

ANNEXURE I

Format to be submitted by listed entity on quarterly basis

1. Name of Listed Entity **-Brooks Laboratories Limited**
 2. Quarter ending **- 31-Mar-2017**

I. Composition of Board of Directors										
Title (Mr./Ms)	Name of the Director	DIN	PAN	Category (Chairperson /Executive/ Non-Executive/ Independent/ Nominee)	Date of Appointment	Date of Cessation	Tenure	No. of Directorships in listed entities including this listed entity	No. of memberships in Audit/ Stakeholder Committee(s) including this listed entity	No. of posts of Chairperson/Audit/Stakeholder Committee held in listed entities including this listed entity
Mr.	Atul Ranchorhal	01998361	ADMPR5359L	C & ED	01-Nov-2015	31-Oct-2020	5	1	0	0
Mr.	Rajesh Mahajan	02000634	AFGPM8060D	ED	01-Nov-2015	31-Oct-2020	5	1	2	0
Mr.	Durga Shankar Maitiy	03136361	AHNP M4221B	ED	10-Sep-2013	09-Sep-2018	5	1	0	0
Mr.	Rajnish Kumar Bedi	05287369	AKQP B7379D	ID	05-Aug-2014	04-Aug-2019	5.0000	1	2	2
Mr.	Deepak Mahajan	06702389	AELPM6203Q	ID	08-Aug-2014	07-Aug-2019	5.0000	1	2	0
Ms.	Sonia Gupta	06998420	APUP G7892M	ID	29-Sep-2014	29-Sep-2019	5.0027	1	0	0

II. Composition of Committees

Audit Committee			
<i>Sr. No.</i>	<i>Name of the Director</i>	<i>Category</i>	<i>Chairperson/Membership</i>
1	Rajnish Kumar Bedi	ID	Chairperson
2	Deepak Mahajan	ID	Member
3	Rajesh Mahajan	ED	Member

Stakeholders Relationship Committee			
<i>Sr. No.</i>	<i>Name of the Director</i>	<i>Category</i>	<i>Chairperson/Membership</i>
1	Rajnish Kumar Bedi	ID	Chairperson
2	Deepak Mahajan	ID	Member
3	Rajesh Mahajan	ED	Member

Risk Management Committee			
<i>Sr. No.</i>	<i>Name of the Director</i>	<i>Category</i>	<i>Chairperson/Membership</i>

Nomination and Remuneration Committee			
<i>Sr. No.</i>	<i>Name of the Director</i>	<i>Category</i>	<i>Chairperson/Membership</i>
1	Rajnish Kumar Bedi	ID	Chairperson
2	Sonia Gupta	ID	Member
3	Deepak Mahajan	ID	Member

III. Meeting of Board of Directors		
<i>Date(s) of Meeting (if any) in the previous quarter</i>	<i>Date(s) of Meeting (if any) in the relevant quarter</i>	<i>Maximum gap between any two consecutive meetings (in number of days)</i>
14-Nov-2016	02-Feb-2017 14-Feb-2017	79

IV. Meeting of Committees				
<i>Name of the committee</i>	<i>Date(s) of meeting of the committee in the relevant quarter</i>	<i>Whether requirement of Quorum met (details)</i>	<i>Date(s) of meeting of the committee in the previous quarter</i>	<i>Maximum gap between any two consecutive (in number of days)</i>
Audit Committee	14-Feb-2017	Yes	14-Nov-2016	91
Stakeholders Relationship Committee	21-Mar-2017	Yes	21-Dec-2016	

Nomination & Remuneration Committee	14-Feb-2017	Yes	21-Dec-2016	
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V. Related Party Transactions	
<i>Subject</i>	<i>Compliance status (Yes/No/NA)</i>
Whether prior approval of audit committee obtained	Yes
Whether shareholder approval obtained for material RPT	Not Applicable
Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Not Applicable

