

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 Prior Intimation of Board Meeting Report

### 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.
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	Basic information about the company and Meeting details	<a href="#">General Information</a>
2	Agenda Items for Board Meeting	<a href="#">Agenda Items</a>

### 4. Steps for Filing Prior Intimation of Board Meeting 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.

### 5. Fill up the data in excel utility

1. Cells with red asterisk mark 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.

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### General Information

NSE Symbol*	AZAD
Name of the Company*	AZAD ENGINEERING LIMITED
BSE Scrip Code*	544061
MSEI Symbol*	NOTLISTED
Whether Company is SME*	NO
ISIN*	INE02IJ01035
Type of Intimation*	New
Proposed Meeting Date	06-02-2024
Original Meeting Date	
Whether trading window is closed*	YES
Trading Window Start date	01-01-2024
Trading Window End date	08-02-2024
Date of Report*	23-02-2024
Remarks for Exchange (not for Website Dissemination)	

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Agenda Details	
Agenda*	<input type="button" value="Add Agenda"/> <input type="button" value="Delete Agenda"/>
	1 Financial results
	2 Other business
Whether results are audited or unaudited	Unaudited
Nature of report standalone or consolidated	Standalone
Period end Type	Quarterly
Period up to (Month)	December
Period up to (Year)	2023
Mode of raising Funds	<input type="button" value="Add Rasing Mode"/> <input type="button" value="Delete Raising mode"/>
	1
Type of Dividend	<input type="button" value="Add Dividend Type"/> <input type="button" value="Delete Dividend Type"/>
	1
Remarks (website dissemination)	NA