



Kabra ExtrusionTechnik Limited

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FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Preamble

The Familiarization Program ("the Program") for Independent Directors of Kabra Extrusiontechnik Ltd. ("the Company") has been adopted by the Board of Directors pursuant to Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") as amended.

Objective

The Company shall follow familiarisation programme to enable the Independent Directors to understand the Company, its business and the regulatory framework in which the Company operates and equips them to effectively fulfil their role as a Director of the Company.

Familiarisation Programme

1. At the outset, all the Independent Directors are provided an overview of :
 - Criteria of independence applicable to Independent Directors as per the provisions of Listing Regulations on Corporate Governance and the Companies Act, 2013;
 - Role, functions, Duties, Responsibilities and liabilities of Independent Directors;
 - Directors Responsibility Statement forming part of Boards' Report;
 - Vigil Mechanism including policy formulation, disclosures;
 - Audit Committee approval, wherever required;
 - Risk Management framework;
 - Board Evaluation Process and Procedures;
 - Code of conduct for Board Members and Senior Management;
 - Code of conduct for Independent Directors;
 - Dealing with Related Party Transactions under the Companies Act, 2013 and the Listing Regulations;
 - Terms of reference mandated for each of the Committee constituted; and
 - Compliances required from each of the Independent Director under the Companies Act and the Listing Regulations.
2. When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.

3. New Independent Director is provided with copy of a latest Annual Report, Company's Code of Conduct for Board Members and Senior Management, Code of Conduct for Independent Directors, Code of Conduct for Prevention of Insider Trading etc.
4. New Independent Director gets an opportunity to visit Company's plants, where plant incharge appraise them of the operational and sustainability aspects of the plants to enable him to have full understanding of the activities of the Company and initiatives taken on safety, quality etc.
5. A formal letter of appointment is given to newly appointed independent director subsequent to approval of his appointment by the Members of the Company, which inter-alia explains:
 - the role, function, duties and responsibilities expected of him as a Director of the Company;
 - remuneration for attending each meeting of Board and its Committee, D&O insurance provided, performance evaluation process applicable statutorily.
6. The Company shall through its Chief Executive Officer conducts presentations at the time of Board Meeting to familiarize the Independent Directors with the strategy, operations and functions of the Company which provide them an opportunity to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, technology, quality, facilities, targets, capital budget etc.
7. Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, donations, regulatory scenario etc.
8. Independent Director has an opportunity to interact with the Statutory Auditors, the Internal Auditors and external advisors of the Company.
9. Separate meeting of Independent Directors is held for performance appraisal of non-independent directors without their attendance and Members of Management.

Disclosure of the Policy

This Policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.

Review

The Board will review this programme and make revisions, as may be required from time to time.

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DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO THE INDEPENDENT DIRECTORS UNDER REGULATION 25 AND 46 OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015:

- FY 2023-24 on 25.01.2024 (through Video Conference & Physical)
- FY 2022-23. on 20.01.2023 (through Video Conference & Physical)
- FY 2021-22. on 21.01.2022 (through Video Conference)
- FY 2020-21 on 02.07.2020 (through Video Conference)
- FY 2019-20 on 09.11.2019
- FY 2018-19 on 14.11.2018
- FY 2017-18 on 13.09.2017
- FY 2016-17 on 09.02.2017
- FY 2015-16 on 10.02.2016

Number of hours spent by Independent Directors in such programmes:

- During FY 2023-24: Approx. 2 hours
- Cumulative basis till date: Approx. 15 hours on cumulative basis

Purpose of Programme(s):

- 1) The Company's strategy, operations and functions, Industry perspective and issues;
- 2) Centralisation of Software for Board and Committee Meetings;
- 3) Industry/Market trends, technology trends, financial performance;
- 4) Business and operational performance of the Company; future outlook, risk management;
- 5) Overview of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015;
- 6) Rights and Responsibility of Independent Directors under Corporate Governance;
- 7) Overview of amendments under Regulation 30 of Listing Regulations pertaining to Disclosure of Material Events and Information.

Recent changes in the regulatory framework regularly are placed before the Board members for discussion, during the course of Board as well as the relevant committee meetings.

All efforts are being made from time to time, to ensure that the Directors remain updated on the Company's matters as well as sectoral and industry sentiments, as also about various geographies in which it operates.

Details of attendance of Independent Directors in Familiarization sessions are as follows:

Sr. No.	Name of Independent Director	No. of sessions attended		No. of hours spent in the sessions attended	
		FY 2023-24	Cumulative till date	FY 2023-24	Cumulative till date
1	Mr. B. L. Bagra	1	9	2	15
2	Mr. B. Moradian	1	7	2	13
3	Mr. Utpal Sheth	1	3	2	6
4	Mrs. Chitra Andrade	1	3	2	6

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