VI. Affirmations

1. The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015. - **Yes**
2. The composition of the following committees is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015
 - a. Audit Committee - **Yes**
 - b. Nomination & remuneration committee - **Yes**
 - c. Stakeholders relationship committee - **Yes**
 - d. Risk management committee (applicable to the top 100 listed entities) - **Not applicable**
3. The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015. - **Yes**
4. The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015. - **Yes**
5. a. This report and/or the reports submitted in the previous quarter has been placed before Board of Directors. - **Yes**
b. Any comments/observations/advice of Board of Directors may be mentioned here:

No Negative Observations

Name : **Jyoti Sancheti**
Designation : **Company Secretary & Compliance Office**

ANNEXURE II

Format to be submitted by listed entity at the end of the financial year (for the whole of financial year)

I. Disclosure on website in terms of Listing Regulations		
Item	Compliance status (Yes/No/NA)	
Details of business	Yes	
Terms and conditions of appointment of independent directors	Yes	
Composition of various committees of board of directors	Yes	
Code of conduct of board of directors and senior management personnel	Yes	
Details of establishment of vigil mechanism/Whistle Blower policy	Yes	
Criteria of making payments to non-executive directors	Yes	
Policy on dealing with related party transactions	Yes	
Policy for determining 'material' subsidiaries	Not Applicable	
Details of familiarization programmes imparted to independent directors	Yes	
Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes	
email address for grievance redressal and other relevant details	Yes	
Financial results	Yes	
Shareholding pattern	Yes	
Details of agreements entered into with the media companies and/or their associates	Not Applicable	
New name and the old name of the listed entity	Not Applicable	
II Annual Affirmations		
Particulars	Regulation Number	Compliance status (Yes/No/NA)
<i>Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'</i>	16(1)(b)&25(6)	Yes
<i>Board composition</i>	17(1)	Yes
<i>Meeting of Board of directors</i>	17(2)	Yes
<i>Review of Compliance Reports</i>	17(3)	Yes
<i>Plans for orderly succession for appointments</i>	17(4)	Yes
<i>Code of Conduct</i>	17(5)	Yes
<i>Fees/compensation</i>	17(6)	Yes
<i>Minimum Information</i>	17(7)	Yes
<i>Compliance Certificate</i>	17(8)	Yes
<i>Risk Assessment & Management</i>	17(9)	Yes
<i>Performance Evaluation of Independent Directors</i>	17(10)	Yes
<i>Composition of Audit Committee</i>	18(1)	Yes
<i>Meeting of Audit Committee</i>	18(2)	Yes
<i>Composition of nomination & remuneration committee</i>	19(1)&(2)	Yes
<i>Composition of Stakeholder Relationship Committee</i>	20(1)&(2)	Yes
<i>Composition and role of risk management committee</i>	21(1),(2),(3),(4)	Not Applicable
<i>Vigil Mechanism</i>	22	Yes
<i>Policy for related party Transaction</i>	23(1),(5),(6),(7)&(8)	Yes
<i>Prior or Omnibus approval of Audit Committee for all related party transactions</i>	23(2),(3)	Yes

<i>Approvalformaterialrelatedpartytransactions</i>	23(4)	Not Applicable
<i>CompositionofBoardofDirectorsofunlistedmaterialSubsidiary</i>	24(1)	Not Applicable
<i>OtherCorporateGovernancerequirementswithrespecttosubsidiaryoflistedentity</i>	24(2),(3),(4),(5)&(6)	Not Applicable
<i>MaximumDirectorship&Tenure</i>	25(1)&(2)	Yes
<i>Meetingofindependentdirectors</i>	25(3)&(4)	Yes
<i>Familiarizationofindependentdirectors</i>	25(7)	Yes
<i>MembershipsinCommittees</i>	26(1)	Yes
<i>Affirmationwithcompliance tocodeofconductfrommembersofBoardofDirector sandSeniormanagementpersonnel</i>	26(3)	Yes
<i>DisclosureofShareholdingbyNon-ExecutiveDirectors</i>	26(4)	Yes
<i>PolicywithrespecttoObligationsofdirectorsandseniormanagement</i>	26(2)&26(5)	Yes

III Affirmations:

The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied. - **Not Applicable**

Name : **Jyoti Sancheti**
Designation : **Company Secretary**