Individuals (NonResident Individuals/ Foreign Individuals)										
(b)	Government										
(c)	Institutions										
(d)	Foreign Portfolio Investor										
(e)	Any Other (specify)										

Click on Hyper link

1. Data entry for promoter shareholding information is restricted in this sheet. For individual entry please click on URL to open individual entry. Total number of promoter of particular category will be pop in sheet automatically.
2. On click on any hyper link, it will open new sheet where you can insert promoter details

Home Validate

Serial No.	Name of the Shareholders (I)	PAN (II)	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 Warrants (XI)	No. Of Shares Underlying Outstanding convertible securities and No. Of Warrants (XII) (A)	Shareholding, as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XIII) = (VII)+(XII)(A)	Number of Locked in shares (XIV)		Number of Shares pledged or otherwise encumbered (XV)		Number of equity shares held in dematerialized form (XVI)	Reason for not providing PAN	Shareholder type
								No of Voting (XIV) Rights							Total as a % of Total Voting rights						
								Class eg: X	Class eg:Y	Total						No. (A)	As a % of total Shares held (B)	No. (A)			
A1(a) Individuals/Hindu undivided Family																					
<div style="display: flex; justify-content: space-between; align-items: center;"> Add Delete </div>																					
<div style="display: flex; justify-content: space-between; align-items: center;"> Click here to go back Total </div>																					

1. **Add / Delete Promoter:** To add delete promoter select "ADD/DELETE" button.

3. **Add PromoterDetails:** Click on Add button and New window will be popup. Enter no of rows to add.

4. **Delete Promoter Details :**Click on delete button to delete row. You can delete number of rows simultaneously.

Serial No.	Name of the Shareholders (I)	PAN (II)	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 Warrants (XI)	No. Of Shares Underlying Outstanding convertible securities and No. Of Warrants (XII) (A)	Shareholding, as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XIII) = (VII)+(XII)(A)	Number of Locked in shares (XIV)		Number of Shares pledged or otherwise encumbered (XV)		Number of equity shares held in dematerialized form (XVI)	Reason for not providing PAN	Shareholder type	
								Class eg:X	Class eg:y	Total					No. (a)	As a % of total Shares held (b)	No. (a)	As a % of total Shares held (b)				
																						No. of Voting Rights
A1(a) Individuals/Hindu undivided Family																						
<div style="display: flex; justify-content: space-between; align-items: center;"> Add Delete </div>																						
1	ABC HDYT DKDHUS	AAATP1111A	1234	1234	1234	3702	100.00	1234.00	1234.00	3468.00	100.00	100	100	200	100.00	100	2.70	100	2.70	100	Add Notes	Promoter Group
	Click here to go back	1234	1234	1234	1234	3702	100.00	1234.00	1234.00	3468.00	100.00	100	100	200	100.00	100	2.70	100	2.70	100		

5. Blue collared cells are protected fields and values will be calculated automatically.

6. Name of promoter and PAN :- For any promoter having more than one portfolio and having joint holding, Promoter has to show all the values by clubbing into one by showing one PAN

For e.g. – In given below example Mr Smith has more than one portfolio and having joint holding with two different person but his name is first in the shares.

Sr.	Name of Promoter	Portfolio	PAN	Number of shares
1	Mr. Alan Smith	NSDL	AATPD1234C	1000
2	Mr. Alan Smith	CDSL	AATPD1234C	5000
3	Mr. Alan Smith jointly with Mrs. Smith		AATPD1234C	500
4	Mr. Alan Smith jointly with Mr. J Smith		AATPD1234C	700
Total Number of Shares				7200

In above case instead of showing 4 different entries show only one entry by clubbing PAN.

