

	XBRL Excel Utility
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#### 1. Overview

The excel utility can be used for creating the XBRL/XML file for efiling of shareholding pattern.

Shareholding pattern XBRL filling consists of two processes. Firstly generation of XBRL/XML file of the Shareholding pattern, and upload of generated XBRL/XML file to BSE Listing Center.

#### 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	Declaration	<u>Declaration</u>
3	Summary	<u>Summary</u>
4	Shareholding Pattern	Shareholding Pattern

### 4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL button on Genenral information sheet.

# **5. Steps for Filing Shareholding Pattern**

- 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.

## 6. Fill up the Shareholding Pattern

- 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. Adding new rows: Sections such as Promoters details allow you to enter as much data in a tabular form. You can Click on "Add" to add more rows.
- 7. Deleting rows: Rows that has been added can be removed by clicking the button "Delete". A popup will ask you to provide the range of rows you want to delete.
- 8. Select data from "Dropdown list" wherever applicable.
- 9. Adding Notes: Click on "Add Notes" button to add notes

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**General information about company** Scrip code 524202 NSE Symbol MSEI Symbol ISIN INE058I01013 Name of the company LACTOSE (INDIA) LIMITED 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) 31-12-2019 Date of allotment / extinguishment (in case Capital Restructuring selected) / Listing Date Shareholding pattern filed under Regulation 31 (1) (b)

	Home																			
Table	I - Summary Statement holding of specifi	ed securities																		
Note	: Data will be automatically populated fro	om shareholding p	pattern sheet - Data Entry	Restricted in this sl	heet															
	Number of Voting Right-ball of in each class ofsecurities(IX)  Shareholding, as a %  Number of Locked in shares  Otherwise Commission  Otherwise Commission  Otherwise Commission  Otherwise Commission  Otherwise Commission																			
Cates	0.0	No. Of No. of fully paid up equity  No. Of Partly paid  No. Of Partly paid  underlying  Total nos shares  of total no. of  No of Voting (XIV) Rights		hts		No. Of Shares Underlying	No. of Shares		assuming full conversion of convertible securities (	(201)		(XIII)		Number of equity						
y (I)	Category of shareholder (II)	shareholders (III)	shares held (IV)	up equity shares held (V)	Depository	held (VII) = (IV)+(V)+ (VI)	shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Class eg: X	Class eg:y	Total	Total as a % of (A+B+C)	Outstanding convertible securities (X)	Underlying Outstanding Warrants (KG)		as a percentage of diluted share capital) (XI)= (VII)+(X) As a % of (A+B+C2)	No. (a)	As a % of total Shares held (b)	No. As a % of total (a) Shares held (b)	shares held in dematerialized form (XIV)	
(A)	Promoter & Promoter Group	8	4371425			4371425	42.90	4,371,425.00		4371425.00	42.90				42.90	485983	11.12	2649338	60.61	4371425
(B)	Public	15805	5817575			5817575	57.10	5817575.00		5817575.00	57.10				57.10					3344236
(C)	Non Promoter- Non Public																			
(C1)	Shares underlying DRs																			
(C2)	Shares held by Employee Trusts																			

