

XBRL Excel Utility	
1.	Overview
2.	Before you begin
3.	Index
4.	Steps for Filing Change in Management - General Report
5.	Fill up the data in excel utility

1. Overview
The excel utility can be used for creating the XBRL/XML file for e-filing of Excel l

2. Before yo
1. The version of Microsoft Excel in your system should be Microsoft Office Excel 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. 4. Make sure that you have downloaded the Chrome Browser to view report ge 5. Please enable the Macros (if disabled) as per instructions given in manual, through Enable Macro - Manual attached with zip file. 6. Kindly use this file in local system instead of OneDrive/shared drive. Because it may gives an error "Run-time error '52' : Bad file name or number" drive.

3. Index	
1	General Information
2	Details of Change
3	Resignation of director,KMP,SMP
4	Resignation of StatutoryAuditor
5	Directorship details

4. Steps for Filing Excel Utility for Chang
I. Fill up the data: Navigate to each field of every section in the sheet to pr filling data.) - Use paste special command to paste data from other sheet. II. Validating Sheets: Click on the "Validate" button to ensure that the sl format. If there are some errors on the sheet, excel utility will prompt you abou III. Validate All Sheets: Click on the "Home" button. And then click on "Va and validated successfully. If there are some errors on the sheet, excel utility 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 "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 the following instructions:- - 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.
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5. Fill up the data in the following fields
1. Cells with red asterisk mark indicate mandatory fields.
2. If mandatory field is left empty, then Utility will not allow you to proceed further.
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 any text.
5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further.
6. Select data from "Dropdown list" wherever applicable.
7. Adding Notes: Click on "Add Notes" button to add notes



View

Utility for Change in Management - General Report

How to begin

Excel 2007 and above.

3.

Generated from Excel utility

so that all the functionalities of Excel Utility works fine. Please first go

While clicking on textblock button if files saved on OneDrive/shared

Index

	General Information
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	Directorship details

Change in Management - General Report

Provide applicable data in correct format. (Formats will get reflected while

sheet has been properly filled and also data has been furnished in proper format at the same.

Click on "Validate All Sheet" button to ensure that all sheets has been properly filled. It will prompt you about the same and stop validation at the same time.

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Click on "Validate All Sheet" button unless successful validation of all sheet is completed. Now click on

ck on "Generate Report" to generate html report.

n excel utility
ther for generating XML.
t Zero unless it is a mandatory field.
to proceed further for generating XML.

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

General Information
NSE Symbol*
Name of the Company*
BSE Scrip Code*
MSEI Symbol*
ISIN*
Whether disclosure filed for listed entity*
Name of entity (ies) for which the disclosure is filed
Relationship with the listed entity
Whether Event/Information is an Outcome of Board Meeting*
Date of Board Meeting
Start time of the meeting
End time of the meeting
Date of occurrence of event/information
Time of occurrence of event/information
No of persons/entities for whom change is being reported*
Remarks (website dissemination)
Remarks for Exchange (not for Website Dissemination)
Date of Report

General Information		
RTL		
RAMA TELECOM LIMITED		
000000		
NOTLISTED		
INE14W901010		
Yes		
Listed Entity (self)		
Yes		
29-05-2026		
16	00	HH:MM
16	30	HH:MM
		HH:MM
1		
Add Notes		
Add Notes		
30-05-2026		

[Home](#)[Validate](#)**Details of Cha**

Type of Change*
Details of other Change
Category for reason for change - Cessation
Category for Change*
Designation/New Designation*
Details of other designation
Previous Designation
Category 2 of Director
Category 3 of Director
Details of person
Salutation*
Name*
Nationality*
If Others, specify the Nationality
PAN*
DIN
Effective date of change*
Term of Appointment (in months)
Brief Profile (in case of appointment)
Email ID*
Mobile Number*
SEBI Registration No.
Other disclosure details
Disclosure of relationships between directors (in case of appointment of a director)
Affirmation that the person proposed to be appointed as Director is not debarred from holding the office by virtue of any SEBI Order or any other authority - (Confirmation in compliance with SEBI master circular and erstwhile SEBI circular dated June 14, 2018 read along with Exchange Circular dated June 20, 2018)
If No, specify the details for debarment

Whether Information to be obtained from the statutory auditor upon resignation as per SEBI Circular CIR/CFD/CMD1/114/2019 dated October 18, 2019 is available with the Company
Provide reason for non-receipt of the information from the statutory auditor
Whether the Director being appointed is disqualified from holding the office of director pursuant to provisions of Section 164 of the Companies Act, 2013
Provide the reason and details of disqualification from holding the office of director pursuant to provisions of Section 164 of the Companies Act, 2013
Whether the Statutory Auditor/Secretarial Auditor holds a valid certificate issued by the Peer review Board of ICAI/ICSI
Provide reason for not holding peer review certificate
Remarks
Whether the further disclosure for resignation of statutory auditor or Director/KMPs/Senior Management Personnel/Compliance Officer is to be filed along with this disclosure

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Add Record
Appointment
Key Managerial Personnel
Company Secretary and Compliance Officer
Ms.
PUJA LAKHOTIA
Indian
AYNPR3561J
29-05-2026
Mrs. Puja Lakhotia is a qualified Company Secretary. She has achieved professional excellence and expertise in her work
pujalakhotia05@gmail.com
9038844053

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