

Familiarisation programme for Independent Directors

CIN NO.: L99999MH1974PLC017655

Preamble

In terms of Clause 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarize the independent directors with the company, their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc., through various programmes.

Purpose

The Familiarization Programmes are aimed to familiarize the independent directors with the company, their roles responsibilities in the company, nature of industry in which the company operates and business model of the company by imparting suitable training sessions.

Overview of Familiarization Programmes

The Familiarization Programmes for Independent Directors are conducted:

- To facilitate independent directors in the performance of their duties and responsibilities, new directors are provided with a personal orientation by senior leaders and materials regarding the Company's business and operations, governing documents, information on key personnel, and financial information are made available to them.
- Independent directors are also taken through detailed business strategy for various businesses during the independent directors meetings which are held at least twice during the financial year.
- The Chairman of the Board depending on the business needs may also nominate independent directors for relevant external training programs.

Apart from Independent Directors, Non-Executive Directors are also eligible to attend the familiarization programmes.

The Independent Directors are made aware of their role and responsibilities and liabilities at the time of their appointment through a formal letter of appointment, which also stipulates their roles and responsibilities and various terms and conditions of their appointment.

Regular updates on relevant statutory and regulatory changes are regularly circulated to the Directors.

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Details of Familiarization sessions held pursuant to the Policy are as follows:

Date of Programme	Area covered		
01.06.2016	Presentation on the Directors' Roles and		
	Responsibilities under the Companies Act,		
	2013 and SEBI (Listing Obligations and		
	Disclosure Requirements) Regulations, 2015		
	and familiarising them with day to day		
	operations of the company		
11.08.2016	Presentation on the list of Applicable		
	Sections of the Companies Act, 2013 and		
	identification of action items on the		
* * * * * * * * * * * * * * * * * * * *	Management		
24.01.2017	Presentation on working of the Company		
	providing an overview of the existing market		
	conditions in which company operates		

Details of attendance of Independent Directors in Familiarization Sessions are as follows:

Sr no.	Name of Independent Director	No. of sessions attended		No. of hours spent in the Sessions attended	
	38	FY 2016- 2017	Cumulative till date	No. of hours spent in sessions	Cumulative till date
1	Bidhan Gujarati	3	3	6	6
2	Naresh Goradia	3	3	6	6
3	Nirmala Maurya	2	2	4	4



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