

XBRL Excel Utility	
1.	<a href="#">Overview</a>
2.	<a href="#">Before you begin</a>
3.	<a href="#">Index</a>
4.	<a href="#">Import XBRL file</a>
5.	<a href="#">Steps for Filing Corporate Governance Report</a>
6.	<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 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>
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	Related Party Transaction	<a href="#">Annexure I - Related Party Transaction</a>
7	Affirmation	<a href="#">Annexure I - Affirmation</a>
8	Website	<a href="#">Annexure II - Website</a>
9	Annual Affirmation	<a href="#">Annexure II - Annual Affirmation</a>
10	Annual Affirmation Continue	<a href="#">Annexure II - Annual Affirmation Continue</a>
11	Annexure III	<a href="#">Annexure III</a>
12	Signatory Details	<a href="#">Signatory Details</a>

### 4. Import XBRL file

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

### 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

[Home](#)[Validate](#)[Import XML](#)

### General information about company

Scrip code	532215
NSE Symbol	AXISBANK
MSEI Symbol	NOTLISTED
ISIN	INE238A01034
Name of the entity	AXIS BANK LIMITED
Date of start of financial year	01-04-2022
Date of end of financial year	31-03-2023
Reporting Quarter	Quarterly
Date of Report	31-12-2022
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Top 100 listed entities

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

Annexure I

Annexure I to be submitted by listed entity on quarterly basis

1. Composition of Board of Directors

Disclosure of roles on composition of board of directors (regulatory)		Add Notes																									
Whether the board entity has regular Chairperson				Yes																							
Whether Chairperson is related to CEO or CFO				No																							
Disclosure of Directors under section 149 of the Companies Act, 2013																											
Sr	Sl. No./ DIN	Name of the Director	PAN	DIN	Category 1 of director	Category 2 of director	Category 3 of director	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 Directorships held with other entities (Refer Listing Regulations 17A of Listing Regulations)	No. of Independent Directorships in listed entities including the listed entity (Refer Listing Regulations 17A(1) of Listing Regulations)	Number of memberships in Audit Committees including the listed entity (Refer Listing Regulations 17A(2) of Listing Regulations)	No. of posts of Chairperson or Audit Committee member in listed entities including the listed entity (Refer Listing Regulations 17A(2) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN		
Add	Delete																										
1	M	Rishabh Mittal	AZPH436D	03117633	Non-Executive - Independent Director	Chairman		24-01-1951	No				Active	No			27-10-2011	27-10-2021									
2	M	Anshul Chaudhry	ABPH748D	02511229	Executive Director	Not Applicable	CEO, MD	03-07-1964	No				Active	No			01-01-2011	01-01-2021									
3	M	Sudhakar Mahalingam	ABPH743D	01459824	Non-Executive - Independent Director	Not Applicable		30-04-1954	No				Active	No			14-01-2014	14-01-2021									
4	M	Arvind Bhargava	ABPH911D	07817663	Non-Executive - Independent Director	Not Applicable		24-01-1964	No				Active	No			18-01-2011	18-01-2021									
5	M	Gish Goudar	ABPH912D	01472724	Non-Executive - Independent Director	Not Applicable		21-03-1958	No				Active	No			08-11-2014	08-11-2021									
6	M	Tharunraj Chandrasekaran-Senthilraj	ABPH936D	06613101	Non-Executive - Non-Independent Director	Not Applicable		01-02-1961	No				Active	No			04-01-2014	04-01-2021									
7	M	Manoj Goep	ABPH945D	00242621	Non-Executive - Independent Director	Not Applicable		31-08-1963	No				Active	No			01-08-2011	01-08-2021									
8	M	Prabhu Babu Gomburam	ABPH973D	01418084	Non-Executive - Independent Director	Not Applicable		29-05-1955	No				Active	No			26-01-2014	26-01-2021									
9	M	Anshu Kishore	ABPH978D	01884641	Non-Executive - Non-Independent Director	Not Applicable		19-01-1974	No				Active	No			01-11-2014	01-11-2021									
10	M	Vivekha Gomburam	ABPH979D	07730919	Non-Executive - Non-Independent Director	Not Applicable		27-05-1978	No				Active	No			27-01-2011	27-01-2021									
11	M	Mahesh Day Senthil Sekarathar	ABPH982D	06118601	Non-Executive - Independent Director	Not Applicable		27-08-1967	No				Active	No			14-08-2011	14-08-2021									
12	M	Rajy Anand	ABPH987D	07613711	Executive Director	Not Applicable		03-01-1964	No				Active	No			08-08-2011	08-08-2021									
13	M	Mansa Kulkarni	ABPH989D	01613071	Non-Executive - Independent Director	Not Applicable		08-10-1958	No				Active	No			13-08-2011	13-08-2021									
14	M	PRABHU SWAMINATHAN NALLA PRASAD	ABPH991D	01438554	Non-Executive - Independent Director	Not Applicable		24-05-1986	No				Active	No			20-10-2014	20-10-2021									

