

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 filing consists of two processes. Firstly generation of XBRL/XML file of the Shareholding pattern, and upload of generated XBRL/XML file to BSE 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 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

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

4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL button on General information sheet.

5. 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.
- 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.
- 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.
- 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.
- 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.
- 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.

6. Fill up the Shareholding Pattern

- Cells with red fonts indicate mandatory fields.
- If mandatory field is left empty, then Utility will not allow you to proceed further for generating XML.
- You are not allowed to enter data in the Grey Cells.
- If fields are not applicable to your company then leave it blank. Do not insert Zero unless it is a mandatory field.
- Data provided must be in correct format, otherwise Utility will not allow you to proceed further for generating XML.
- 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.
- 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.
- Select data from "Dropdown list" wherever applicable.
- Adding Notes: Click on "Add Notes" button to add notes

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General information about company

Scrip code	500110
NSE Symbol	CHENNPETRO
MSEI Symbol	NOTLISTED
ISIN	INE178A01016
Name of the company	CHENNAI PETROLEUM CORPORATION 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)	31-12-2020
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)?	Yes

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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			

Table I - Summary Statement holding of specified securities

Note : Data will be automatically populated from shareholding pattern sheet - Data Entry Restricted in this sheet

Category Y (I)	Category of shareholder (II)	Nos. Of shareholders (III)	No. of fully paid up equity shares held (IV)	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 of Voting Rights held in each class of securities (IX)				No. Of Shares Underlying Outstanding convertible securities (X)	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 Locked in shares (XII)		Number of Shares pledged or otherwise encumbered (XIII)		Number of equity shares held in dematerialized form (XIV)
								No of Voting (XIV) Rights			No. (a)					As a % of total Shares held (b)	No. (a)	As a % of total Shares held (b)		
								Class eg: X	Class eg:Y	Total										
(A)	Promoter & Promoter Group	2	100198100			100198100	67.29	10,01,98,100.00		100198100.00	67.29			67.29						100198100
(B)	Public	83025	48713300			48713300	32.71	48713300.00		48713300.00	32.71			32.71						47611366
(C)	Non Promoter- Non Public																			
(C1)	Shares underlying DRs																			
(C2)	Shares held by Employee Trusts																			
	Total	83027	148911400			148911400	100	148911400.00		148911400.00	100.00			100						147809466

Sr.	Category & Name of the Shareholders (I)	Nos. Of shareholders (III)	No. of fully paid up equity shares held (IV)	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 of Voting Rights held in each class of securities (IX)			Total as a % of Total Voting rights	No. Of Shares Underlying Outstanding convertible securities (X)	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 Locked in shares (XII)		Number of Shares pledged or otherwise encumbered (XIII)		Number of equity shares held in dematerialized form (XIV)	
								No of Voting (XIV) Rights								No. (a)	As a % of total Shares held (b)	No. (a)	As a % of total Shares held (b)		
								Class eE: X	Class eEY	Total											
A	Table II - Statement showing shareholding pattern of the Promoter and Promoter Group																				
(1)	Indian																				
(a)	Individuals/Hindu undivided Family																				
(b)	Central Government/ State Government(s)	1	77265200			77265200	51.89	77265200.00		77265200	51.89				51.89					77265200	
(c)	Financial Institutions/ Banks																				
(d)	Any Other (specify)																				
	Sub-Total (A)(1)	1	77265200			77265200	51.89	77265200.00		77265200	51.89				51.89					77265200	
(2)	Foreign																				
(a)	Individuals (NonResident Individuals/ Foreign Individuals)																				
(b)	Government																				
(c)	Institutions																				
(d)	Foreign Portfolio Investor																				
(e)	Any Other (specify)	1	22932900			22932900	15.40	22932900.00		22932900	15.40				15.40					22932900	
	Sub-Total (A)(2)	1	22932900			22932900	15.40	22932900.00		22932900	15.40				15.40					22932900	
	Total Shareholding of Promoter and Promoter Group (A)=(A)(1)+(A)(2)	2	100198100			100198100	67.29	100198100.00		100198100	67.29				67.29					100198100	
	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 shareholders having more than one percentage of total no of shares. Please refer software manual.																				
(1)	Institutions																				
(a)	Mutual Funds	9	7314112			7314112	4.91	7314112		7314112	4.91				4.91					7309512	
(b)	Venture Capital Funds																				
(c)	Alternate Investment Fundy																				
(d)	Foreign Venture Capital Investors																				
(e)	Foreign Portfolio Investors	29	3071821			3071821	2.06	3071821		3071821	2.06				2.06					3069221	
(f)	Financial Institutions/ Banks	5	969			969	0.00	969		969	0.00				0.00					869	
(g)	Insurance Companies																				
(h)	Provident Funds/ Pension Funds																				
(i)	Any Other (specify)	1	100			100	0.00	100		100	0.00				0.00					100	
	Sub-Total (B)(1)	44	10387002			10387002	6.98	10387002.00		10387002	6.98				6.98					10379702	
(2)	Central Government/ State Government(s)/ President of India																				
	Sub-Total (B)(2)																				
(3)	Non-institutions																				
(a)(i)	Individuals – Individual shareholders holding nominal share capital up to Rs. 2 lakhs.	77508	20621280			20621280	13.85	20621280		20621280	13.85				13.85					19926946	
(a)(ii)	Individuals – Individual shareholders holding nominal share capital in excess of Rs. 2 lakhs.	111	6612445			6612445	4.44	6612445		6612445	4.44				4.44					6612445	
(b)	NBFCs registered with RBI	2	1350			1350	0.00	1350		1350	0.00				0.00					1350	
(c)	Employee Trusts																				
(d)	Overseas Depositories (holding DRs) (balancing figure)																				
(e)	Any Other (specify)	5360	11091223			11091223	7.45	11091223		11091223	7.45				7.45					10690923	
	Sub-Total (B)(3)	82981	38326298			38326298	25.74	38326298.00		38326298	25.74				25.74					37231664	
	Total Public Shareholding (B)=(B)(1)+(B)(2)+(B)(3)	83025	48713300			48713300	32.71	48713300.00		48713300	32.71				32.71					47611366	
	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 shareholder																				
(1)	Category/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(I)+(C)(2)																				
	Total (A+B+C2)	83027	148911400			148911400	100.00	148911400.00		148911400	100.00				100.00					147809466	
	Total (A+B+C)	83027	148911400			148911400	100.00	148911400.00		148911400	100.00				100.00					147809466	
	Disclosure of notes on shareholding pattern							Add Notes													
	Disclosure of notes in case of promoter holding in dematerialised form is less than 100 percentage							Add Notes													
	Disclosure of notes in case of public share holding is less than 25 percentage							Add Notes													
	Disclosure of notes on shareholding pattern for company remarks explanatory							Add Notes													