

## **FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS OF INDO BORAX & CHEMICALS LIMITED**

This Familiarization Program (“the Program”) for Independent Directors of Indo Borax & Chemicals Limited (“the Company”) has been adopted by the Board of Directors of the Company, pursuant to Regulation 46 (2)(i) of the SEBI (Listing Obligation and Disclosure Requirements) Regulation, 2015.

### **1. Purpose**

The program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

### **2. Familiarization Process**

The induction for Non-Executive Independent Directors include interactive sessions with Management team, departmental heads etc. share their short term and long term plans, major activities planned, likely risks and challenges with actions taken/to be taken to mitigate them in their respective areas.

- a. Upon appointment, the directors shall receive Letter of Appointment setting out in detail, the terms of appointment, duties and responsibilities.
- b. The Company Secretary shall provide new directors, both executive and non-executive with briefing on their legal and regulatory responsibilities as directors and the Managing Director shall provide a briefing on Company’s current structure and performance of the business.
- c. The Company shall through its Executive Director conduct an introductory familiarization program when a new Independent Director comes on the Board of Company.
- d. Such programs will provide an opportunity to the Independent Directors to interact with management personnel of the company and help them to understand the company’s organizational structure, product, market, finance and such other areas as may arise from time to time.
- e. Such program shall also familiarize the Independent Directors with their roles, right and responsibilities.

### **3. 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.

### **4. Review of the Program**

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

**Details of familiarization programmes imparted to independent directors at the end of the financial year 2021-22.**

Name of Director	Number of programmes (Strategy meetings) attended by the independent directors		Number of hours spent by independent directors	
	During the Year	Cumulative basis till date	During the year	Cumulative basis till date
Mr. Arun Sureka	2	9	1.00	7.45
Mr. Narendra Kumar Mittal	2	9	1.00	7.45
Mr. Govind Parmar (upto 12.11.2021)	1	8	0.30	7.15
Mr. Sachin Gupta (w.e.f. 12.11.2021)	1	1	0.30	0.30