

Familiarisation Programme for Independent Directors

1. At the time of appointing an Independent Director, a formal letter of appointment is given to him, which inter alia explains the role, function, duties and responsibilities expected of him as an Independent Director of the Company.
2. The Independent Director is also explained in detail the compliances required from him under the Companies Act, Clause 49 of the Listing Agreement and other relevant regulations and his affirmation taken with respect to the same.
3. A Directors' kit containing information about the Company, Memorandum and Articles of Association and Annual Reports for previous 3 years is handed over to the new director.
4. The Directors are also provided with necessary documents/brochures, reports and internal policies to enable them to familiarize with the Company's procedures and practices.
5. The Managing Director also has a one-to-one discussion with the newly appointed Director.
6. The above initiatives help the Director to understand the Company, its business and the regulatory framework in which the Company operates and equips him to effectively fulfill his role as a Director of the Company.