

### **Annexure B – Manner of submitting the details as per ISD**

Following Steps shall be undertaken for the submission of details as per the ISD.

#### **STEP 1: Download the utility file**

The utility in order to facilitate the filing of the ISD by the listed entities are attached as Annexure A to the circular.

Said utilities are also available in NEAPS portal on the following path:

NEAPS → Issues → Create a draft record by go to the respective module → Save Draft → download the utility by clicking on the button for download utility.

#### **STEP 2: Generation of XML file**

Once the required utility is downloaded, enter the requisite details in the said utility and generate the XML file, as per the directions in the utility file.

#### **STEP 3: Upload the XML file**

The XML generated shall be uploaded with any of the stock exchange where the securities of the entity, in relation to which the ISD is being filed, are listed. Thus the XML need not be submitted with all the exchanges.

If the details are being submitted with NSE, the same shall be submitted in NEAPS portal on the following PATH:

NEAPS → Issues → Create a draft record by go to the respective module → Save Draft → Upload the XML by clicking on the button 'upload XBRL file'.

On successful upload, "File Uploaded successfully" message would be displayed. The XML file shall be disseminated on the website on approval of the respective application.

Note: Please note that the information/file provided here by the listed entity would be displayed on the website of the Exchange as it is. The listed entity is requested to exercise caution and submit the correct and complete information. In no event, the Exchange, its directors or employees responsible or liable for any incorrect/incomplete information or error in the information/file submitted by the listed entity to the Exchange.