

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

PURPOSE:

To formulate a familiarisation programme for the Independent Directors pursuant to the applicable legal provisions for the time being in force.

OBJECTIVE:

To provide insight to the Independent Directors about the Company's business in order to enable them to actively participate in managing the business and carrying out their duties effectively.

FAMILIRISATION PROCESS:

1. The CMD/ ED/CEO and CS shall meet the proposed Independent Director to invite him / her on the Board of the Company. A detailed insight shall be given to the proposed Director. A copy of the Annual Report shall be handed over during the meeting along with the various policies adopted by the Company.
2. Upon the acceptance by the Director, the formal documentation shall be carried out. The appointment letter shall stipulate the rights, obligations, roles and responsibilities of the Independent Director.
3. The Company shall conduct a familiarisation programme / induction for the new Independent Director on Board.
4. The Company through its Senior Managerial Personnel shall conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

UPDATION PROCESS:

1. Any changes in the business pattern, statutory regulations, and developments in the industry shall be informed regularly to the Independent Directors.
2. A detailed agenda of the Board Meeting / Audit Committee Meeting / Committee Meeting(s) is sent out to all the Directors well in advance.
3. Every Independent Director has access to the Senior Management Personnel at all times.
4. A detailed presentation on the quarterly performance of the Company and its subsidiaries is made at the relevant meetings.
