

XBRL Excel Utility	
1.	<a href="#">Overview</a>
2.	<a href="#">Before you begin</a>
3.	<a href="#">Index</a>
4.	<a href="#">Steps for Filing Integrated Governance Report</a>
5.	<a href="#">Fill up the data in excel utility</a>

### 1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of Integrated Governance 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 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.
6. Kindly use this file in local system instead of OneDrive/shared drive. Because it may gives an error "Run-time error '52' : Bad file name or number" While clicking on textblock button if files saved on OneDrive/shared drive.

### 3. Index

1	Details of general information about company	<a href="#">General Info</a>
2	Composition of BOD	<a href="#">Annexure I - Composition of BOD</a>

3	Composition of Committee	<a href="#">Annexure I - Composition of Committee</a>
4	Meeting of BOD	<a href="#">Annexure I - Meeting of BOD</a>
5	Meeting of Committees	<a href="#">Annexure I - Meeting of Committees</a>
6	Affirmation	<a href="#">Annexure I - Affirmation</a>
7	Website	<a href="#">Annexure II - Website</a>
8	Annual Affirmation	<a href="#">Annexure II - Annual Affirmation</a>
9	Annual Affirmation Continue	<a href="#">Annexure II -Annual Affirmation Continue</a>
10	Annexure III Affirmations	<a href="#">Half yearly Affirmations</a>
11	Additional Half yearly Disclosure	<a href="#">Additional Half Yearly Disc</a>
12	Details of Cyber security incidence	<a href="#">Cyber security incidence</a>
13	Signatory Details	<a href="#">Signatory Details</a>
14	Investor Grievance Report	<a href="#">Investor Grievance Report</a>
15	Acquisition of Shares or Voting	<a href="#">Acquisition of Shares or Voting</a>
16	Imposition of Fine or Penalty	<a href="#">Imposition of Fine or Penalty</a>
17	Ongoing TaxLitigations_Disputes	<a href="#">Ongoing TaxLitigations_Disputes</a>

#### 4. Steps for Filing Integrated Governance 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.

**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.
7. Adding Notes: Click on "Add Notes" button to add notes.

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

General information about company		
Scrip code	524470	Enter the quarter ended date only
NSE Symbol	SYNCOMF	
MSEI Symbol	NOTLISTED	
ISIN	INE312C01025	
Name of the entity	SYNCOM FORMULATIONS (INDIA) LIMITED	
Date of start of financial year	01-04-2025	
Date of end of financial year	31-03-2026	
Reporting Quarter Type	Quarterly	
Date of Quarter Ending	31-12-2025	
Type of company	Equity	
Whether Annexure I (Part A) of the SEBI Circular dated December 31, 2024 related to Compliance Report on Corporate Governance is applicable to the entity?	Yes	
Whether Annexure I (Part B) of the SEBI Circular dated December 31, 2024 related to Investor Grievance Redressal Report is Applicable to the entity?	Yes	
Whether Annexure I (Part C) of the SEBI Circular dated December 31, 2024 related to Disclosure of Acquisition of Shares or Voting Rights in Unlisted Companies is Applicable to the entity?	No	<input type="button" value="Add Notes"/>
Whether Annexure I (Part D) of the SEBI Circular dated December 31, 2024 related to Disclosure of Imposition of Fine or Penalty is Applicable to the entity?	No	<input type="button" value="Add Notes"/>
Whether Annexure I (Part E) of the SEBI Circular dated December 31, 2024 related to Disclosure of Updates to Ongoing Tax Litigations or Disputes is Applicable to the entity?	Yes	
Risk management committee	Applicable	

&lt;&lt;&lt; Notes mandatory, if Not Applicable

&lt;&lt;&lt; Notes mandatory, if Not Applicable

Market Capitalisation as per immediate previous Financial Year	Top 2000 listed entities	
Is SCORE ID Available ?	Yes	
SCORE Registration ID	S00714	
Reason For No SCORE ID		
Type of Submission	Original	
Remarks (website dissemination)	<input type="button" value="Add Notes"/>	
Remarks for Exchange (not for Website Dissemination)	<input type="button" value="Add Notes"/>	

Prev

Next

Annexure I

Annexure I to be submitted by listed entity on quarterly basis

I. Composition of Board of Directors

Disclosure of notes on composition of board of directors explanatory

[Add Notes](#)