Sr	Name of Promoter	PAN	Number of shares
1	Mr. Alan Smith	AATPD1234C	7200

7. Number of Locked in shares:- Locked in shares must be less than or equal to fully paid-up shares of the same class

8. Locked in shares as percentage of total number of shares: Percentage will be calculated on the basis of fully up shares of the same class

9. Number of Shares pledged or otherwise encumbered: -Number of Shares pledged or otherwise encumbered must be less or equal to fully paid-up shares of the same class

10. Number of Shares pledged or otherwise encumbered as percentage of total number of shares: -Percentage will be calculated on the basis of fully up shares of the same class

11. Number of equity shares held in dematerialized form : Values must be less or equal to total number of shares of same class (Fully paid-up shares + partly paid-up shares + Number of shares underlying Depository receipts)

8.2. Other Indian/Other Foreign Promoters

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Serial No.	Category	Name of the Shareholders (I)	PAN (II)	No. of the Shareholders (I)	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 s (IX)			
										No of Voting (XIV) Rights			
										Class eg: X	Class eg: y	Total	
A2(d) Any Other (specify)													
Add Delete													
1	Clearing Member	Name 1	AAPDS1111A	1	1	1	1	3	0.19	1.00	1.00	2.00	
2	Employee Welfare Fund	Name 2		1	2	2	2	6	0.37	2.00	2.00	4.00	
3	Firms	Name 3	AADSF4564S	1	3	3	3	9	0.56	3.00	3.00	6.00	
4	Overseas Corporate Bodies	Name 4		1	4	4	4	12	0.74	4.00	4.00	8.00	
5	Private Equity Fund	Name 5	DSFGD9856D	1	5	5	5	15	0.93	5.00	5.00	10.00	
6	Societies	Name 6		1	6	6	6	18	1.11	6.00	6.00	12.00	
7	Trust	Name 7	DSDF2156C	1	7	7	7	21	1.30	7.00	7.00	14.00	
8	Venture Capital Fund	Name 8		1	8	8	8	24	1.48	8.00	8.00	16.00	
Click here to go back				Total	8	36	36	36	108	6.67	36.00	36.00	72.00

- ✓ Category is already defined by BSE for Other Indian and Foreign Promoters. If any your desired category will not fall in the drop down then select “Other” category from drop down.

8.3 Shareholding pattern of the Public shareholder

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 Voting (XIV) Rights			Total as a % of Total Voting rights
								Class eg: X	Class eg: Y	Total	
(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 of India										
	Sub-Total (B)(2)										
(3) Non-institutions											
(a(i))	Individuals - i. Individual shareholders holding nominal share capital up to Rs. 2 lakhs.										
(a(ii))	Individuals - ii. Individual shareholders holding nominal share capital in excess of Rs. 2 lakhs.										
(b)	NBFCs registered with RBI										
(c)	Employee Trusts										
(d)	Overseas Depositories (holding DRs) (balancing figure)										
(e)	Any Other (specify)										
	Sub-Total (B)(3)										
	Total Public Shareholding (B)=(B)(1)+(B)(2)+(B)(3)										

- ✓ Provide public shareholding information in “Shareholding pattern sheet”
- ✓ For any Class/category of Institution or non-Institutional shareholders having more than 1% of total share capital then company has to provide information about shareholder having more than 1% of total share capital

To provide details of shareholding more than 1% of total share capital click on hyper link to open particular class or category sheet

