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## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **Objective**

The Company follows the process of familiarizing the Independent Directors about the business of the Company, the nature of industry in which the Company operates, their roles, rights and responsibilities in the Company at regular intervals. The Programme aims to provide an insight into the Company. This enables the Directors to take an informed decision and discharge their duties and responsibilities in an efficient manner and contribute significantly towards the growth of the Company.

### **Process**

Upon appointment of an Independent Director, an induction program is organized to acquaint the newly appointed Director to the Company's background history, milestones, nature of industry, product offerings, businesses, policies of the Company, structure of the board and committees. The Managing Director of the Company also has a one to one discussion with the newly appointed Director to familiarize him with the Company's culture. Further, an appointment letter incorporating the roles, duties, responsibilities and expectations from them are issued to the Directors along with various policies and codes of the Company. This enables them to understand their core values in the organization.

Business strategy, business performance, operations, market share, financial parameters, regulatory and business scenario of the industry, changes in business model and other details relating to the operations of the Company are informed to the Directors during the Board and Committee Meetings. Such Programmes provide an opportunity to the Directors to interact with the senior management team of the Company and help them to understand the business and strategy of the Company in detail.

The Directors are informed of the important developments of the Company and the Industry through emails and telephonic conversations at times.

The Directors are also given opportunity to visit the plant locations as per the requirements to enlighten them of the operational aspects of the business.



#### **DETAILS OF FAMILIARIZATION PROGRAMME IMPARTED TO INDEPENDENT DIRECTORS DURING THE FY 2021-22**

In line with the Familiarization Programme of the Company, one familiarization programmes was conducted during the financial year 2021-22.

The Programme was held on 9 November 2021 at the registered office of the Company at 3A, Loudon Street, Kolkata-7000017, wherein the independent directors were enlightened about the various circulars/amendments issued by MCA, SEBI and other regulatory authorities providing relaxation in compliance timelines due to the outbreak of COVID-19 virus pandemic, impact of COVID-19 on the operations and financials of the Company, providing relaxations in filing of various annual MCA forms for financial 2020-21, FAQs on CSR matters by MCA. Further, MCA & SEBI allowed the Companies to conduct the Annual General Meeting through mode of Video Conferencing/Other Audio Visual Means (VC/OAVM) in the calendar year 2021.

As such, a detailed presentation was made to familiarize all the independent directors of the Company about the procedure, responsibilities, pre- requisites and other compliances with respect to the conducting of AGM through VC/OAVM facility.

Further as a part of initiative to familiarize the Directors of all latest developments and to promote continuous knowledge building, updates on relevant statutory and regulatory changes are regularly circulated to the Directors.

Details of attendance of Independent Directors in Familiarization Programme conducted during the financial year 2021-22 are as follows:

Name of Independent Directors	Date and attendance	Number of Programmes attended during FY 2021-22	Cumulative number of programmes attended till date	Number of Hours spent during FY 2021-22	Cumulative number of hours spent till date
	09.11.2021				
Sri Amit Kiran Deb	Yes	1	8	2	17
Sri Joginder Pal Dua	No	0	3	0	6
Sri Ashok Bhandari	Yes	1	6	2	12.5
Sri Pramod Kumar Shah	Yes	1	6	2	12
Smt. Mamta Binani	Yes	1	8	2	17