



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

Home

It opens home screen. Through this you can toggle between sheets.

Validate

Validates the sheet, In case of error pop up window will guide.

Unprotect Cells

Unprotect cells if cells are protected by the mistake of users.

Protect Cells

Re-protects the sheet and takes it back to default mode.

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

Validate all sheets at once. Once validation fails at sheet level, it will stop validating further.

Generate XML

Generates XML 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 macros first.

The screenshot shows the Microsoft Excel interface with the file name 'SHP 1.6.xlsm'. The ribbon includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Acrobat, and Team. The 'Home' tab is active, showing options for Clipboard, Font, Alignment, Number, and Styles. A 'Security Warning' bar at the top states 'Macros have been disabled.' with an 'Options...' button. A callout bubble points to this button with the text 'Enable Content'. Below the warning, the active cell is E5, containing the text 'General information about company'. A table with a light blue header 'General information about company' is displayed, containing the following rows:

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	

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

5. GENERAL INFORMATION

[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	

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

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

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

[Home](#)

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 No. (i)	Category of shareholder (ii)	No. 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 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 convertible securities and No. of Warrants (xii) (x)	Shareholding, as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (xi)+(xii)+(x) As a % of (A+B+C2)	Number of Locked in shares (xiii)		Number of Shares pledged or otherwise encumbered (xiv)		Number of equi shares held in dematerialized form (xv)
								Class eq: x	Class gxy	Total					No. (a)	As a % of total Shares held (b)	No. (a)	As a % of total Shares held (b)	
(A)	Promoter & Promoter Group																		
(B)	Public																		
(C)	Non Promoter- Non Public																		
(C1)	Shares underlying DRs																		
(C2)	Shares held by Employee Trusts																		

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

Home		Validate									
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 and Warrants (XI)	No. Of Shares Underlying Outstanding convertible securities (as a percentage of diluted share capital) (XII) = (VII)+(XI)(A)	Shareholding, as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XIII) = (VII)+(XIII)(A)	Number of Locked in shares (XIII)		Number of Shares pledged or otherwise encumbered (XIII)		Number of equity shares held in dematerialized form (XIV)	Reason for not providing PAN	Shareholder type		
								No of Voting (XIV) Rights			No. of Shares Underlying Outstanding convertible securities (X)	No. of Shares Underlying Outstanding convertible securities (X)				No. of Shares Underlying Outstanding convertible securities (X)	No. of Shares Underlying Outstanding convertible securities (X)	No. (A)	As a % of total Shares held (B)				No. (A)	As a % of total Shares held (B)
								Class eg: X	Class eg: Y	Total														
A1(a) Individuals/Hindu undivided Family																								
		Add Delete																						
		Click here to go back		Total																				

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.

The dialog box is titled "Microvista XBRL Generator 2.0". It contains a label "Enter No. of Rows to be Added" and a text input field with the value "5". There are "OK" and "Cancel" buttons.

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

The dialog box is titled "Delete Record". It contains a label "Enter Serial Number range you want to delete :". Below this, there are two input fields: "Sr. From :" with the value "1" and "Sr. To :" with the value "5". There is a "Delete" button at the bottom.

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 Outstanding Warrants (xi)	No. Of Shares Underlying convertible securities and No. Of Warrants (xi) (a)	Shareholding, as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (xii) = (viii)+(xi)/(a)	Number of Locked in shares (xiii)		Number of Shares pledged or otherwise encumbered (xiv)		Number of equity shares held in dematerialized form (xiv)	Reason for not providing PAN	Shareholder type	
								Class eg:X	Class eg:y	Total					No. (a)	As a % of total Shares held (a)	No. (a)	As a % of total Shares held (a)				
A2(a) Individuals/Hindu undivided Family																						
Add		Delete																				
1	ABC HOYT OXDHUS	AATDF1111A	1234	1234	1234	3702	100.00	1234.00	1234.00	2468.00	100.00	100	100	200	100.00	100	2.70	100	2.70	100	Add Notes	Promoter Group
Click here to go back		Total	1234	1234	1234	3702	100.00	1234.00	1234.00	2468.00	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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[Validate](#)