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								Number o	of Voting Rights held in e	ach class of securities	(0C)					Number of Locks	od in obsesse	Number of Shares ple	dged or otherwise	
								No	of Voting (XIV)Rights						Shareholding . as a %	(XII)		encumb	ered	
	Category & Name			No. Of Partly paid-	No. Of shares		Shareholding as a % of total no. of shares				Total as	No. Of Shares Underlying	No. of Shares	No. Of Shares Underlying	assuming full conversion			(All	,	Number of equity
Sr.	of the	Nos. Of shareholders	No. of fully paid up equity shares held	up equity shares	underlying	Total nos. shares held	(calculated as per				a % of	Outstanding	Underlying	Outstanding	of convertible securities ( as a percentage of					shares held in
JI.	Shareholders (I)	(11)	(IV)	held (V)	Depository Receipt (VI)	(VII) = (IV)+(V)+ (VI)	SCRR, 1957) (VIII)	Class	Class	Total	Total	convertible securities	Outstanding Warrants (Xi)	convertible securities and No. Of Warrants	diluted share capital)	No.	As a % of total	No.	As a % of total Shares held	dematerialized form (XIV)
				(*)	(4.)		As a % of (A+B+C2)	eg: X	eg:y	Total	Voting rights	(X)	wantanta (xi)	(Xi) (a)	(XI)= (VII)+(X) As a % of (A+B+C2)	(a)	Shares held (b)	(a)	Shares held (b)	(201)
															ALL MUT(ATUTCE)					
A	Table II - Statement showing shareholding pattern	of the Promote	r and Promotor Grou																	
(1)	Indian	or the Fromote	Tana Fromoter Gro	*																
(a)	Individuals/Hindu undivided Family		7 3793241			3793241	37.23	3793241.00		3793241	37.23				37.23	425983	11.23	2649338	69.84	379324
(b)	Central Government/ State Government(s)																			
(c)	Financial Institutions/ Banks																			
(d)	Any Other (specify)		1 578184			578184	5.67	578184.00		578184	5.67				5.67	60000	10.38	0	0.00	57818
(2)	Sub-Total (A)(1)		8 4371429	1	<u> </u>	4371425	42.90	4371425.00		4371425	42.90		<u> </u>		42.90	485983	11.12	2649338	60.61	437142
			T			T T			1											
(a)	Individuals (NonResident Individuals/ Foreign Individuals)																			
(b)	Government																			
(c)	Institutions																			
(d) (e)	Foreign Portfolio Investor Any Other (specify)																			
(41)	Sub-Total (A)(2)					<b>+</b>														
	Total Shareholding of Promoter and Promoter Group																			
	(A)+(A)(1)+(A)(2)		8 4371429			4371425	42.90	4371425.00		4371425	42.90				42.90	485983	11.12	2649338	60.61	437142
	Details of Shares which remain unclaimed for Promoter &																			
В	Table III - Statement showing shareholding pattern of the Public shareholder	Note : Kindly si	how details of share	nolders having more	than one percent	age of total no of sha	ires. Please refer sof	tware manual.												
(1)	of the Public shareholder																			
(2)	Mutual Funds		1																	
(b)	Venture Capital Funds																			
(c)	Alternate Investment Funds																			
(d)	Foreign Venture Capital Investors																			
(e)	Foreign Portfolio Investors																			
(f) (g)	Financial Institutions/ Banks Insurance Companies		5 78055			78055	0.77	78055		78055	0.77				0.77					13
(h)	Provident Funds/ Pension Funds																			
(i)	Any Other (specify)																			
	Sub-Total (B)(1)		5 78055			78055	0.77	78055.00		78055	0.77				0.77					13
(2)	Central Government/ State Government(s)/ President																			
-	of India Sub-Total (B)(2)																			
(3)	Non-institutions																			
	Individuals -																			
	i.Individual shareholders holding nominal share capital up to Rs. 2 lakhs.	1566	0 3941301			3941301	38.68	3941301		3941301	38.68				38.68					156302
(a(i))	Individuals -	1500	0 3941303			3941301	38.00	3941301		3941301	30.00				30.00					150302
(a(i))	ii. Individual shareholders holding nominal share capital in excess of Rs. 2 lakhs.	1	2 605619			605619	5.94	605619		605619	5.94				5.94					60561
(b)	NBFCs registered with RBI																			
(c)	Employee Trusts																			
	Overseas Depositories (holding DRs) (balancing figure)																			
(d)	Any Other (specify)	12	8 1192600			1192600	11.70	1192600		1192600	11.70				11.70					117545
(e)	Sub-Total (B)(3)	1580				1192600 5739520	11.70 56.33	1192600 5739520.00		1192600 5739520	11.70 56.33				11.70 56.33					117545 334410
	Total Public Shareholding (B)=(B)(1)+(B)(2)+(B)(3)	1580				5817575				5817575	57.10				57.10					334423
	Details of the shareholders acting as persons in Concert fo																			
	Details of Shares which remain unclaimed for Public																			
С	Table IV - Statement showing shareholding pattern of	the Non Promo	oter- Non Public shar	eholder																
								1	,											
(1)	Custodian/DR Holder - Name of DR Holders (if Available)																			
(2)	Employee Benefit Trust (under SEBI (Share based Employee Benefit) Regulations, 2014)								J											
(2)	Total NonPromoter- Non Public Shareholding																			
	(C)= (C)(1)+(C)(2)																			
	Total ( A+B+C2 )	1581				10189000	100.00	10189000.00		10189000	100.00				100.00	485983	4.77			771566
	Total (A+B+C)	1581	3 10189000			10189000	100.00	10189000.00		10189000	100.00				100.00	485983	4.77	2649338	26.00	771566
					Disclos	ure of notes on share	eholding pattern	Add Not	es											
		Dis	closure of notes in c	ase of promoter hol	iding in demateria	lsed form is less than	100 percentage	Add Not	es											
				Vantania of an : :		re holding is less tha	- 2rt													
				nscrusure or notes in	n case of public sha	ire notaing is less tha	m 45 percentage	Add Not	es											
Disclosure of notes on shareholding pattern for company remarks explanatory									es											

