



khaitan (India) Limited
CIN No. L10000WB1936PLC008775

Phone : (033) 4050 5000
Fax : (033) 2288 3961

FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS



Preamble:

In terms of Clause 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is required to familiarize Independent Directors about their roles and responsibilities, nature of industry in which the Company operates, its business models and any other relevant information through Familiarization Programme. The Schedule IV of the Companies Act, 2013 and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (As amended), mandates the Company to familiarize the Independent Directors with the Company.

The Listing agreement mandates the Company to familiarize the Independent Directors in the following areas:

- Familiarization with the Company;
- Roles;
- Rights and Responsibilities;
- Nature of Industry; and
- The business model of the Company.

- Familiarization Program for Independent Directors

Objective	The Company shall follow a structured orientation and training program for the Independent Directors to understand and get updated on the business and operations of the Company on a Continuous basis.
Familiarization Program for Independent Directors	Industry overview and Business model of the Company and an outline of Corporate Plan and Annual targets.
	Introduction to Product Profile
	Operations overview
	Financial Performance and budget & control processes
	Overview of Sales & Marketing
	Familiarization on Statutory compliances as a Board Member including their Roles, Rights and Responsibilities.

Familiarization Programme was conducted on 25th February, 2022 in which Independent Directors were made aware about the recent amendments in Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Further, details of attendance of Independent Directors in the aforesaid Programme are as follows:

SL. NO	Name of the Independent Director	No. of Familiarization Programme attended		No. of hours spent	
		FY 2021-22	Cumulative till date	FY 2021-22	Cumulative till date
1	Mr. Sandip Chattopadhyay	1	4	1	2.95
2	Mrs. Sujata Chatterjee	1	2	1	1.45
3	Mr. Manoj Chhawchharia	1	1	1	1
4	Mr. Gopal Mor	1	1	1	1