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

Serial No.	Name of the Shareholders (I)	PAN (II)	No. of fully paid up equity shares held (IV)	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		Total as a % of Total Voting rights	No. Of Shares Underlying Outstanding convertible securities (X)	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 equity shares held in dematerialized form (XIV)
							No of Voting (XIV) Rights						
							Class eg: X	Total					
B1(f) Financial Institutions/ Banks													
Add Delete													
Disclosure of shareholder holding more than 1% of total share capital													
1	HDFC Bank Ltd	AATPD1234C	6735191	0	6735191	1.06	8735191.00	6735191.00	1.06	0	0	1.06	6735191
2	IDBI Bank Ltd	AATPD1235C	42117513	0	42117513	6.62	42117513.00	42117513.00	6.62	0	0	6.62	42117513
3	Oriental Bank Of Commerce	AATPD1134C	7178003	0	7178003	1.13	7178003.00	7178003.00	1.13	0	0	1.13	7178003
4	Bank of India	AATPD1224C	8933208	0	8933208	1.40	8933208.00	8933208.00	1.40	0	0	1.40	8933208
5	Allahabad Bank	AATPD1244C	15144676	0	15144676	2.38	15144676.00	15144676.00	2.38	0	0	2.38	15144676
6	Canara Bank Mumbai	AATPD1224C	17381792	0	17381792	2.73	17381792.00	17381792.00	2.73	0	0	2.73	17381792
Click here to go back			Total	0	97490383	15.32	97490383.00	97490383.00	15.32	0	0	15.32	97490383

✓ Only show shareholder having more share on 1% of total share capital

8.4 Other Institution & Non-Institutional Public shareholder

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Serial No.	Category	Category / More than 1 percentage	Name of the Shareholders (I)	PAN (II)	No. of the Shareholders (I)	No. of fully paid up equity shares held (IV)	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)	
B1(i) Any Other (specify)										
Add Delete										
1	Insurance Companies	Category			5	16970618	0	16970618	2.67	
2	Insurance Companies	More than 1 percentage of shareholding	LIC	AATPD9241C		15000000	0	15000000	2.36	
3	Provident Fund	Category			3	56983883	0	56983883	8.96	
4	Other	Category	FCCB Holders		1	0	0	0	0.00	
Click here to go back					Total	9	88954501	0	88954501	13.98

- ✓ Category is already define by BSE for Other Institution and Non-institutional shareholder If any your desired category will not fall in the drop down then select "Other" category from drop down.
- ✓ As per SEBI LODR format, it is mandatory to show total number of Class/Category wise shareholding along with Name of shareholding and his details if shareholder having more than 1% of total number of shares.
- ✓ Here in above (image) example. Total other institutional shareholders are 9. 5 for Insurance companies, 5 for Provident fund while there is no category define for FCCB Holders, in such case select other in Category column.
- ✓ Now there is one Insurance company having more than 1% holding, then in such case we have added new row and **selected** More than 1 percentage of shareholding in column "Category/More than 1 percentage" and provided details of shareholder.