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Searial	Name of the		No. of fully paid up equity shares		Shareholding as a % of total no. of shares (calculated as	No of Ve	No of Voting (XIV) Rights Total as		Underlying convertible	Shareholding , as a % assuming full conversion of convertible securities	Number of Locked in shares (XII)		Number of Shares pledged or otherwise encumbered (XIII)		Number of equit- shares held in	Reason for not	
No.	of the Shareholders (I)	(II)	held (IV)			Class eg: X	Total	a % of Total Voting rights	convertible	(as a percentage of	No. (a)	As a % of total Shares held (b)	No. of total		dematerialized form (XIV)	providing PAN	Shareholder type
A1(c)	Financial Institutions/ Banks																
	Add Delete																
	Click here to go back	Total															

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	Name of the			Total nos. shares held	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957)	No of Ve	Number of Voting Rights held in each class of securities  No of Voting (XIV)  Rights  Total as		Underlying	assuming full conversion of	(XII)		Number of Shares pledged or otherwise encumbered (XIII)		Reason for not	
Searii No.	Shareholders (i)	PAN (II)	up equity shares held (IV)			Class eg: X	Total	a % of Total Voting rights	convertible securities and No. Of Warrants (Xi) (a)	convertible securities (as a percentage of diluted share capital) (XI)= (VII)+(X) As a % of (A+B+C2)	No. (a)	As a % of total Shares held (b)		As a % of total Shares held (b)	Reason for not providing PAN	Shareholder type
A2(c	Institutions															
	Add Delete															
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	Name of the			Total nos. shares held	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957)	No of Ve	Number of Voting Rights held in each class of securities  No of Voting (XIV)  Rights  Total as		Underlying	assuming full conversion of	(XII)		Number of Shares pledged or otherwise encumbered (XIII)		Reason for not	
Searii No.	Shareholders (i)	PAN (II)	up equity shares held (IV)			Class eg: X	Total	a % of Total Voting rights	convertible securities and No. Of Warrants (Xi) (a)	convertible securities (as a percentage of diluted share capital) (XI)= (VII)+(X) As a % of (A+B+C2)	No. (a)	As a % of total Shares held (b)		As a % of total Shares held (b)	Reason for not providing PAN	Shareholder type
A2(c	Institutions															
	Add Delete															
	Click her	re to go back Tot														

| Number of Voting Rights held in each class of securities | Shareholding, as a % securities | Shareholding,