XBRL Excel Utility	
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1. Overview

1.	The excel utility can be used for creating the XBRL/XML file for Reporting Annual Disclosure under by
2.	Annual Disclosure filling consists of two processes. Firstly generation of XBRL/XML file of the Annual Disclosure, and Submit the XML alongwith signed copy of Disclosure generated to the Compliance Office of the Company.

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 Compliance Officer 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 Designated Person	Designated Person
2.	Details of Relative/Material Financial Relationship of Designated Person	Relative and MFR
3	Confirmation Statements	Confirmation Statement

4. Import XBRL file

1.	You can import and view previously generated XBRL files by clicking Import XBRL button on Designated Person

5. Steps for Filing Prohibition of Insider Trading

1.	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.)
2.	has been furnished in proper format. If there are some errors on the sheet, excel utility will prompt you about the same.
3.	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.
4.	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.

5.	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.

6.	Sign the PDF and Send the PDF alongwith generated xml file to the Compliance Officer's Mail ID

6. Fill up the Prohibition of Insider Trading

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.	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. To add more than one row you must fill data in the mandatory fields of the previous row.
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

Generate XML	Gener
(For Importing Data)	(For Submitting

Validate this Worksheet

DISCLOSURE OF PERSONNEL DETAILS PU
TO REGULATE, MONITOR AND R

DREDGING CORPORA

To,
The Compliance Officer

Company Name
Address1
Address2
Address3

Dear Sir/Ma'am,

Pursuant to personnel information required und
report trading by insiders of the Company, pleas

Name of the Designated Person *	
PAN NO. *	
IF Not PAN No, Any other Identifer No. *	
Current Designation *	
Permanent Address *	
Corresponding Address *	
Email ID *	

Landline/Mobile No. (1)	
Landline/Mobile No. (2)	
Landline/Mobile No. (3)	
Landline/Mobile No. (4)	
Landline/Mobile No. (5)	

Demat A/c No. / Folio No. (1)	
Demat A/c No. / Folio No. (2)	
Demat A/c No. / Folio No. (3)	
Demat A/c No. / Folio No. (4)	
Demat A/c No. / Folio No. (5)	

Graduation Institutions (1)	
Graduation Institutions (2)	
Graduation Institutions (3)	

Graduation Institutions (4)
Graduation Institutions (5)

Past Employers (1)
Past Employers (2)
Past Employers (3)
Past Employers (4)
Past Employers (5)

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* mandatory

URSUANT TO CODE OF CODE OF CONDUCT
EPORT TRADING BY INSIDERS OF

.TION OF INDIA LIMITED

DREDGING CORPORATION OF INDIA LIMITED
DREDGE HOUSE, H.B. COLONY MAIN ROAD, SEETHAMMADHARA, VISAKHAPATNAM, A.P.- 530022

er Code of Conduct to regulate, monitor and
;e find below my personnel details for your

DREDGING CORPORATION OF INDIA LIMITED, DREDGE HOUSE, H.B. COLONY MAIN ROAD, SEETHAMMADHARA, VISAKHAPATNAM, A.P.- 530022

tool

Following are my immediate relatives and the pers

Type	Relationship
Add Details **Delete**	

"immediate relative" means a spouse of a person, and
relating to trading in securities;

"material financial relationship" shall mean a relations
annual income of designated person but shall exclude

Symbol '&', |, Enter are not supported in this tool

son with whom, I share material financial relationship :

Name	PAN

includes parent, sibling, and child of such person or of the s

hip in which one person is a recipient of any kind of paymen
relationships in which the payment is based on arm's lengtl

Residential Address	Landline No. / Mobile No.	Email ID

spouse, any of whom is either dependent financially on such person, or consults such person

t such as by way of a loan or gift during the immediately preceding twelve months, equivalen
n transactions.

Demat A/c No. / Folio No.

in taking decisions

to at least 25% of the

| Home | Validate this Worksheet |

I/ We hereby confirm that

- in event of any change in the information provided as above, I shall immediately file a fresh disclosure in this regard.
- to adhere to the requirements and standards of this Code of Conducts and SEBI Insider Trading Regulation, 2015 and amendments, circulars or guidelines thereto.
- all the information as provided above to the best of my knowledge and belief and I understand that I subject myself to disciplinary action in the event that the above facts are found to be falsified.

Name of the Signatory	
Designation	
Place	
Date	