

Familiarisation programme for Independent Directors

Preamble

In terms of Regulation 25 (7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarise 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 and Object of the Programmes

To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

Overview of Familiarisation Programmes

- 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 once 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 Familiarisation 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.

Details of Familiarisation sessions held during financial year 2017-18 pursuant to the Policy are as follows:

Date of program	Area covered
28 July 2017	Detailed overview on GST impact on business of the Company
9 November 2017	Presentation on Investors Education and Protection Fund Rules Applicability to listed firms for Transfer of Shares
23 January 2018	Amendments in Companies Act, 2013

Details of attendance of Independent Directors in Familiarisation 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. Vishwesh Patel	3 (Four)	3 (Four)	3 Hours	3 Hours
2	Ms. Grishma Nanavaty	3 (Four)	3 (Four)	3 Hours	3 Hours
3	Mr. Naman Patel	2 (Four)	2 (Four)	2 Hours	2 Hours
4	Mr. Amit Shukla	2 (Four)	2 (Four)	2 Hours	2 Hours