

	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 MSE 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 MSE 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	Declaration
3	Summary	Summary
4	Shareholding Pattern	Shareholding Pattern

4. Steps for Filing Shareholding Pattern

- 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
- 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.
 - $\dot{\text{S}}$ ave 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 MSE Listing Center: For uploading the XBRL/XML file generated through Utility, login to MSE 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 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
- 5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further for generating
- 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

Home Validate

General information about company	
Scrip code	000000
NSE Symbol	
MSEI Symbol	STCL
ISIN	INE932E01018
Name of the company	SANGRAHALAYA TIMBER & CRAFTS 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)	31-03-2021
Date of allotment / extinguishment (in case Capital Restructuring selected) / Listing Date	
Shareholding pattern filed under	Regulation 31 (1) (b)
Whether the listed entity is Public Sector Undertaking (PSU)?	No

Home Validate

Sr. No.	Particular	Yes/No	Promoter and Promoter Group	Public shareholder	Non Promoter- Non Public
1	Whether the Listed Entity has issued any partly paid up shares?	No	No	No	No
2	Whether the Listed Entity has issued any Convertible Securities?	No	No	No	No
3	Whether the Listed Entity has issued any Warrants ?	No	No	No	No
4	Whether the Listed Entity has any shares against which depository receipts are issued?	No	No	No	No
5	Whether the Listed Entity has any shares in locked-in?	No	No	No	No
6	Whether any shares held by promoters are pledge or otherwise encumbered?	No	No		
7	Whether company has equity shares with differential voting rights?	No	No	No	No
8	Whether the listed entity has any significant beneficial owner?	No			

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Table	e I - Su	1 - Summary Statement holding of populated securities																			
Note	e: Data will be automatically populated from shareholding pattern sheet - Data Entry Restricted in this sheet																				
									Nurr	ber of Voting Rightsheld	in each class ofsecurities(IX)					Shareholding, as a %	Number of Locked in shares		Number of Shares pledged or otherwise encumbered		
Catan	_		Nos. Of	No. of fully said up equity	No. Of Partly paid-	No. Of shares underlying	Total nos, shares	shares (calculated	No of Voting (XIV) Rights				No. Of Shares	No. of Shares		assuming full conversion of convertible securities ((301)		(XII)		Number of equity
Catego ry (I)	go.	Category of shareholder (8)	shareholders (III)	shares held (IV)	up equity shares held (V)	Depository	Total nos. shares held (VII) = (IV)+(V)+ (VI)		Class eg: X	Class egy	Total	Total as a % of (A+B+C)	Underlying Outstanding convertible securities (X)	Underlying Outstanding Warrants (XI)		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. (a)	As a % of total Shares held (b)	shares held in dematerialized form (XXV)
(A)) Pro	omoter & Promoter Group	3	3913700			3913700	19.56	39.13.700.00		3913700.00	19.56				19.56					3913700
(8)) Pub	blic	1028	16096300			16096300	80.44	16096300.00		16096300.00	80.44				80.44					15698850
(C)) Nor	n Promoter- Non Public																			
(C1)	9	Shares underlying DRs																			
(C2)	9	Trusts																			
		Total	1031	20010000			20010000	100	20010000.00		20010000.00	100.00				100					19612550