8.5 Shareholding pattern of the Non Promoter- Non Public shareholder

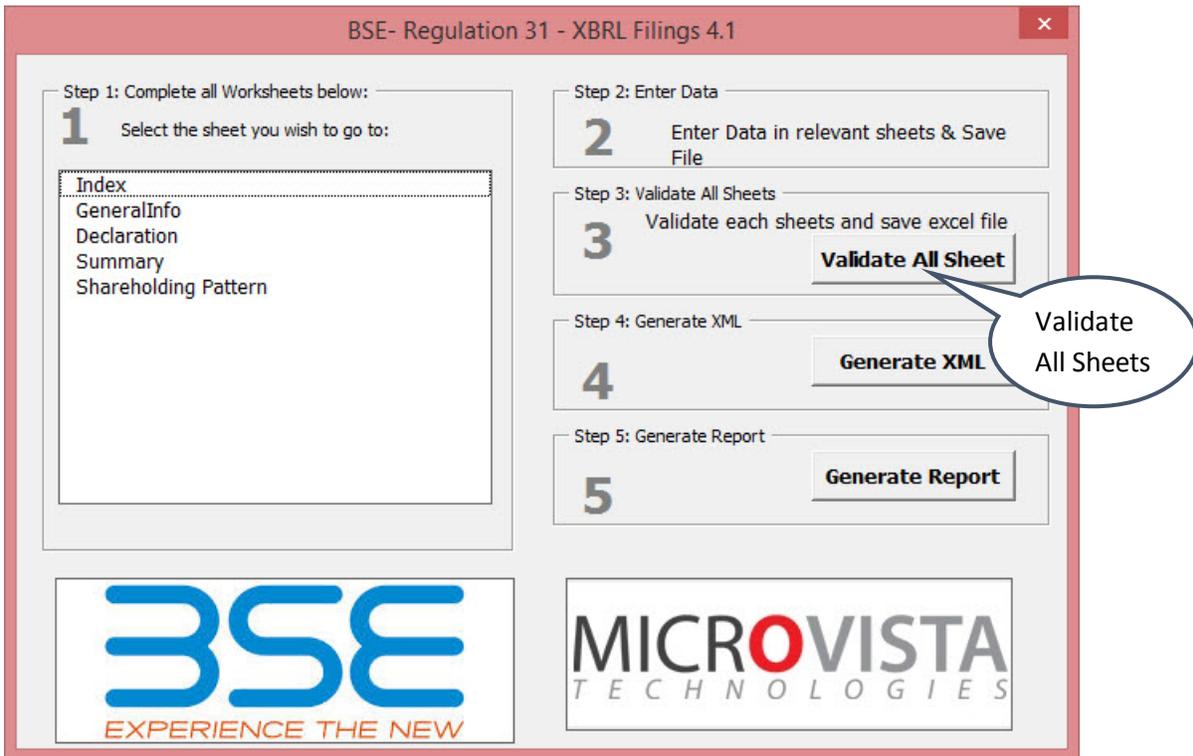
Sr.	Category & Name of the Shareholders (I)	Nos. Of shareholders (III)	No. of fully paid up equity shares held (IV)	No. Of Partly paid-up equity shares held (V)	No. Of shares underlying Depository Receipts (VI)	Total nos. shares held (VII) = (IV)+(V)+(VI)	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Number of Voting Rights held in each class of securities (IX)			
								No of Voting (XIV) Rights			Total as a % of Total Voting rights
								Class eg: X	Class eg: y	Total	
A Table II - Statement showing shareholding pattern of the Promoter and Promoter Group											
(1)	Custodian/DR Holder - Name of DR Holders (If Available)										
(2)	Employee Benefit Trust (under SEBI (Share based Employee Benefit) Regulations, 2014)										
Total	Non Promoter- Non Public Shareholding (C) = (C)(1)+(C)(2)										
	Total (A+B+C2)										
	Total (A+B+C)										
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			

- ✓ Provide details of Non-promoter and non-public shareholder information in “Shareholding pattern sheet”
- ✓ For any custodian or any shareholders having more than 1% of total share capital then company has to provide information about shareholder having more than 1% of total share capital
- ✓ To provide details of shareholding more than 1% of total share capital click on hyper link to open particular class or category sheet

Serial No.	Category	Bank Name	Name of the Shareholders (I)	PAN (II)	No. of the Shareholders (I)	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)
C1 Custodian/DR Holder - Name of DR Holders (If Available)										
<div style="display: flex; justify-content: space-between; align-items: center;"> Add Delete </div> Disclosure of shareholder holding more than 1% of shareholding										
1	ADR	Bank of America	ABC LTD	AATPD1234C	1	1000	0	0	1000	
Click here to go back					Total	1	1000	0	0	1000

- ✓ Category is already define by BSE for Custodian/Dr Holder, Select category from Drop down then enter name of bank and shareholders details