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			
										No of Voting (XIV) Rights			
										Class eg: X	Class eg:y	Total	
A2(d)	Any Other (specify)												
<div>AddDelete</div>													
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		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	6735191.00	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	97490383	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

<div>Home</div> <div>Validate</div>										
Serial I 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)										
<div>Add</div> <div>Delete</div>										
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

E		F	H	I	J	K	L	M	N	O	P	Q
		Home	Validate									
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	NonPromoter- 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

Home		Validate									
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)											
Add		Delete		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

BSE- Regulation 31 - XBRL Filings 4.1

Step 1: Complete all Worksheets below:

1 Select the sheet you wish to go to:

- Index
- GeneralInfo
- Declaration
- Summary
- Shareholding Pattern

Step 2: Enter Data

2 Enter Data in relevant sheets & Save File

Step 3: Validate All Sheets

3 Validate each sheets and save excel file

Validate All Sheet

Step 4: Generate XML

4 **Generate XML**

Step 5: Generate Report

5 **Generate Report**

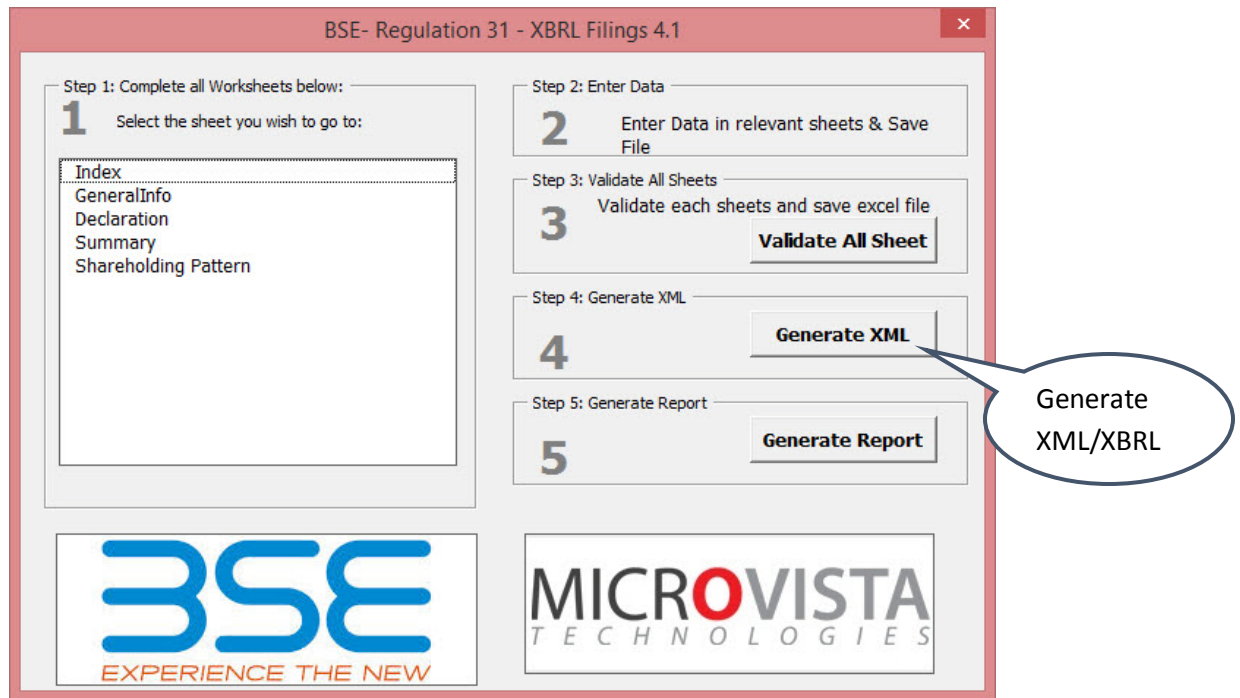
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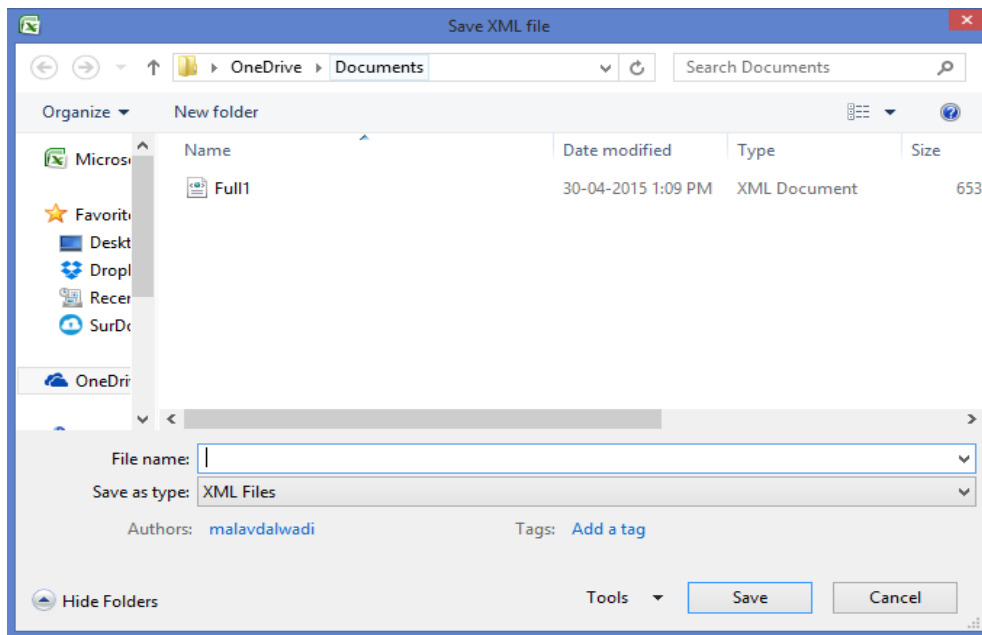
Validate All Sheets

