

A familiarisation programme was conducted on **Wednesday, December 2, 2015** at Registered Office of the Company for on-boarding **Mr. N. P. Sarda**, Independent Director of the Company as per plan given below.

### Independent Directors' On-boarding Plan

#### Objective

To enable the independent directors to understand the nature of the business—its operations, strategies, risks, and management team—as well as the responsibilities and culture of the board and its committees.

#### Framework

- Introductory documents and readings
- An initial orientation session & meetings with Management team members

#### Introductory Documents and Readings

<u>Sl. No.</u>	<u>Document</u>
1	Annual Reports for last 3 financial years
2	Product Portfolio
3	Board and Committee composition- roles of committees
4	Code of Conduct for directors of the company
5	Memorandum and Articles of association
6	Insider Trading code of conduct
7	Policies and codes of conduct
8	Additional Information- as requested

#### Initial Orientation Session & meetings with Management team members

<u>Sl No.</u>	<u>Topic</u>	<u>Presenter/Owner</u>	<u>Presence required</u>
1	Significant insights/ priorities of the organization, culture of the organization and Director's Role & responsibilities <i>(Two on one)</i>	Managing Director, & Finance Head	Managing Director, & Finance Head
2	Business history & Financial performance	Finance Head	Managing Director Finance Head Marketing Head Taxation Head
3	Overview on taxation	Taxation Head	
4	GIL business- product and competition overview	Marketing Head	