

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 shareholding pattern.

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

2. Before you begin

1. The version of Microsoft Excel in your system should be Microsoft Office 2010 or later.
2. The system should have a file compression software to unzip excel utility.
3. Make sure that you have downloaded the latest Excel Utility from BSE VDR.
4. Make sure that you have downloaded the Chrome Browser to view reports.
5. Please enable the Macros (if disabled) as per instructions given in macro instructions. Excel Utility works fine. Please first go through Enable Macro - Manual attachment.

3. Index

1	Details of general information about company
2	Declaration
3	Summary
4	Shareholding Pattern

4. Steps for Filing Shareholding Pattern

I. Fill up the data: Navigate to each field of every section in the sheet and fill up the data in the required 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 data has been furnished in proper format. If there are some errors on the sheet, correct them about the same.

III. Validate All Sheets: Click on the "Home" button. And then click on the "Validate All Sheets" button that all sheets has been properly filled and validated successfully. If there are any errors, the utility will prompt you about the same and stop validation at the same time. Repeat the same procedure to validate all sheets.

Excel Utility will not allow you to generate XBRL/XML until you rectify all e

IV. Generate XML : Excel Utility will not allow you to generate XBRL/XML until the 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 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 to the BSE Listing Center and upload generated xml file. On Upload screen provide details to select XML file and submit the XML.

5. 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.

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 delete the field.

5. Data provided must be in correct format, otherwise Utility will not allow you to generate XML.

6. Adding new rows: Sections such as Promoters details allow you to enter more rows. You can Click on "Add" to add more rows.

7. Deleting rows: Rows that has been added can be removed by clicking on "Delete" button. 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



Shareholding pattern.

generation of XBRL/XML file of the
Reg Center.

Excel 2007 and above.
zip file.
Upload to your local system.
Report generated from Excel utility
annual, so that all the functionalities of
are attached with zip file.

General Info
Declaration
Summary
Shareholding Pattern

Shareholding Pattern

to provide applicable data in correct

sheet has been properly filled and also
the sheet, excel utility will prompt you

Click "Validate All Sheet" button to ensure
there are some errors on the sheet, excel
message. After correction, once again follow

rrors.

XML unless successful validation of all e.

click on 'Generate Report" to generate

file generated through Utility, login to de the required information and browse

d further for generating XML.

ot insert Zero unless it is a mandatory

w you to proceed further for generating

er as much data in a tabular form. You

the button "Delete". A popup will ask

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

General information about company

Scrip code

Name of the company

Whether company is SME

Class of Security

Type of report

Quarter Ended / Half year ended/Date of Report (For Prelisting / Allotment)

Date of allotment / extinguishment (in case Capital Restructuring selected) / Listing Date

Shareholding pattern filed under

538521
Crown Tours Ltd.
No
Equity Shares
Quarterly
31-12-2017
Regulation 31 (1) (b)

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Sr. No.	Particular
1	Whether the Listed Entity has issued any partly paid up shares?
2	Whether the Listed Entity has issued any Convertible Securities ?
3	Whether the Listed Entity has issued any Warrants ?
4	Whether the Listed Entity has any shares against which depository receipts are issued?
5	Whether the Listed Entity has any shares in locked-in?
6	Whether any shares held by promoters are pledge or otherwise encumbered?
7	Whether company has equity shares with differential voting rights?

Table I - Summary Statement holding of specified securities**Note : Data will be automatically populated from shareholding pattern sheet - Data Entry**

Category (I)	Category of shareholder (II)	Nos. Of shareholders (III)	No. of fully paid up equity shares held (IV)
(A)	Promoter & Promoter Group	6	1839739
(B)	Public	502	1260261
(C)	Non Promoter- Non Public		
(C1)	Shares underlying DRs		
(C2)	Shares held by Employee Trusts		
	Total	508	3100000

Restricted in this sheet

No. Of Partly paid-up equity shares held (V)	No. Of shares underlying Depository Receipts (VI)	Total nos. shares held (VII) = (IV)+(V)+ (VI)	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Number o
				No
				Class eg: X
		1839739	59.35	1,839,739.00
		1260261	40.65	1260261.00
		3100000	100	3100000.00

of Voting Rightsheld in each class of securities(IX)			
of Voting (XIV) Rights		Total as a % of (A+B+C)	No. Of Shares Underlying Outstanding convertible securities (X)
Class eg:y	Total		
	1,839,739.00	59.35	
	1,260,261.00	40.65	
	3100000.00	100.00	

