



## MANALI PETROCHEMICALS LIMITED

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### Familiarization Programmes for Independent Directors

Pursuant to SEBI (LODR) Regulations, 2015

- a. At the time of induction, the Independent Directors are provided with copies of the Memorandum and Articles of Association and the Annual Report of the Company for the last 2 years for them to become familiar with the Company’s background.
- b. A CD containing power point presentation on the history of the company, the products manufactured, the industry overview and related matters is also provided to them.
- c. The Independent Directors also visit the Plants to understand the production process and the facilities available.
- d. Along with the appointment letter, they are furnished a copy of the Schedule IV to the Companies Act, 2013 which contains guidelines for professional conduct, role and functions, duties, etc. together with a summary of the relevant provisions of the SEBI (Listing Obligations & Disclosure Requirements), 2015.
- e. A copy of the Code of Conduct for the Directors is also shared with them for information and adherence.
- f. The IDs are briefed about the Directors’ & Officers’ insurance and a copy of the cover note is furnished to them for their reference and records.
- g. As a continuing measure, periodical familiarization sessions are organized, covering the business updates, regulatory updates and plant visits.

#### **DETAILS OF FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS**

Description	Brig. Harish Chandra Chawla	Mr. G. Chellakrishna	Ms. Sashikala Srikanth	Mr. Govindarajan Dattatreyan Sharma
No. of Programmes	6	5	5	1
No. of hours during 2017-18	2	2	2	2
Cumulative hours till the year	12	10	10	2