9. Validate all sheet

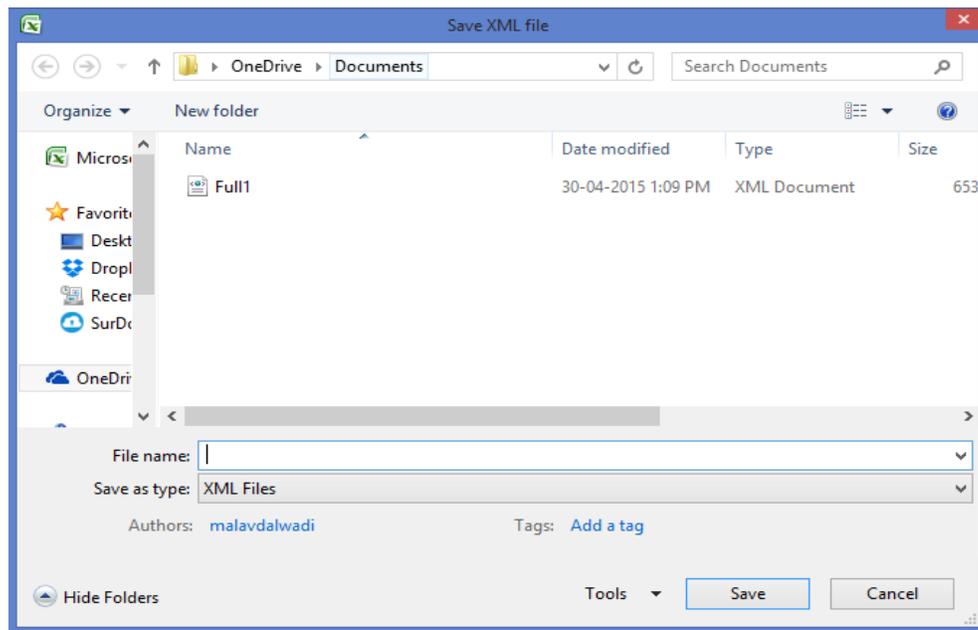


1. **Validate All Sheets:** Press Home button a window will pop up. Now click on validate all sheets button.
2. It can validate all sheets one by one, If any sheet is not validated then its stops validations. Once again you have to click on validate all sheets button and complete validation of all sheets
3. Once validations of all sheets completed then you can generate XBRL file.