Annexure 1

II. Composition of Committees

Disclosure of notes on composition of committees explanatory

Add Notes

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	02172725	Girsh Paranjape	Non-Executive - Independent Director	Chairperson	30-01-2019		
2	06519869	Mahendra Dev Sanjeeva Suryadeva	Non-Executive - Independent Director	Member	14-06-2021		
3	06453310	Tharavanat Chandrasekharan Suseel	Non-Executive - Nominee Director	Member	14-06-2021		
4	00528252	Meena Ganesh	Non-Executive - Independent Director	Member	20-10-2022		
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	00528252	Meena Ganesh	Non-Executive - Independent Director	Chairperson	25-08-2020		
2	00117692	Rakesh Makhija	Non-Executive - Independent Director	Member	12-10-2016		
3	02172725	Girsh Paranjape	Non-Executive - Independent Director	Member	25-08-2020		
4	06453310	Tharavanat Chandrasekharan Suseel	Non-Executive - Nominee Director	Member	20-10-2022		
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							
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	02255828	Srinivasan Vishvanathan	Non-Executive - Independent Director	Chairperson	20-10-2018		
2	02230959	Vasantha Govindan	Non-Executive - Nominee Director	Member	16-03-2021		
3	02541753	Rajiv Anand	Executive Director	Member	10-01-2022		

4	00162071	Manoj Kohli	Non-Executive - Independent Director	Member	20-10-2022		
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	07367868	Ketaki Bhagwati	Non-Executive - Independent Director	Chairperson	19-01-2016		
2	02172725	Girsh Paranjape	Non-Executive - Independent Director	Member	25-08-2020		
3	07130908	Padmanabhan Gopalaraman	Non-Executive - Independent Director	Member	14-12-2020		
4	00531120	Amitabh Chaudhry	Executive Director	Member	01-01-2019		
5	00162071	Manoj Kohli	Non-Executive - Independent Director	Member	20-10-2022		
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							
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00117692	Rakesh Makhija	Non-Executive - Independent Director	Chairperson	16-09-2019		
2	00528252	Meena Ganesh	Non-Executive - Independent Director	Member	14-06-2021		
3	02541753	Rajiv Anand	Executive Director	Member	12-10-2016		
4	06519869	Mahendra Dev Sanjeeva Suryadeva	Non-Executive - Independent Director	Member	20-10-2022		
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						

◀ 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	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	25-07-2022			Yes	13	13	8
2	17-08-2022	22		Yes	13	11	7
3	08-09-2022	21		Yes	13	13	8
4	20-10-2022	41		Yes	14	13	9
5	08-12-2022	48		Yes	14	13	8

[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)	
Add		Delete									
1	Audit Committee	29-07-2022				Yes	3	3	2	0	
2	Audit Committee	22-08-2022	23			Yes	3	3	2	0	
3	Audit Committee	05-09-2022	13			Yes	3	3	2	0	
4	Audit Committee	23-09-2022	17			Yes	3	3	2	0	
5	Audit Committee	17-10-2022	23			Yes	3	3	2	0	
6	Audit Committee	20-10-2022	2			Yes	3	3	2	0	
7	Audit Committee	26-10-2022	5			Yes	4	4	3	0	
8	Audit Committee	22-11-2022	26			Yes	4	4	3	0	
9	Audit Committee	20-12-2022	27			Yes	4	4	3	0	
10	Nomination and remuneration committee	15-07-2022				Yes	3	3	3	0	
11	Nomination and remuneration committee	26-07-2022	10			Yes	3	3	3	0	
12	Nomination and remuneration committee	23-09-2022	58			Yes	3	3	3	0	
13	Nomination and remuneration committee	19-10-2022	25			Yes	3	3	3	0	
14	Nomination and remuneration committee	05-12-2022	46			Yes	4	4	3	0	
15	Stakeholders Relationship Committee	07-10-2022				Yes	3	3	1	0	
16	Risk Management Committee	21-07-2022				Yes	4	3	2	0	
17	Risk Management Committee	18-10-2022	88			Yes	4	4	3	0	
18	Corporate Social Responsibility Committee	07-09-2022				Yes	3	3	2	0	
19	Corporate Social Responsibility Committee	06-12-2022	89			Yes	4	4	3	0	

Prev

Next

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



[Home](#)[Validate](#)**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>

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

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

## 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>

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

## Annexure 1

Sr	Subject	Compliance status
1	Name of signatory	Sandeep Poddar
2	Designation	Company Secretary

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

### Signatory Details

Name of signatory	Sandeep Poddar
Designation of person	Company Secretary and Compliance Officer
Place	Mumbai
Date	12-01-2023

[Prev](#)