	Home Validate																			
								Number	of Voting Rights held in	each class of securitie	n(DC)					Number of Locked in shares Number of Shares ple			res pledged or	
							i	No of Voting (XIV)Rights				İ			Shareholding , as a %	(XII)		otherwise er	acumbered	1
	Category & Name			No. Of Partly paid-	No. Of shares		Shareholding as a % of total no. of					No. Of Shares Underlying	No. of Shares	No. Of Shares Underlying	assuming full conversion of		-	(301)		Number of equity
	Category & Name of the	Nos. Of	No. of fully paid up	No. Of Partiy paid- up equity shares	No. Of shares underlying	Total nos. shares	% of total no. of shares (calculated				Total as a % of	Outstanding	No. of Shares Underlying	Outstanding	convertible securities (1	Number of equity shares held in
Sr.	Shareholders	shareholders (80)	equity shares held (IV)	held	Depository Receipts	held (VII) = (IV)+(V)+ (VII)	as per SCRR, 1957)	Class	Class		Total	convertible	Outstanding	convertible securities	as a percentage of	i	As a % of	No.	As a % of total	dematerialized form
	(1)	(80)	(iv)	(V)	(VI)	(vii) = (iv)+(v)+ (vi)	(VII)	eg: X	Class 48:y	Total	Voting	securities	Warrants (XI)	and No. Of Warrants	diluted share capital)	No. (a)	total Shares held	No. (a)	Shares held	(XIV)
							As a % of (A+B+C2)	×	-07		rights	(X)		(XI) (a)	(XI)= (VII)+(X) As a % of (A+B+C2)		(b)		(b)	1
															,				1	1
A	Table II - Statement showing sharehold	ding pattern of th	e Promoter and Pro	moter Group							<u> </u>									
(1)	Indian																			
(a)	Individuals/Hindu undivided Family		31500			31500	0.16	31500.00		31500	0.16				0.16					31500
(b)	Central Government/State Government(s)																			
(c)	Financial Institutions/ Banks																			
(d)	Any Other (specify)	2	3882200			3882200	19.40	3882200.00		3882200	19.40				19.40					3882200
L	Sub-Total (A)(1)	3	3913700			3913700	19.56	3913700.00		3913700	19.56				19.56					3913700
(2)	Foreign																			
(a)	Individuals (Nonitesident Individuals/ Foreign Individuals)																			1
(b)	Government																			
(c)	Institutions																_			
(d)	Foreign Portfolio Investor																			
(e)	Any Other (specify)																			
	Sub-Total (A)(2)																			
	Total Shareholding of Promoter and Promoter Group																			
	Total Shareholding of Promoter and Promoter Group (A)=(A)(1)+(A)(2)		3913700			3913700	19.56	3913700.00		3913700	19.56				19.56					3913700
	Details of Shares which remain unclaimed for Prom	noter & Promoter I	Sroup						_					_						
В	Table III - Statement showing shareholding pattern of the Public shareholder	Note : Kindly sh	ow details of sharel	holders having mor	e than one percent	age of total no of sh	ares. Please refer so	oftware manual.												
(1)	Institutions																			
(a)	Mutual Funds																			_
(b)	Venture Capital Funds																			
(c)	Alternate Investment Funds																			
(d)	Foreign Venture Capital Investors																			
(e)	Foreign Portfolio Investors															—				-
(f) (g)	Financial Institutions/ Banks																	4		
(g)	Provident Funds/ Pension Funds																			-
(h)	Provident Funds/ Pension Funds Any Other (specify)																			-
(1)																	_			
\vdash	Sub-Total (8)(1) Central Government/ State Government/s/		1														_	1		
(2)	President of India																l.			l .
Т,	Sub-Total (8)(2)																			
(3)	Non-institutions																			
	Individuals -																			
I I	Individual shareholders holding nominal share capital up to Rs. 2 lakhs.																l.			Ι.
(a(i))	Individuals -	1009	110850			110850	0.55	110850		110850	0.55				0.55			1		
	ii. Individual shareholders holding nominal share																l.			l .
(a(ii))	capital in excess of Rs. 2 lakhs. NBFCs registered with RBI	2	2717900			2717900	13.58	2717900		2717900	13.58				13.58			1		2431300
(b) (c)	Employee Trusts		1	l					l			l	l				-			
(c)	Overseas Depositories (holding DRs) (balancing		1	l					l			l	l				\vdash			
640	Overseas Depositories (holding DRs) (balancing figure)		1	l	1				1			l	l			ı				i .
(e)	Arry Other (specify)	17	13267550			13267550	66.30	13267550	1	13267550	66.30				66.30					13267550
	Sub-Total (8)(3)	1028	16096300			16096300	80.44	16096300.00		16096300	80.44				80.44					15698850
	Total Public Shareholding (8)-(8)(1)+(8)(2)+(8)(3)	1028	16096300			16096300	80.44	16096300.00		16096300	80.44				80.44					15698850
	Details of the shareholders acting as persons in Cor								_					_						
\vdash																				
1	Details of Shares which remain unclaimed for Publi	ic.																		
c	Table IV - Statement showing shareholding pattern of	of the Non Promi	oter- Non Public sha	reholder																
	Costodian/DR. Holder - Name of DR Holders, Df								l											
(1)	Availables																			
(2)	Employee Benefit Trust (under SEB (Share based Employee Benefit) Reputations, 2014)		l						l			l				ı				1
(2)	Total NonPromoter- Non Public Shareholding																			
	(C)= (C)(1)+(C)(2)																			
	Total (A+B+C2)	1031	20010000			20010000	100.00	20010000.00		20010000	100.00				100.00					19612550
	Total (A+8+C)					20010000	100.00	20010000.00		20010000	100.00				100.00					19612550
	iota (Avorc)				Disclosure of potes	on shareholding pa		Add No	ites	222,300	2,0.00				2,000					
									_											
		Add No	otes																	
Disclosure of notes in case of public share holding is less than 25 percentage									otes											
			Disclosure of no	otes on shareholdin	g pattern for comp	any remarks explan	atory	Add No	otes											