10. Generate XML/XBRL

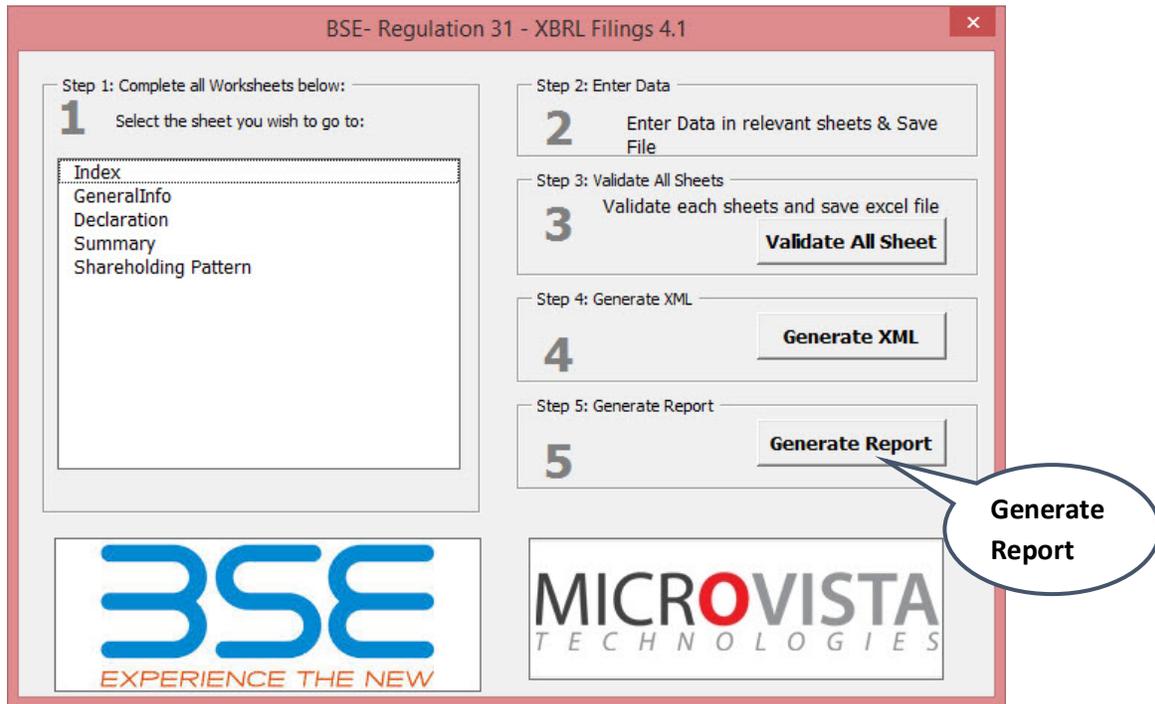


1. **Generate XML:** Press Home button a window will pop up. Now click on "**Generate XML**".
2. Save dialog box will be pop up.

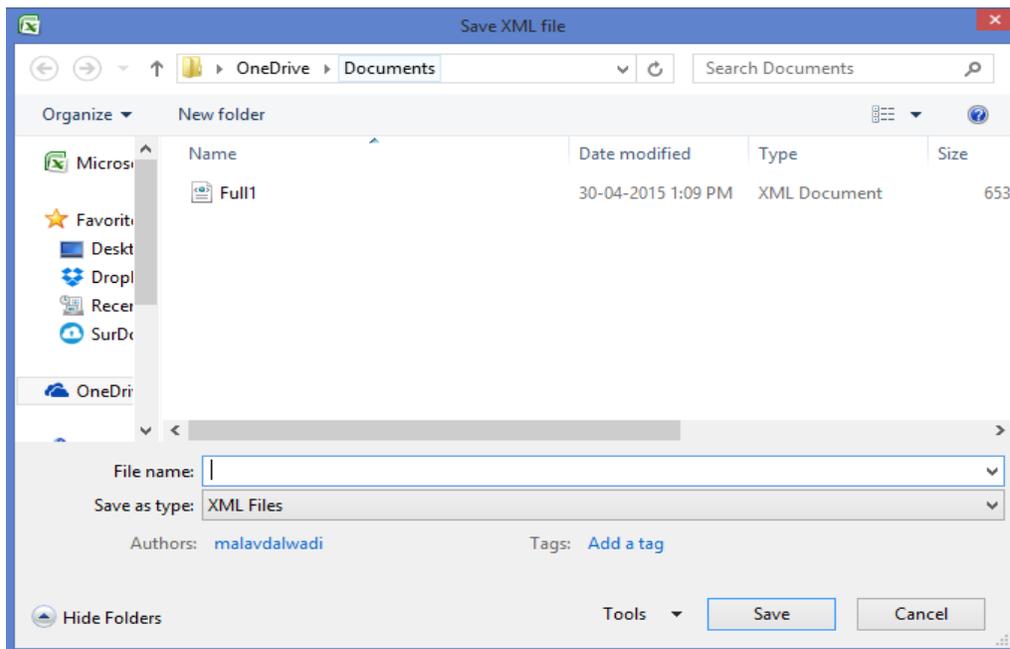


3. Save XML file in desire folder.

11. Generate HTML Report



1. **Generate Report:** 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"

General information about company	
Scrip code	600001
NSE Symbol	NSE8080
MSEI Symbol	MSE016
ISIN	123123123123
Name of the company	Microvista Technologies
Whether company is SME	No
Class of Security	Equity Shares
Type of report	Quarterly
Quarter Ended / Half year ended/Date of Report (For Prelisting / Allotment)	31-12-2017
Date of allotment / extinguishment (in case Capital Restructuring selected) / Listing Date	
Shareholding pattern filed under	Regulation 31 (1) (b)

5. Press Control + P to save report in PDF format.

Select "Save as PDF" in Destination field. Then click on save button.

