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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 2023-24**

A familiarization programme was conducted during the financial year 2023-24 on 7th November 2023 at the office of the Company at Tirumala 22, 22 East Topsia Road, 13th Floor, Kolkata-700046, wherein the independent directors were enlightened about the various circulars/amendments issued by Ministry of Corporate Affairs, Securities and Exchange Board of India and other regulatory authorities.

A detailed presentation was made to familiarize all the independent directors of the Company about the major amendments in provisions of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('the Listing Regulations') regarding 'disclosure of events or information', that are applicable to the company. The amendments which came into effect from 14<sup>th</sup> July, 2023 prescribed different timelines for disclosure of events of the Company. Also, guidelines for determining materiality of an event were prescribed under the said amendment.

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

Details of attendance of Independent Directors in Familiarization Programme conducted during the financial year 2023-24 are as follows:

Name of Independent Directors	Date and attendance	Number of Programmes attended during FY 2023-24	Cumulative number of programmes attended till date	Number of Hours spent during FY 2023-24	Cumulative number of hours spent till date
	07.11.2023				
Mr. Amit Kiran Deb	Yes	1	10	2	21
Mrs. Mamta Binani	Yes	1	9	2	19
Mr. Ashok Bhandari	Yes	1	8	2	16.5
Mr. Pramod Kumar Shah	Yes	1	8	2	16
Mr. Raj Kumar Patodi	Yes	1	2	2	4