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

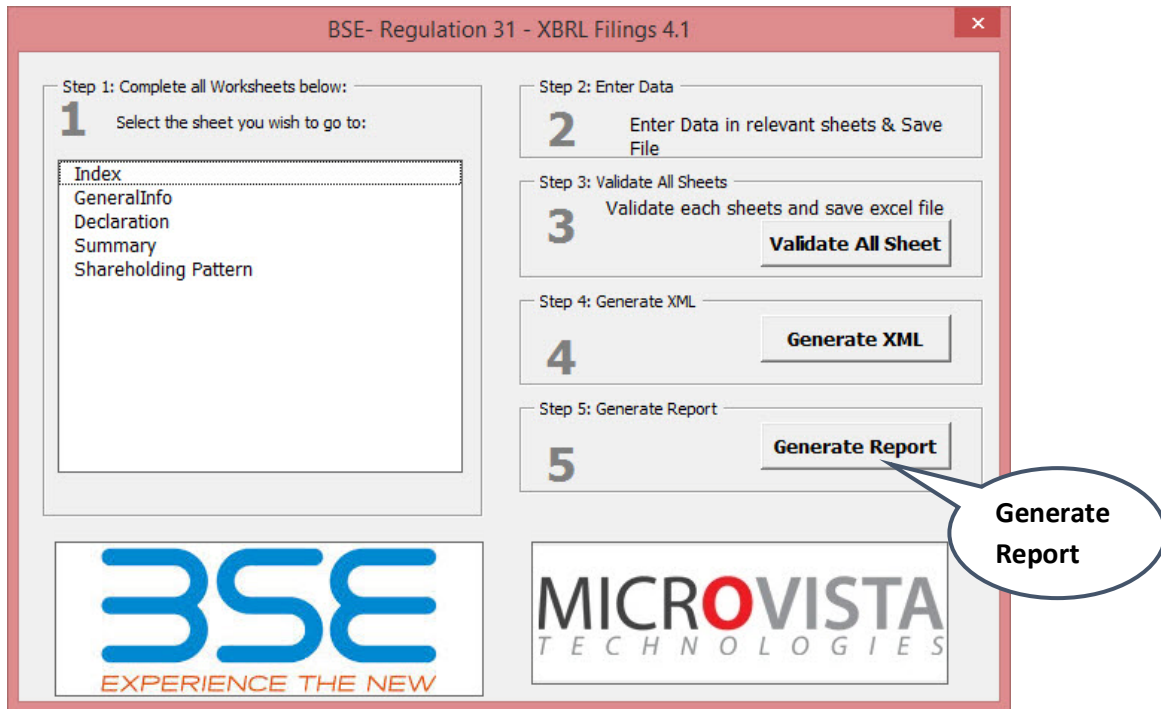


1. **Generate XML:** Press Home button a window will pop up. Now click on "**Generate XML**".
2. Save dialog box will be pop up.

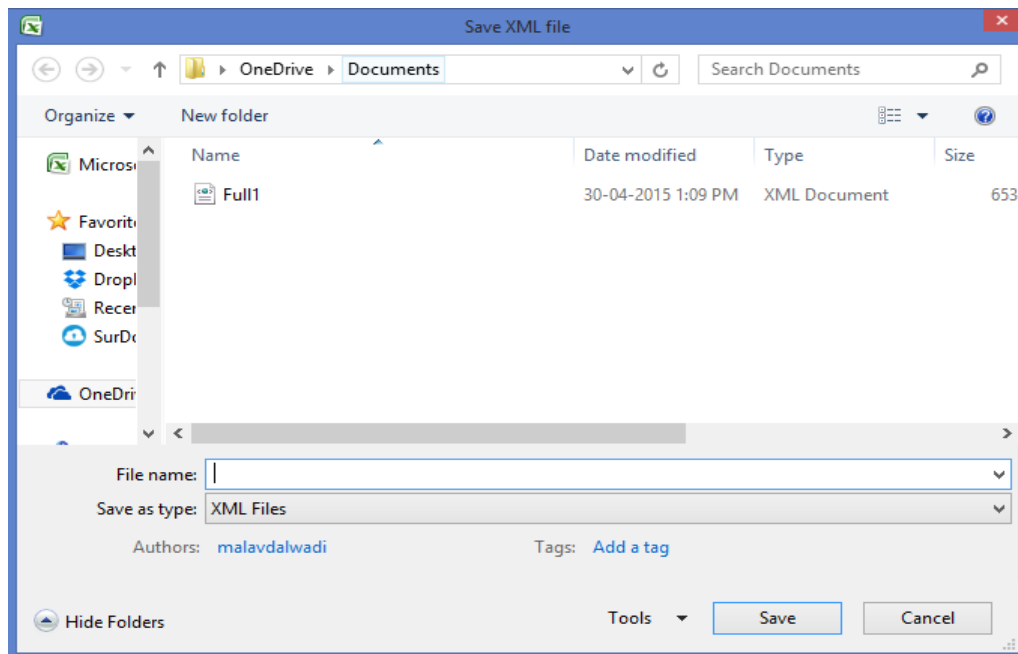


3. Save XML file in desire folder.

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.

Print

Total: 8 pages

Save Cancel

Destination

Save as PDF

Change...