The screenshot shows a Chrome print dialog box on the left and a print preview on the right. The dialog box has the following settings:

- Print: Total: 8 pages
- Destination: Save as PDF (selected), Change...
- Pages: All (selected), e.g. 1-5, 8, 11-13
- Layout: Portrait
- More settings: + More settings

The print preview shows a table with the following data:

MSEI Symbol	
Scrip code	600001
NSE Symbol	NSE8080
MSEI Symbol	MSE016
ISIN	123123123123
Name of the company	Microvista Technologies
Whether company is SME	No
Class of Security	Equity Shares
Type of report	Quarterly
Quarter Ended / Half year ended/Date of Report (For Prelisting / Allotment)	31-12-2017
Date of allotment / extinguishment (in case Capital Restructuring selected) / Listing Date	
Shareholding pattern filed under	Regulation 31 (1) (b)

12. Uploading of XML/XBRL document on BSE Listing Centre

BSE LISTING CENTRE
EXPERIENCE THE NEW

Login

User name

Scrip Code

Password

[Forgot Password](#)

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Now click on XBRL

BSE LISTING CENTRE
EXPERIENCE THE NEW

Change Password

Scrip Code :500510 Scrip Name :LARSEN & TOUBRO LTD. ISIN :INE018A01030 Live Price : 1470.30 Welcome 3991 | [Logout](#)

[Compliance Module](#) | [Listing Module](#) | [Listing Fee Bills](#) | [Market Intelligence](#) | [Circulars](#) | [Investor Complaints](#) | [XBRL](#) | [User Manual](#) | [Contact RM](#)

[Submit Compliance](#)

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From Date To Date

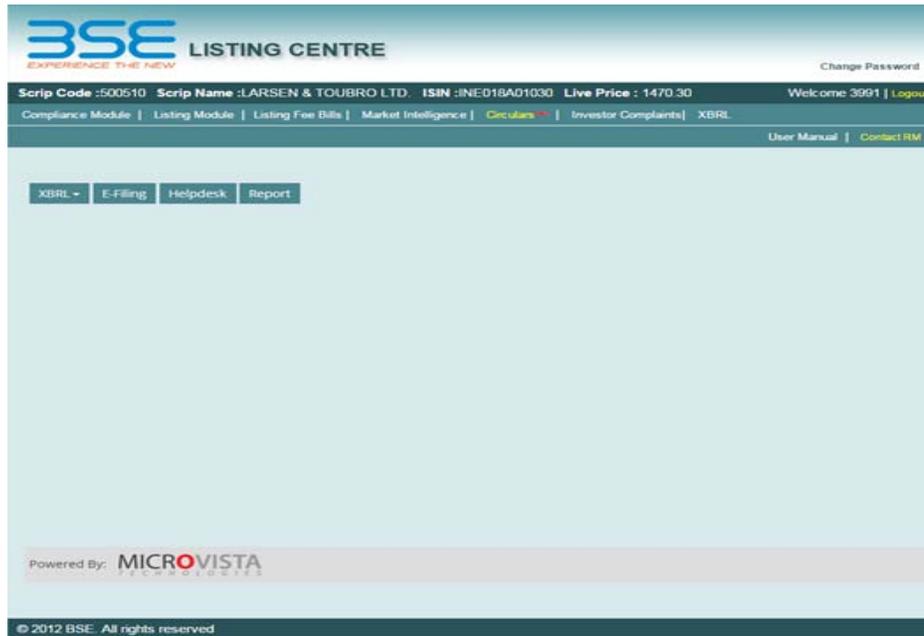
Year Compliance Type

Clause	Date of filing	Pdf	Excel	Transaction No	Remark
Sustainability Reports	22/05/2015	<input checked="" type="checkbox"/>	-	22052015179	
Sustainability Reports	21/05/2015	<input checked="" type="checkbox"/>	-	21052015178	
Sustainability Reports	20/05/2015	<input checked="" type="checkbox"/>	-	20052015177	
Sustainability Reports	12/05/2015	<input checked="" type="checkbox"/>	-	12052015176	
Sustainability Reports	12/05/2015	<input checked="" type="checkbox"/>	-	12052015175	
Sustainability Reports	12/05/2015	<input checked="" type="checkbox"/>	-	12052015174	
Sustainability Reports	11/05/2015	<input checked="" type="checkbox"/>	-	11052015173	
Sustainability Reports	11/05/2015	<input checked="" type="checkbox"/>	-	11052015172	
Clause 35 - Shareholding Pattern	21/01/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21012014168	
Clause 35 - Shareholding Pattern	02/01/2014	<input checked="" type="checkbox"/>	-	02012014165	

