

| XBRL Excel Utility | |
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| 1. | Overview |
| 2. | Before you begin |
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| 4. | Steps for Filing - Corporate Governance Report |

| 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 | | |
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| 1 | Details of general information about company | General Info |
| 2 | Composition of BOD | Annexure I - Composition of BOD |
| 3 | Composition of Committee | Annexure I - Composition of Committee |
| 4 | Meeting of BOD | Annexure I - Meeting of BOD |
| 5 | Meeting of Committees | Annexure I - Meeting of Committees |
| 6 | Related Party Transaction | Annexure I - Related Party Transaction |
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| 9 | Annual Affirmation | Annexure II - Annual Affirmation |
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| 11 | Annexure III | Annexure III |
| 12 | Signatory Details | Signatory Details |

| 4. 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. |

| 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 |

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General information about company

| | |
|---------------------------------|----------------|
| Scrip code | 508136 |
| NSE Symbol | N.A. |
| MSEI Symbol | N.A. |
| ISIN | INE489D01011 |
| Name of the entity | B & A LIMITED |
| Date of start of financial year | 01-04-2018 |
| Date of end of financial year | 31-03-2019 |
| Reporting Quarter | Quarterly |
| Date of Report | 30-06-2018 |
| Risk management committee | Not Applicable |

Enter the quarter
ended date only

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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

Is there any change in information of board of directors compare to previous quarter

| Sr | Title (Mr / Ms) | Name of the Director | PAN | DIN | Category 1 of directors | Category 2 of directors | Category 3 of directors | Date of appointment in the current term | Date of cessation | Tenure of director (in months) | No of Directorship in listed entities including this listed entity (Refer Regulation 25(1) of Listing Regulations) | Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations) | No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations) | Notes for not providing PAN | Notes for not providing DIN |
|----|-----------------|-----------------------|-----|----------|--|---------------------------------|-------------------------|---|-------------------|--------------------------------|--|---|--|-----------------------------|-----------------------------|
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| 1 | Mrs | Anuradha Farley | | 06699021 | Non-Executive - Non Independent Director | Chairperson related to Promoter | | 15-09-2015 | | | 2 | 0 | 0 | 4 | |
| 2 | Mr | Latifur Rahman | | 05121886 | Non-Executive - Independent Director | Not Applicable | | 24-05-2014 | | 58 | 1 | 1 | 0 | 5 | |
| 3 | Mr | Anjan Ghosh | | 00655014 | Non-Executive - Independent Director | Not Applicable | | 26-03-2015 | | 60 | 2 | 4 | 2 | | |
| 4 | Mr | Mr. Rajkamal Bhuyan | | 00946477 | Non-Executive - Independent Director | Not Applicable | | 26-03-2015 | | 60 | 2 | 2 | 1 | | |
| 5 | Mr | Prabir Kumar Datta | | 06608028 | Non-Executive - Independent Director | Not Applicable | | 26-03-2015 | | 60 | 1 | 0 | 0 | | |
| 6 | Mr | Amit Chowdhuri | | 00080854 | Non-Executive - Non Independent Director | Not Applicable | | 29-09-2016 | | | 2 | 3 | 2 | | |
| 7 | Mr | Basant Kumar Goswami | | 00003782 | Non-Executive - Independent Director | Not Applicable | | 24-05-2014 | | 58 | 4 | 4 | 2 | | |
| 8 | Mr | Bhramar Kumar Mahanta | | 02705485 | Non-Executive - Non Independent Director | Not Applicable | | 15-09-2017 | | | 1 | 0 | 0 | | |
| 9 | Mr | Somnath Chatterjee | | 00172364 | Executive Director | Not Applicable | MD | 01-04-2018 | | | 2 | 4 | 0 | | |

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| II. Composition of Committees | |
| Disclosure of notes on composition of committees explanatory | Add Notes |
| Is there any change in information of committees compare to previous quarter | |

| Audit Committee Details | | | | | |
|-------------------------|------------|---------------------------|--------------------------------------|-------------------------|---------|
| Sr | DIN Number | Name of Committee members | Category 1 of directors | Category 2 of directors | Remarks |
| 1 | 00655014 | Mr. Anjan Ghosh | Non-Executive - Independent Director | Chairperson | |
| 2 | 00003782 | Mr. Basant Kumar Goswami | Non-Executive - Independent Director | Member | |
| 3 | 05121886 | Mr. Latifur Rahman | Non-Executive - Independent Director | Member | |
| 4 | 00946477 | Mr. Rajkamal Bhuyan | Non-Executive - Independent Director | Member | |
| 5 | 00172364 | Mr. Somnath Chatterjee | Executive Director | Member | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

