



XBRL Excel Utility	
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### I. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of Corporate Governance Report  
 XBRL filing consists of two processes. Firstly generation of XBRL/XML file and upload of 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	<a href="#">General Info</a>
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### 5. Steps for Filing Corporate 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.

### 6. 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

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General information about company	
Scrip code	500672
NSE Symbol	
MSEI Symbol	
ISIN	INE234A01025
Name of the entity	Novartis India Limited
Date of start of financial year	01-04-2024
Date of end of financial year	31-03-2025
Reporting Quarter	Quarterly
Date of Report	31-12-2024
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Top 1000 listed entities

Enter the quarter ended date only

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Annex 1																				
Annex 1 to be submitted by each entity on quarterly basis																				
1. Comparison of staff of Director																				
Information of the organization/department of Government																				
Name of the organization/department																				
Whether Director is elected by MP or not																				
No																				
Whether Director is elected by MP or not																				
Yes																				
Information of the Director under the provision of Section 2(22)																				
Sl. No.	Name of the Director	DOB	DOB	Category of Director	Category of Director	Category of Director	Rate of Salary	Whether the Director is appointed	Start Date of Appointment	End Date of Appointment	Period of Appointment	Current Status	Effective appointment date (Date of appointment as per the provision of Section 2(22))	Date of expiry of appointment	Period of Appointment	Date of the Appointment	Date of cessation	Reason of cessation	Whether the Director is re-appointed	Whether the Director is re-appointed
1	Dr. Anil Kumar	1975-01-15	1975-01-15	Generalist	Generalist	Generalist	150000	Yes	2018-01-15	2023-01-15	5	Active	2018-01-15	2023-01-15	5	2018-01-15				
2	Dr. Anil Kumar	1975-01-15	1975-01-15	Generalist	Generalist	Generalist	150000	Yes	2018-01-15	2023-01-15	5	Active	2018-01-15	2023-01-15	5	2018-01-15				
3	Dr. Anil Kumar	1975-01-15	1975-01-15	Generalist	Generalist	Generalist	150000	Yes	2018-01-15	2023-01-15	5	Active	2018-01-15	2023-01-15	5	2018-01-15				
4	Dr. Anil Kumar	1975-01-15	1975-01-15	Generalist	Generalist	Generalist	150000	Yes	2018-01-15	2023-01-15	5	Active	2018-01-15	2023-01-15	5	2018-01-15				
5	Dr. Anil Kumar	1975-01-15	1975-01-15	Generalist	Generalist	Generalist	150000	Yes	2018-01-15	2023-01-15	5	Active	2018-01-15	2023-01-15	5	2018-01-15				

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

For the quarter kindly note the following points:

1. Date of Appointment and Date of Cessation (if applicable) must be mandatorily filed 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 pre-filled 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	00798406	SANDRA MARTYRES	Non-Executive - Independent Director	Chairperson	19-04-2016		
2	00369790	CHRISTOPHER DAVID SNOOK	Non-Executive - Non Independent Director	Member	22-05-2014		
3	02610902	GIRA JAGDEESH SARDESAI	Non-Executive - Independent Director	Member	01-04-2024		
4	00008187	SANKER PARAMESWARAN	Non-Executive - Independent Director	Member	22-06-2020		
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled 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	00798406	SANDRA MARTYRES	Non-Executive - Independent Director	Chairperson	20-06-2020		
2	00369790	CHRISTOPHER DAVID SNOOK	Non-Executive - Non Independent Director	Member	22-05-2014		
3	02610902	GIRA JAGDEESH SARDESAI	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 pre-filled automatically

Stakeholders Relationship Committee							
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	00369790	CHRISTOPHER DAVID SNOOK	Non-Executive - Non Independent Director	Chairperson	22-05-2014		
2	00008187	SANKER PARAMESWARAN	Non-Executive - Independent Director	Member	22-06-2020		
3	09775615	SHILPA SHASHANK JOSHI	Executive Director	Member	22-11-2022		
4	10681030	FALIN ISHWARLAL MAJUMDAR	Executive Director	Member	08-10-2024		
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	00008187	SANKER PARAMESWARAN	Non-Executive - Independent Director	Chairperson	17-06-2021		
2	09775615	SHILPA SHASHANK JOSHI	Executive Director	Member	19-05-2022		
3	02610902	GIRA JAGDEESH SARDESAI	Non-Executive - Independent Director	Member	01-04-2024		
4	10681030	FALIN ISHWARLAL MAJUMDAR	Executive Director	Member	08-10-2024		
5							
6							
7							
8							
9							
10							

Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be pre-filled 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	00369790	CHRISTOPHER DAVID SNOOK	Non-Executive - Non Independent Director	Chairperson	03-04-2024		
2	00798406	SANDRA MARTYRES	Non-Executive - Independent Director	Member	19-04-2016		
3	09775615	SHILPA SHASHANK JOSHI	Executive Director	Member	22-11-2022		
4	10681030	FALIN ISHWARLAL MAJUMDAR	Executive Director	Member	08-10-2024		
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						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Annexure 1							
III. Meeting of Board of Directors							
Disclosure of notes on meeting of board of directors explanatory				<a href="#">Add Notes</a>			
Sr	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*
<a href="#">Add</a> <a href="#">Delete</a>							
1	29-07-2024			Yes	6	6	3
2	25-10-2024	87		Yes	6	6	3

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\* 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)
Add Delete										
1	Audit Committee	29-07-2024				Yes	4	4	3	0
2	Audit Committee Stakeholders Relationship	25-10-2024	87			Yes	4	4	3	0
3	Committee Stakeholders relationship	29-07-2024				Yes	3	3	1	0
4	Committee	24-10-2024	86			Yes	4	4	1	0
5	Risk Management Committee	10-05-2024				Yes	3	3	2	0
6	Risk Management Committee Corporate Social Responsibility	24-10-2024	166			Yes	4	4	2	0
7	Committee Corporate social responsibility	10-05-2024				Yes	3	3	1	0
8	Committee	24-10-2024	166			Yes	4	4	1	0
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\* to be filled in only for the current quarter meetings

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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	<a href="#">Add Notes</a>
Number of cyber security incidence or breaches or loss of data event occurred during the quarter	
<b>Sr.</b>	<b>Date of the event</b>
	<b>Brief details of the event</b>

Annexure 1			
V. Related Party Transactions			
Sr	Subject	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Whether prior approval of audit committee obtained	Yes	
2	Whether shareholder approval obtained for material RPT	Yes	
3	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Yes	
Disclosure of notes on related party transactions			<a href="#">Add Notes</a>
Disclosure of notes of material transaction with related party			<a href="#">Add Notes</a>



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## Annexure 1

## VI. 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>

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## Annexure 1

Sr	Subject	Compliance status
1	Name of signatory	Chandni Maru
2	Designation	Company Secretary and Compliance Officer

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### Signatory Details

Name of signatory	Chandni Maru
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	30-01-2025

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