

# **FAMILIARISATION PROGRAM FOR INDEPENDENT DIRECTORS**

## **OBJECTIVES:**

The familiarization program for Independent Directors is outlined herein pursuant to Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 as may be amended from time to time. It aims to familiarize the Independent Directors with the Containers & Packaging Industry, in which the Company operates, the business model, the operational and financial performance of the Company, and to update the Independent Directors on a continuous basis on significant developments so as to enable them to take well informed decisions in a timely manner. The familiarization programme also seeks to update the Independent directors on the roles, responsibilities, rights and duties under the Companies Act 2013 and other relevant legislations.

## **INDUCTION, TRAINING AND FAMILIARISATION PROGRAM FOR THE INDEPENDENT DIRECTORS:**

- On appointment, the concerned director is issued a Letter of Appointment setting out in detail, the terms of appointment, duties, responsibilities and expected time commitments.
- Each newly appointed Independent Director is taken through a formal induction program including the presentation from the Managing Director and other Senior Executives on the Company's manufacturing, marketing, finance and other important aspects of the Company's business. Relevant literature relating to the Company such as Annual Reports, CSR etc. are provided to the Independent Directors on their appointment.
- The Company Secretary sends a formal letter to the Directors about their legal and regulatory responsibilities as a director and the compliances required of them under the Companies Act 2013 and applicable SEBI Regulations.
- The induction for Independent Directors includes interactive sessions with Executive Members and other Functional Heads and also includes a visit to the manufacturing site, so as to familiarize them about the manufacturing and other related aspects.
- At various Board meetings during the year, particulars will be made available to the Board on the operations of the Company, market share, pricing strategy, financials, risks and mitigation plans, initiatives on health and safety, compliances, major litigation, regulatory scenario etc.
- On the matters of specialized nature, the Company engages outside experts/consultants for presentation and discussion with the Board members as and when necessary.

## **REVIEW:**

- The programme shall be periodically reviewed and brought in conformity with statutory and regulatory requirements, if any.

**DETAILS OF THE PROGRAMES ATTENDED BY THE INDEPENDENT DIRECTORS**

The details of familiarization programmes organized for the Independent Directors (ID's) are as follows:

<b>S. No.</b>	<b>Financial year in which sessions were held</b>	<b>Date of sessions</b>	<b>Subject matter of orientation</b>	<b>No. of sessions attended by ID's</b>	<b>No. of hours spent in the sessions by ID's</b>
1.	2020-21	03-11-2020	a. Measures taken by the Company for well - being of all employees in view of the CoVID -19 pandemic. b. Financial, Operational & Business Strategies to curtail the impact of CoVID - 19 pandemic;	1	1hr
2.	2021-22	13-11-2021	a. Key aspects of Companies Act, 2013; b. Key aspects of SEBI (Listing Obligations & Disclosures Requirements) Regulations, 2015;	1	30 min
3.	2022-23	25-05-2022	Key amendments in the following: a. The Companies Act, 2013; b. The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ; c. The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 ;	1	45 min
4.	2023-24	29-05-2023	a. Corporate Governance and Risk Management. Important legislative changes in the Companies Act, 2013, SEBI (LODR) Regulations, 2015, SEBI PIT Regulations, 2015 and SEBI SBEBSE Regulations, 2021; b. Updates on Company's Policies;	1	1 hr.
5.	2024-25	14-02-2025	Key amendments in the the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ;	1	30 min