



OSWAL EXTRUSION LIMITED
CIN: U25200GJ2004PLC045239

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

The Familiarisation Programme ("the Programme") for independent Directors of OSWAL EXTRUSION LIMITED ("the Company") had been adopted by the Board of Directors pursuant to the applicable provisions of the Companies Act, 2013.

1. PURPOSE:

The programme has been formulated with the objective of making the Independent Directors of the Company accustomed to their roles and responsibilities, divided into various modules with emphasis on:

- Roles, Rights and Responsibilities - Board dynamics & functions;
- Strategy, Operations and functions of the Company;

The familiarization programmes which may be conducted for Independent Directors from time to time, would aim to provide understanding about the Company's business and its operations, business strategies, management structure, risk management framework, regulatory environment in which the Company operates, among other things.

2. GENERAL INFORMATION:

➤ **Company - OSWAL EXTRUSION LIMITED**

➤ **Independent Directors -**

- A. Mr. Gaurav Suri (DIN: 02287548)
- B. Mr. Sanjeev Mehta (DIN: 07616226)
- C. Mrs. Meenakshi Dhelriya (DIN: 07140918)

Duly appointed by Board of Directors and Shareholders of the Company.

➤ **Inductee-** a person who has been inducted on Board of the Company as an Independent Director as per recommendation of Nomination and Remuneration Committee and approval by Board of Directors and Shareholders of the Company.

3. FAMILIARIZATION PROGRAMME:

The members of the Board of Directors have complete access to information within the Company. The Company from time to time updates the Board members about their roles and responsibilities in the following manner:

- At the time of joining, an appointment letter is issued to the Independent Directors, which broadly outlines their statutory duties, roles, responsibilities as an Independent Director. The Independent Directors are also informed of the important policies of the Company including the code of conduct for Directors and senior management personnel.
- At the time of inducting a newly appointed Director, including Independent Director, a presentation is made by the senior executives of the Company including the Managing Directors, CFO & Secretary to familiarize the Director with the business model, operational aspects, management structure and other information about the Company. The new inductee is also appraised on the ongoing discussions at the Board meetings to enable him/ her to effectively participate at the Board meetings.

The programme shall be conducted in such a manner as to facilitate and convenience the Independent Directors and enable them to attend the same in view of their busy schedules.

The Company may circulate news and articles related to the Industry in which the Company operates and other materials relating to Research and Development in the line of Company business on a regular basis and may provide specific regulatory updates from time to time.

The Company arranges visit for Directors to the manufacturing facilities of the Company, as and when required, to enable them to better understand the manufacturing and operations process at such facilities.

The Company also informed from time to time any regulatory and other amendments in the regulations applicable to the Company from time to time and notify by the Ministry of Corporate Affairs from time to time.

The Company encourages its Directors including Independent directors participation at various programmes being conducted by professional bodies, Government and organizations to stay apprised on various changes and amendments in laws in the changing regulatory environment.

4. DISCLOSURE OF THE POLICY:

The policy shall be disclosed on the Website of the Company in accordance with the Schedule IV of the Companies Act, 2013.

5. REVIEW OF THE PROGRAMME:

The Board will review this programme and make revisions as may be required.

Details of the above familiarisation programme imparted to Independent Directors:

During the financial year 2018-19, the following meetings were held in the nature of familiarization to the Independent Directors and the Board of Directors of the Company:

Name of Directors	Number of Programme Attended	Number of Hours Attended
Mr. Gaurav Suri	2	2
Mr. Sanjeev Mehta	2	2
Mrs. Meenakshi Dhelriya	2	2