Whether the listed entity has a Regular Chairperson

Yes

Whether Chairperson is related to MD or CEO

Yes

Disqualification of Directors under section 164 of the Companies Act, 2013

Sl	Title (Mr / Ms)	Name of the Director	PAN	DOB	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution passed? (Refer Reg. 17(1A) of Listing Regulations)	Date of passing special resolution	Initial Date of appointment	Date of Re-appointment	Date of cessation	Tenure of Director (in Months)	No of Directorship in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee/ including this listed entity (Refer Regulation 16(1) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 20(1) of Listing Regulations)	Reason for Cessation	Notes for not providing PAN	Notes for not providing DIN
1	Mr.	Anil K Anand Bunkhla	AG281308	22/09/61	Executive Director	Chairperson		18-11-1986	No				Active	No		29-08-2025				1	0	0	0			
2	Mr.	Rafiqul Shaikhul Bariha	AG193823M	20/03/60	Executive Director	Not Applicable		26-08-2021	No				Active	No		11-04-1992	02-02-2021			1	0	0	0			
3	Mr.	Rishi Shankar Bariha	AC091275C	20/03/67	Executive Director	Not Applicable	MD	11-09-2024	No				Active	No		01-12-1990	20-11-2024			1	0	0	0			
4	Mrs.	Sachi Ghosh	BC291220C	29/03/65	Non-Executive - Independent Director	Not Applicable		11-11-2020	No				Active	No		16-05-2022			42.00	1	1	1	1			
5	Ms.	Shekh Kamal Laskar	AG70702C	22/07/68	Non-Executive - Independent Director	Not Applicable		20-09-2025	No				Active	No		14-08-2023			26.17	1	1	1	1			
6	Mr.	Pratik Jain	AMQP2411C	10/04/69	Director	Not Applicable		14-08-2027	No				Active	No		14-08-2021			26.17	1	1	1	1			

Annexure 1	
II. Composition of Committees	
Disclosure of notes on composition of committees explanatory	<a href="#">Add Notes</a>

For this quarter kindly note the following points:  
 1. Date of Appointment and Date of Cessation (if applicable) must be mandatorily filled for every Committee.  
 2. Date of Appointment can be any day upto September 30, 2022.  
 3. Date of Cessation must be for the current quarter only, i.e. July 1,2022 to September 30,2022

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

Audit Committee Details							
Whether the Audit Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	05341403	Ankit Jain	Non-Executive - Independent Director	Chairperson	01-04-2024		
2	10275445	Ritesh Kumar Lunkad	Non-Executive - Independent Director	Member	01-04-2024		
3	09633465	Ruchi Jindal	Non-Executive - Independent Director	Member	01-04-2024		
4							
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

Nomination and remuneration committee							
Whether the Nomination and remuneration committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	05341403	Ankit Jain	Non-Executive - Independent Director	Chairperson	01-04-2024		
2	10275445	Ritesh Kumar Lunkad	Non-Executive - Independent Director	Member	01-04-2024		
3	09633465	Ruchi Jindal	Non-Executive - Independent Director	Member	01-04-2024		
4							
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

Stakeholders Relationship Committee							
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Whether the Stakeholders Relationship Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	05341403	Ankit Jain	Non-Executive - Independent Director	Chairperson	01-04-2024		
2	10275445	Ritesh Kumar Lunkad	Non-Executive - Independent Director	Member	01-04-2024		
3	09633465	Ruchi Jindal	Non-Executive - Independent Director	Member	01-04-2024		
4							
5							
6							
7							
8							
9							
10							

Risk Management Committee							
Whether the Risk Management Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00023027	Vijay Shankarlal Bankd	Executive Director	Chairperson	01-01-2024		
2	02359461	Ankit Kedarmal Bankda	Executive Director	Member	09-08-2025		
3	05341403	Ankit Jain	Non-Executive - Independent Director	Member	01-04-2024		
4							
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00023050	Kedarmal Shankarlal Bankda	Executive Director	Chairperson	01-04-2014		
2	00023027	Vijay Shankarlal Bankd	Executive Director	Member	01-04-2014		
3	05341403	Ankit Jain	Non-Executive - Independent Director	Member	01-04-2024		
4							
5							
6							

7							
8							
9							
10							

Other Committee						
Sr	DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks
1	05341403	Ankit Jain	Independent Director Committee Meeting	Non-Executive - Independent Director	Chairperson	
2	10275445	Ritesh Kumar Lunkad	Independent Director Committee Meeting	Non-Executive - Independent Director	Member	
3	09633465	Ruchi Jindal	Independent Director Committee Meeting	Non-Executive - Independent Director	Member	
4						
5						
6						
7						
8						
9						
10						

Prev

Next

[Home](#)[Validate](#)**Annexure 1****III. Meeting of Board of Directors**

Disclosure of notes on meeting of board of directors explanatory

[Add Notes](#)

Sr. No.	Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)	Maximum gap between any two consecutive (in number of days)	Notes for not providing Date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors as on date of the meeting	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
1	08-08-2025			Yes	6	6	3
2	31-10-2025	83		Yes	6	6	3
3	12-11-2025	11		Yes	6	6	3