Pages

All

e.g. 1-5, 8, 11-13

Layout

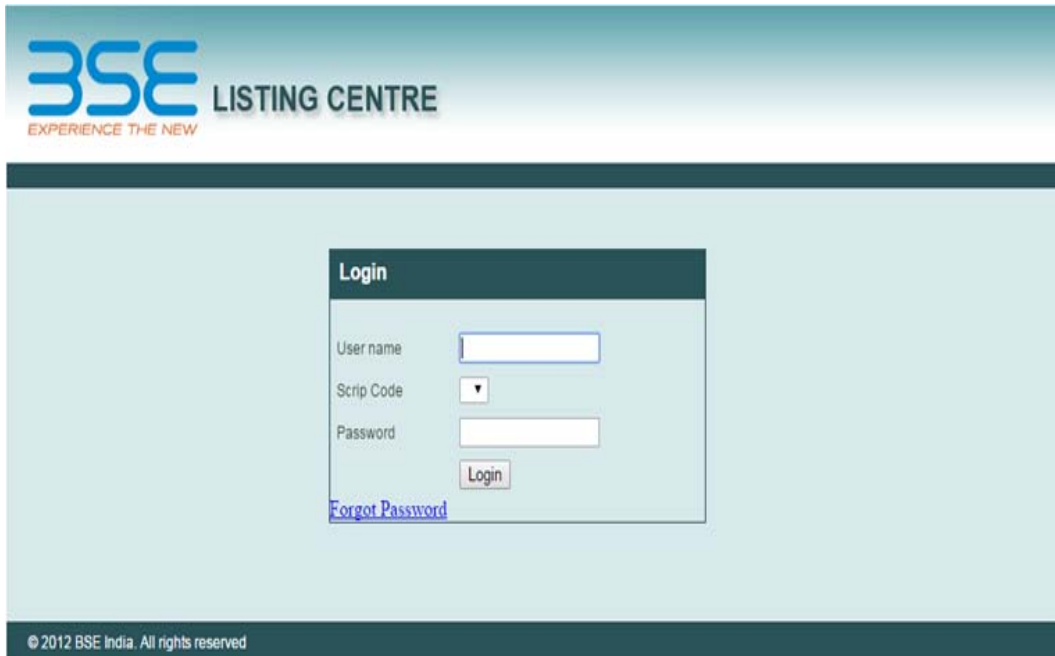
Portrait

+ More settings

3/31/201812.html

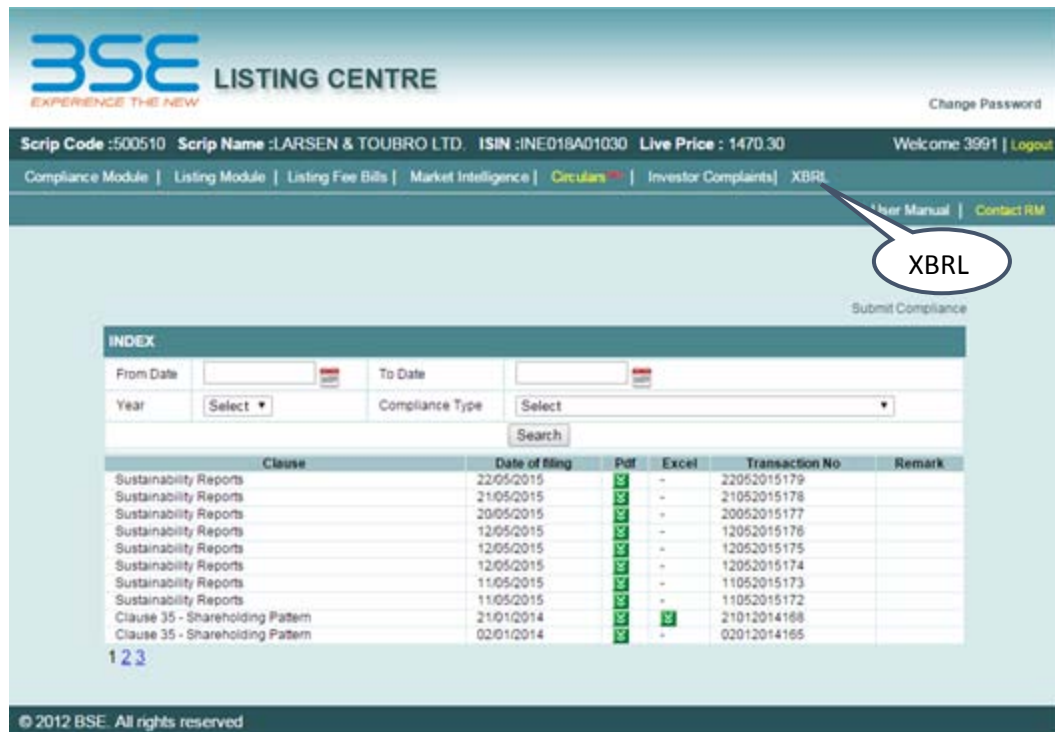
MSEI Symbol	
Scrip code	600001
NSE Symbol	NSE8080
MSEI Symbol	MSE016
ISIN	123123123123
Name of the company	Microvista Technologies
Whether company is SME	No
Class of Security	Equity Shares
Type of report	Quarterly
Quarter Ended / Half year ended/Date of Report (For Prelisting / Allotment)	31-12-2017
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