No. of Shares Underlying Outstanding Warrants (Xi)	No. Of Shares Underlying Outstanding convertible securities and No. Of Warrants (Xi) (a)	Shareholding , as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XI)= (VII)+(X) As a % of (A+B+C2)	Number of Lock (XII) No. (a)
		59.35	
		40.65	
		100	

Held in shares (b)	Number of Shares pledged or otherwise encumbered (XIII)		Number of equity shares held in dematerialized form (XIV)
	As a % of total Shares held (b)	No. (a)	
			1839739
			1211761
			3051500

Home

Validate

Sr.	Category & Name of the Shareholders (I)	Nos. Of shareholders (III)	No. of fully paid up equity shares held (IV)
A	Table II - Statement showing shareholding pattern of the Promoter and Promoter Group		
(1)	Indian		
(a)	Individuals/Hindu undivided Family	6	1839739
(b)	Central Government/ State Government(s)		
(c)	Financial Institutions/ Banks		
(d)	Any Other (specify)		
Sub-Total (A)(1)		6	1839739
(2)	Foreign		
(a)	Individuals (NonResident Individuals/ Foreign Individuals)		
(b)	Government		
(c)	Institutions		
(d)	Foreign Portfolio Investor		
(e)	Any Other (specify)		
Sub-Total (A)(2)			
Total Shareholding of Promoter and Promoter Group (A)=(A)(1)+(A)(2)		6	1839739
	Details of Shares which remain unclaimed for Promoter & Promoter Group		
B	Table III - Statement showing shareholding pattern of the Public shareholder Note : Kindly show details of share		
(1)	Institutions		
(a)	Mutual Funds		
(b)	Venture Capital Funds		
(c)	Alternate Investment Funds		
(d)	Foreign Venture Capital Investors		
(e)	Foreign Portfolio Investors		

(f)	Financial Institutions/ Banks		
(g)	Insurance Companies		
(h)	Provident Funds/ Pension Funds		
(i)	Any Other (specify)		
Sub-Total (B)(1)			
(2)	Central Government/ State Government(s)/ President of India		
Sub-Total (B)(2)			
(3)	Non-institutions		
(a(i))	Individuals - i. Individual shareholders holding nominal share capital up to Rs. 2 lakhs.	443	349458
(a(ii))	Individuals - ii. Individual shareholders holding nominal share capital in excess of Rs. 2 lakhs.	15	655094
(b)	NBFCs registered with RBI		
(c)	Employee Trusts		
(d)	Overseas Depositories (holding DRs) (balancing figure)		
(e)	Any Other (specify)	44	255709
Sub-Total (B)(3)		502	1260261
Total Public Shareholding (B)=(B)(1)+(B)(2)+(B)(3)		502	1260261

[Details of the shareholders acting as persons in Concert for Public](#)

[Details of Shares which remain unclaimed for Public](#)

C	Table IV - Statement showing shareholding pattern of the Non Promoter- Non Public sh		
(1)	Custodian/DR Holder - Name of DR Holders (If Available)		
(2)	Employee Benefit Trust (under SEBI (Share based Employee Benefit) Regulations, 2014)		
Total NonPromoter- Non Public Shareholding (C)= (C)(1)+(C)(2)			
Total (A+B+C2)		508	3100000
Total (A+B+C)		508	3100000

Total nos. shares held (VII) = (IV)+(V)+ (VI)	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) (VIII) As a % of (A+B+C2)	Number of Voting Rights held in each class of securities(IX)		
		No of Voting (XIV)Rights		Total as a % of Total Voting rights
		Class eg: X	Total	

Group

1839739	59.35	1839739.00	1839739	59.35
1839739	59.35	1839739.00	1839739	59.35
1839739	59.35	1839739.00	1839739	59.35

holders having more than one percentage of total no of shares. Please refer software manual.

349458	11.27	349458	349458	11.27
655094	21.13	655094	655094	21.13
255709	8.25	255709	255709	8.25
1260261	40.65	1260261.00	1260261	40.65
1260261	40.65	1260261.00	1260261	40.65

Shareholder				
3100000	100.00	3100000.00	3100000	100.00
3100000	100.00	3100000.00	3100000	100.00

closure of notes on shareholding pattern

Add Notes

Shareholding , as a % assuming full conversion of convertible securities (as a percentage of diluted share capital) (XI)= (VII)+(X) As a % of (A+B+C2)	Number of equity shares held in dematerialized form (XIV)
59.35	1839739
59.35	1839739
59.35	1839739

11.27	300958
21.13	655094
8.25	255709
40.65	1211761
40.65	1211761

100.00	3051500
100.00	3051500