[Add](#)[Delete](#)[Prev](#)[Next](#)

\* to be filled in only for the current quarter meetings

**Annexure 1**

**IV. Meeting of Committees**

Disclosure of notes on meeting of committees explanatory							Add Notes								
Sr	Name of Committee	Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)	Maximum gap between any two consecutive (in number of days)	Name of other committee	Reason for not providing date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors in the Committee as on date of the meeting	Number of Directors Present (All Directors including Independent Director)	No. of Independent Directors attending the meeting*	No. of members attending the meeting (other than Board of Directors)					
<div style="display: flex; justify-content: space-between;"> <span>Add</span> <span>Delete</span> </div>															
1	Audit Committee	08-08-2025				Yes	3	3	3	0					
2	Audit Committee	31-10-2025	83			Yes	3	3	3	0					
3	Audit Committee	12-11-2025	11			Yes	3	3	3	0					
4	Nomination and remuneration committee	08-08-2025				Yes	3	3	3	0					
5	Risk Management Committee	08-08-2025				Yes	3	3	1	0					
6	Other Committee	08-08-2025		CORPORATE COMPLIANCE COMMITTEE		Yes	3	3	3	0					
7	Corporate Social Responsibility Committee	12-11-2025				Yes	3	3	3	0					

Prev

Next

\* to be filled in only for the current quarter meetings

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

### Annexure 1

#### V. Affirmations

Sr	Subject	Compliance status (Yes/No)
1	The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015	Yes
2	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015 <b>a. Audit Committee</b>	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>b. Nomination &amp; remuneration committee</b>	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>c. Stakeholders relationship committee</b>	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. <b>d. Risk management committee (applicable to the top 1000 listed entities)</b>	Yes
6	The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	Yes
7	The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	Yes
8	This report and/or the report submitted in the previous quarter has been placed before Board of Directors.	Yes
9	<b>Any comments/observations/advice of Board of Directors may be mentioned here:</b>	<a href="#">Add Notes</a>

[Prev](#)[Next](#)

### Annexure 1

Sr	Subject	Compliance status
1	Name of signatory	VAISHALI AGRAWAL

2	Designation	Company Secretary and
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[Home](#)[Validate](#)

### Details of Cyber security incidence

Whether as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, 2015 there has been cyber security incidents or breaches or loss of data or documents during the quarter

No

Other details of cyber security incidence or breaches or loss of data event

[Add Notes](#)

Number of cyber security incidence or breaches or loss of data event occurred during the quarter

**Sr.**

**Date of the event**

**Brief details of the event**

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

### Signatory Details

Name of signatory	VAISHALI AGRAWAL
Designation of person	Company Secretary and Compliance Officer
Place	Indore
Date	12-01-2026

[Prev](#)

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

### Investor Grievance Details

No. of investor complaints pending at the beginning of Quarter	0
No. of investor complaints received during the Quarter	0
No. of investor complaints disposed off during the Quarter	0
No. of investor complaints those remaining unresolved at the end of the Quarter	0

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

### Disclosure of Updates to Ongoing Tax Litigations or Disputes

The updates on tax litigations or disputes in terms of sub-para 8 of para B of Part A of Schedule III read with corresponding provisions of Annexure 18 of the Master Circular are given below:

Any Other Information for Disclosure of Updates to Ongoing Tax Litigations or Disputes

[Add Notes](#)

Sr. No.	Name of the opposing party	Date of initiation of the litigation / dispute	Status of the litigation / dispute as per last disclosure	Current status of the litigation / dispute
	<a href="#">Add</a>	<a href="#">Delete</a>		
1	CGST AUDIT II MUMBAI	04-04-2025	Intimation of Tax ascertained/demanded as being payable under section 74(5) of CGST ACT, 2017 of Rs. 70,89,302/-as ineligible Input Tax Credit along with applicable Interest and Penalty upon the company.The Company is seeking necessary advice and proposes to consent the demand by way of an appeal before the appropriate appellate authority/ department.	The Company has received a revised demand and penalty notice dated 31 December 2025 (received on 02 January 2026) from the Office of the Superintendent, Range-V, Division X, Mumbai-East, CBIC, alleging availment of ineligible Input Tax Credit on certain input services. The demand has been raised under Sections 74(5) and 122 of the CGST Act, 2017, aggregating to ₹1,41,78,604/- (comprising ₹70,89,302/- towards tax and ₹70,89,302/- towards penalty), payable on or before 31 January 2026. The Company had earlier examined the matter and applied for appeal; however, the same was not accepted, resulting in issuance of the revised notice. The Company is currently seeking further professional advice and proposes to pursue appropriate appellate remedies before the relevant authority while continuing to ensure compliance with all applicable laws and regulations.