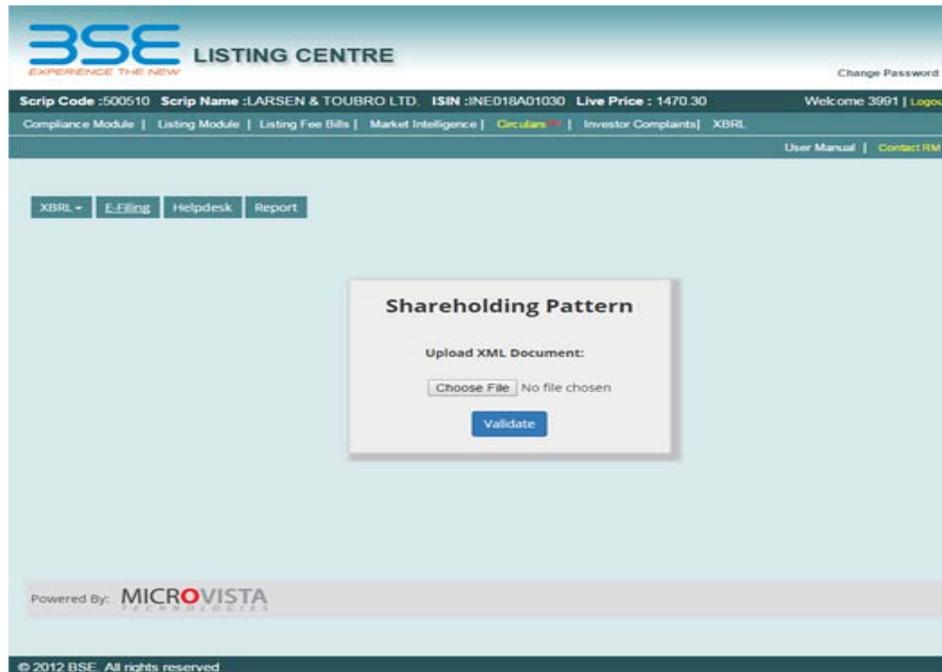
1 2 3

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1. Click on E- Filing menu to upload XBRL document



2. Upload XBRL/XML document.



3. Once XBRL is successfully validate then download **Acknowledgment**

12. Help Desk

The screenshot displays the BSE Listing Centre interface. At the top left is the BSE logo with the tagline "EXPERIENCE THE NEW" and the text "LISTING CENTRE". On the top right, there is a "Change Password" link. Below the header, a dark blue navigation bar contains the following information: "Scrip Code :500510 Scrip Name :LARSEN & TOUBRO LTD. ISIN :INE018A01030 Live Price : 1470.30" and "Welcome 3991 | Logout". A secondary navigation bar includes links for "Compliance Module", "Listing Module", "Listing Fee Bills", "Market Intelligence", "Circulars", "Investor Complaints", and "XBRL". Below this, there are links for "User Manual" and "Contact RM".

A horizontal menu below the navigation bar contains buttons for "XBRL", "E-Filing", "Helpdesk", and "Report".

The main content area features a central box titled "BSE XBRL Help Desk" with the following contact information:

- Email : bse.xbri@bseindia.com
- Toll Free : 1800 233 0445
- Timings : 10:00 AM to 6:00 PM (all working days)

At the bottom of the page, it says "Powered By: MICROVISTA TECHNOLOGIES" and "© 2012 BSE. All rights reserved".