



SKIPPER LIMITED

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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 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 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.

Quarterly results/ Press releases are sent to the Directors as and when they are issued.

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

In line with the Familiarization programme of the Company, two familiarization programmes were conducted during the year 2018-19.

The first programme was held on 3 October 2018 at the registered office of the Company at 3A, Loudon Street, Kolkata-700017 to familiarize Sri Pramod Kumar Shah, the newly appointed independent director on the Board of the Company w.e.f 30 September 2018 and to give him a broad view about the history, culture, milestones, nature of industry, past performance, structure, products, overview of businesses and functions of the Company. He was also made aware of his roles and responsibilities through a detailed appointment letter issued to him.

The second programme was held on 11 February 2019 at “Belvedere”, The Oberoi Grand, 15 Jawaharlal Nehru Road, Kolkata- 700013 wherein the independent directors were enlightened about the insights of notified sections of Companies (Amendment) Act, 2017, Highlights of Companies (Amendment) Ordinance, 2019, SEBI (Listing Obligations and Disclosure Requirements) (Amendment) Regulations, 2018 and about the guidelines issued by SEBI for raising industry standards for RTAs, Issuer Companies and Banker to an Issue through a detailed presentation.

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 during the financial year 2018-19 are as follows:

Names of Independent Directors	Date and attendance		Number of programmes attended during FY 2018-19	Cumulative number of programmes attended till date	Number of hours spent during FY 2018-19	Cumulative number of hours spent till date
	03.10.18	11.02.19				
Sri Amit Kiran Deb	N.A	Yes	1	4	2.5	8.5
Sri Manindra Nath Banerjee ¹	N.A	Yes	N.A	3	N.A	6
Sri Joginder Pal Dua	N.A	No	-	1	-	1.5
Sri Ashok Bhandari	N.A	Yes	1	2	2.5	4
Sri Pramod Kumar Shah ²	Yes	Yes	2	2	3.5	3.5
Smt. Mamta Binani	N.A	Yes	1	4	2.5	8.5

¹ Ceased to be a Director w.e.f 6 June 2018.

² Appointed as an Additional Director (Independent) w.e.f 30 September 2018.