

Familiarization Programmes for Independent Directors
(Pursuant to SEBI (LODR) Regulations, 2015)

On Induction

- a) At the time of induction, the Independent Directors are provided with copies of the Memorandum and Articles of Association and the Annual Report of the Company for the last 2 years for them to become familiar with the Company's background.
- b) Power point presentation on the history of the company, industry overview and related matters is also provided to them.
- c) Along with the appointment letter, they are furnished a copy of the Schedule IV to the Companies Act, 2013 which contains guidelines for professional conduct, role and functions, duties, etc. together with a summary of the relevant provisions of the SEBI (Listing Obligations & Disclosure Requirements), 2015.
- d) A copy of the Code of Conduct for the Directors is also shared with them for information and adherence.

Continual updates

- e) At the Board meetings, information about operations, project updates, legal updates related matters, changes in the regulatory scenario, Business Risk related issues, update on compliances and other relevant details are presented to the Board. Updated on 31-03-2022
- f) Quarterly presentations to the Board provide detailed business and performance updates including the economic and business environment and their impact on the performance of the Company, financial arrangements, working capital management, fund flows, material litigations, performance of subsidiaries, quarterly estimates, variance analysis, etc.
- g) Separate updates are sent to the Directors in the event of any extraordinary circumstances impacting the operations in between the Board meetings.
- h) Non routine Stock Exchange filings are updated to all the Directors through E-mails.
- i) As a continuing measure, periodical familiarization sessions are organized, covering the business updates, regulatory updates and plant visits.

DETAILS OF FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

Description	Mr. Gandhi T. J.	Mr. Diwan P. J.	Mrs. Bhatt B. J.
No. of Programmes during 2021-22	1	1	1
Total No. of Programmes up to 2021-22	8	8	6
No. of hours during 2021-22	2	2	2
Cumulative hours till the year 2021-22	15	15	12