| Nomination and remuneration committee | | | | | |
|---------------------------------------|------------|---------------------------|--|-------------------------|---------|
| Sr | DIN Number | Name of Committee members | Category 1 of directors | Category 2 of directors | Remarks |
| 1 | 00655014 | Mr. Anjan Ghosh | Non-Executive - Independent Director | Chairperson | |
| 2 | 00003782 | Mr. Basant Kumar Goswami | Non-Executive - Independent Director | Member | |
| 3 | 00080854 | Mr. Amit Chowdhuri | Non-Executive - Non Independent Director | Member | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

| Stakeholders Relationship Committee | | | | | |
|-------------------------------------|------------|---------------------------|--|-------------------------|---------|
| Sr | DIN Number | Name of Committee members | Category 1 of directors | Category 2 of directors | Remarks |
| 1 | 00080854 | Mr. Amit Chowdhuri | Non-Executive - Non Independent Director | Chairperson | |
| 2 | 00655014 | Mr. Anjan Ghosh | Non-Executive - Independent Director | Member | |
| 3 | 00172364 | Mr. Somnath Chatterjee | Executive Director | Member | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

| Risk Management Committee | | | | | |
|---------------------------|------------|---------------------------|-------------------------|-------------------------|---------|
| Sr | DIN Number | Name of Committee members | Category 1 of directors | Category 2 of directors | Remarks |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

| Corporate Social Responsibility Committee | | | | | |
|---|------------|---------------------------|--|-------------------------|---------|
| Sr | DIN Number | Name of Committee members | Category 1 of directors | Category 2 of directors | Remarks |
| 1 | 06608028 | Mr. Prabir Kumar Datta | Non-Executive - Independent Director | Chairperson | |
| 2 | 00655014 | Mr. Anjan Ghosh | Non-Executive - Independent Director | Member | |
| 3 | 00080854 | Mr. Amit Chowdhuri | Non-Executive - Non Independent Director | Member | |
| 4 | 00172364 | Mr. Somnath Chatterjee | Executive Director | Member | |
| 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 | | | | | | |

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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)

[Add](#)[Delete](#)

1

14-02-2018

2

21-05-2018

95

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IV. Meeting of Committees

Disclosure of notes on meeting of committees explanatory

[Add Notes](#)

| Sr | Name of Committee | Date(s) of meeting of the committee in the relevant quarter | Whether requirement of Quorum met (Yes/No) | Requirement of Quorum met | Date(s) of meeting of the committee in the previous quarter | Maximum gap between any two consecutive meetings (in number of days) | Name of other committee |
|----|---|---|--|---------------------------|---|--|-------------------------|
| 1 | Audit Committee | | Yes | 80 | 14-02-2018 | | |
| 2 | Audit Committee | 21-05-2018 | Yes | 100 | | 95 | |
| 3 | Stakeholders Relationship Committee | | Yes | 100 | 13-02-2018 | | |
| 4 | Stakeholders Relationship Committee | 19-05-2018 | Yes | 100 | | 94 | |
| 5 | Nomination and remuneration committee | | Yes | 100 | 14-02-2018 | | |
| 6 | Nomination and remuneration committee | 21-05-2018 | Yes | 100 | | 95 | |
| 7 | Corporate Social Responsibility Committee | | Yes | 100 | 14-02-2018 | | |
| 8 | Corporate Social Responsibility Committee | 21-05-2018 | Yes | 100 | | 95 | |

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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 | NA | |
| 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 | | | Add Notes |
| Disclosure of notes of material transaction with related party | | | Add Notes |

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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 a. Audit Committee | Yes |
| 3 | The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. b. Nomination & remuneration committee | Yes |
| 4 | The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee | Yes |
| 5 | The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. d. Risk management committee (applicable to the top 100 listed entities) | NA |
| 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 | Any comments/observations/advice of Board of Directors may be mentioned here: | Add Notes |

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| Sr | Subject | Compliance status |
|----|-------------------|-------------------|
| 1 | Name of signatory | D. Chowdhury |
| 2 | Designation | Company Secretary |

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| Signatory Details | |
|-----------------------|-------------------|
| Name of signatory | D. Chowdhury |
| Designation of person | Company Secretary |
| Place | Kolkata |
| Date | 10-07-2018 |

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