GONTERMANN-PEIPERS (INDIA) LIMITED
CIN:L27106WB1966PLC101410
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Familiarization Programme for Independent Directors

PREAMBLE

In accordance with the requirement of Clause 49 (II)(B)(7) of the Listing Agreement and Schedule IV of Companies Act, 2013 the company shall familiarise the Independent Directors with the Company their roles, rights, responsibilities in the Company nature of the industry in which Company operates, business model of the Company etc., through various programmes. The details of such familiarisation programmes shall be hosted on Company's website and a web link thereto shall also be given in the Annual Report.

OBJECTIVES

The Company shall from time to time organise familiarisation programmes for the Independent Directors to acquaint them with the operations of the Company. This programmes will also assist the Independent Directors to understand its business in depth and contribute significantly to the Company.

FAMILIARIZATION PROCESS

Detailed note and presentation on the duties and responsibilities of Independent Directors pursuant to Companies Act, 2013 were provided to each of the Independent Director at the time of appointment and also at the beginning of financial year.

All Independent Director are aware and further updated about their roles, rights and responsibilities in the Company from time to time as and when required.

The Appointment letter issued to Independent Directors inter alia sets out the expectation of the Board from the appointed Director, their fiduciary duties and the accompanying liabilities that come with the appointment as a Director of the Company.

The new Director is welcomed to the Board of the Company by sharing inter alia the following documents of the Company for his / her references:

- Memorandum of Association and Articles of Association
- Latest Annual Report
- Latest Shareholding Pattern

- Code of Conduct for Board of Directors and Senior Executives of the Company.
- Composition of the Board of Directors and various Board committees
- Various disclosures and declarations
- Summary of Directors' and Officers' Liability Policy

Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, global business environment, business strategy and risks involved.

Quarterly updates on relevant statutory changes and landmark judicial pronouncements encompassing important laws are regularly circulated to the Directors.

Each Director of the Company has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company's management. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part. Further, they meet without the presence of the Company's Management Personnel to discuss matters pertaining to the Company's affairs.

Various other developments of the Company shall be informed through e-mails, newsletters, etc. factory visit are organized for the Directors to enable them to understand the operations of the Company.

OTHER INITIATIVES

- **Presentation by Internal Auditors in Audit Committee Meetings:-**

  At every Audit Committee Meeting of the Company, the Internal Auditor makes presentation on important audit related matters and special areas of emphasis.

- **Personal visits at the Registered Office/Factory:-**

  Independent Directors visits the Registered Office/factory of the Company at regular intervals to reviews the Quality of the Products and Research and Development made thereat for further improvements and also the functioning of Internal Audit Department and also gives strategic guidance on the matters.

- **Statutory Auditors:-**

  Statutory Auditors of the Company also brief the Board / Audit Committee members on the various latest legislative developments w.r.t. regulatory landscape and special areas of emphasis, if any.