

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

The regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 mandates the Company to familiarize the Independent Directors with the Company, their roles, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc. through various programmes.

### **1. Objective**

The programme aims to provide insight into the Company to enable the Independent Directors to understand its business and operations in depth and contribute significantly to the growth of the Company.

### **2. Applicability**

The above programmes will be conducted for new and continuing Independent Directors of the Company.

### **3. Familiarization Process**

- i. The Company shall through its Executive Directors/Senior Managerial Personnel conduct programs/presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- ii. Such programs/presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time;
- iii. the programs/presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities;
- iv. The Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time; and
- v. The Company may conduct an introductory familiarization program/presentation, when a new Independent Director comes on the Board of the Company.

### **4. Programme**

Familiarization Programme will be conducted on "need-basis" during the year.

The Company also issues appointment letter to the Independent Directors which also incorporates their role, Duties & responsibilities.

### **5. Review / Amendment of the Programme**

The Board of Directors will review/amend this programme and make changes as and when it deems necessary.

**Details of Familiarization session held during the financial year are as follows :**

<b>Date of program</b>	<b>Area covered</b>
10.08.2017	<ul style="list-style-type: none"> <li>• Directors were introduced to the Company's various terminals, plants, new product introduced and initiatives on safety, quality, CSR, Sustainability, etc</li> <li>• The Directors were informed and educated about the Company's website which contains profile of the Company, financial data, regular updates about news &amp; events of the company.</li> <li>• Business model of the Company</li> </ul>
02.02.2018	<ul style="list-style-type: none"> <li>• The presentations after Board meetings updating directors on business environment, risk management, Company policies and other relevant issues.</li> <li>• Quarterly Operations and performance Reports, financial parameters, commencement of new projects of the company and its subsidiaries were presented to the directors.</li> </ul>

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

Sr. No.	Name of Independent Director	No. of the Sessions attended		No. of hours spent in the Sessions attended	
		FY 2017-18	Cumulative till date	FY 2017-18	Cumulative till date
1	Mr. Kanwaljit S. Nagpal	2	7	2.00 hrs	7.30 hrs
2	Mr. Rahul D. Asthana	2	6	2.00 hrs	6.30 hrs
3	Mr. Jaideep D. Khimasia	2	2	2.00 hrs	2.00 hrs