

XBRL Excel Utility	
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1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of Reconciliation of Share Capital Audit.

XBRL filing consists of two processes. Firstly generation of XBRL/XML file and then upload the generated XBRL/XML file to BSE 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 BSE 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	RecoFormat	RecoFormat
3	Sharecapital	Sharecapital

4. Steps for Filing Of Financial Results

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 BSE Listing Center: For uploading the XBRL/XML file generated through Utility, login to BSE Listing Center and upload generated xml file. On Upload screen provide the required information and browse to select XML file and submit the XML.

5. 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.

[Home](#)[Validate](#)**RECONCILIATION OF SHARE CAPITAL AUDIT**

Scrip code*	538882	
Name of the company*	Emerald Leasing Finance & Investment Company Ltd.	
Registered office address		
Registered office address*	59,First Floor, Uday Park, New Delhi	
Registered office state*	New Delhi	
Registered office city*	New Delhi	
Registered office pin code*	110024	
Registered office contact number*	STD Code*	Number*
	011	64645385
Registered office fax	011	64738555
Correspondence address		
Correspondence address	SCO No. 7, Kabari Market, Industrial Area, Phase-2, Chandigarh	
Correspondence state	Chandigarh	
Correspondence city	Chandigarh	
Correspondence pin code	160002	
Correspondence contact number	STD Code	Number
	0172	4003957
Correspondence fax	0172	4603859
Email address*	emerald_finance@yahoo.com	
Reporting quarter*	30-09-2016	
ISIN*	INE030Q01015	
Face value*	10	

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Stock Exchange Details :	Name of stock Exchange	Listed Capital	% Of total issued capital
Name of other stock exchanges where the company's securities are listed	BSE Ltd	3045000	100.00

Capital Details :		
	Number of shares	% Of total issued capital
Issued capital *	3045000	
Listed capital (BSE) (As per company records) *	3045000	100.00
Held in dematerialised form in CDSL *	400324	13.15
Held in dematerialised form in NSDL *	1908376	62.67
Physical *	736300	24.18
Total no.of shares *	3045000	100.00
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 *		

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

[Click here](#)

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

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 *	0	0	NA
Pending for more than 21 days *	0	0	NA

Compliance Officer Details

Name of the compliance officer *	Mrs. Amarjeet Kaur	
Designation *	Company Secretary	
Membership Nos	ACS-17273	
Telephone no. *	STD Code	Number
	0172	4603957
Fax no.	0172	4603859
E-mail id*	emerald_finance@yahoo.com	

Certifying Auditor Details

CA/CS*	Company secretary
Name of certifying auditor*	Kanwaljit Singh
Date of issue of report*	27-10-2016
Address*	SCO 64 EE, 1st Floor, Sector 17 A, Chandigarh

Contact no.	0172	2701906
Fax no.		
Membership no.	FCS-5901	
Firms registration number of audit firm		
Name of the firm *	Kanwaljit Singh	
COP number	5870	
Registrar and Share Transfer Agent Details		
Appointment of common agency for share registry work*	Yes	
Name of RTA	Mas Services Pvt. Ltd.	
SEBI registration no.	INR000000049	
Address	T-34, 2nd Floor, Okhla, Industrial Area, Phase-II, New Delhi.	
State	New Delhi	
City	New Delhi	
Pincode	110020	
Contact no.	STD Code	Number
	011	26387281
Fax number of RTA		
E-mail id	sm@masserv.com	
Website Address	www.masserv.com	
Any other detail that the auditor may like to provide. (e.g. BIFR company, delisting from SE)	<input type="button" value="Add Notes"/>	

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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							