The image shows the BSE Listing Centre login page. At the top left is the BSE logo with the tagline "EXPERIENCE THE NEW" and the text "LISTING CENTRE". Below this is a "Login" box containing fields for "User name", "Scrip Code" (a dropdown menu), and "Password", along with a "Login" button and a "Forgot Password" link. At the bottom of the page, it says "© 2012 BSE India. All rights reserved".

Now click on XBRL

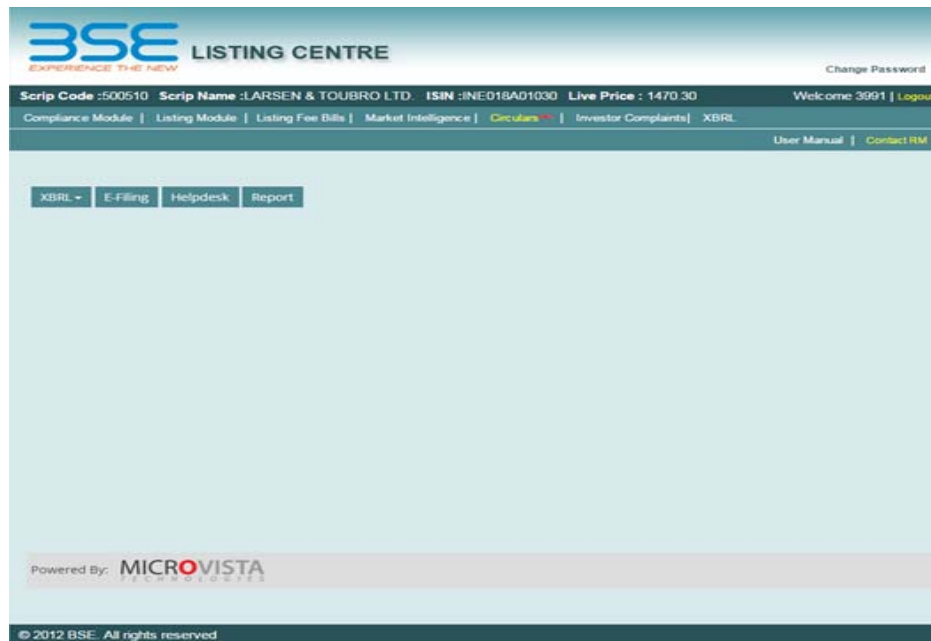


The image shows the BSE Listing Centre XBRL page. At the top left is the BSE logo with the tagline "EXPERIENCE THE NEW" and the text "LISTING CENTRE". Below this is a navigation bar with links: "Compliance Module", "Listing Module", "Listing Fee Bills", "Market Intelligence", "Circulars", "Investor Complaints", and "XBRL". A callout bubble points to the "XBRL" link with the text "XBRL". Below the navigation bar is a "Submit Compliance" button. The main content area is titled "INDEX" and contains a search form with fields for "From Date", "To Date", "Year", and "Compliance Type", along with a "Search" button. Below the search form is a table with the following columns: "Clause", "Date of filing", "Pdf", "Excel", "Transaction No", and "Remark". The table contains the following data:

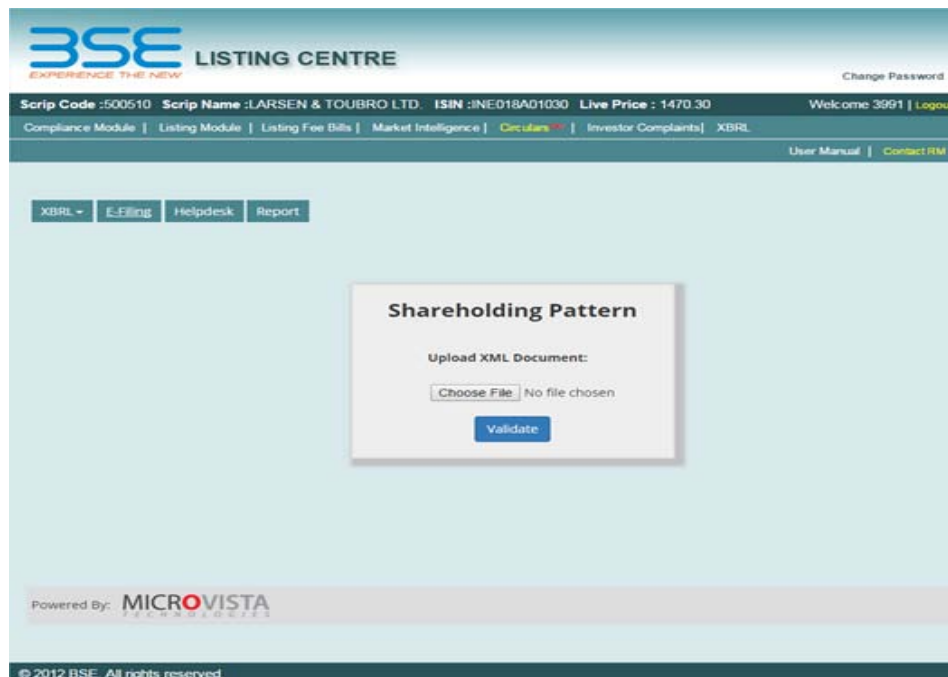
Clause	Date of filing	Pdf	Excel	Transaction No	Remark
Sustainability Reports	22/05/2015	✓	-	22052015179	
Sustainability Reports	21/05/2015	✓	-	21052015178	
Sustainability Reports	20/05/2015	✓	-	20052015177	
Sustainability Reports	12/05/2015	✓	-	12052015176	
Sustainability Reports	12/05/2015	✓	-	12052015175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

At the bottom of the page, it says "© 2012 BSE. All rights reserved".

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 shows the BSE Listing Centre interface. At the top, the BSE logo is followed by 'LISTING CENTRE' and a 'Change Password' link. Below this, a header bar displays user information: 'Scrip Code :500510', 'Scrip Name :LARSEN & TOUBRO LTD.', 'ISIN :INE018A01030', and 'Live Price : 1470.30'. It also includes a 'Welcome 3991 | Logout' link. A navigation bar contains links for 'Compliance Module', 'Listing Module', 'Listing Fee Bills', 'Market Intelligence', 'Circulars', 'Investor Complaints', and 'XBRL'. Below the navigation bar, there are 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', and 'Timings : 10:00 AM to 6:00 PM (all working days)'. At the bottom, it states 'Powered By: MICROVISTA TECHNOLOGIES' and a copyright notice '© 2012 BSE. All rights reserved'.

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

XBRL E-Filing Helpdesk Report

BSE XBRL Help Desk

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

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