

FAMILIARISATION PROGRAM FOR INDEPENDENT DIRECTORS OF SYNCOM FORMULATIONS (INDIA) LIMITED (SFIL)

OBJECTIVES

The familiarization program for Independent Directors is outlined herein pursuant to Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015. The familiarization program aims to provide Independent Directors with the knowledge and keep them up to date in which the Company operates, the business model, the operational and financial performance of the Company, to update the Independent Directors on a continuous basis on significant developments so as to enable them to take well informed decisions in a timely manner. The familiarization programme also seeks to update the Independent directors on the roles, responsibilities rights and duties under the Companies Act 2013 and other relevant legislations.

INDUCTION, TRAINING AND FAMILIARISATION PROGRAM FOR THE INDEPENDENT DIRECTORS:

- On appointment, the concerned director is issued a Letter of Appointment setting out in detail, the terms of appointment, duties, responsibilities and expected time commitments.
- Each newly appointed Independent Director is taken through a formal induction program including the presentation from the Managing Director and other Senior Executives on the Company's manufacturing, marketing, finance and other important aspects of the Company's business. Relevant literature relating to the Company such as Annual Reports, CSR etc. are provided to the Independent Directors on their appointment.
- The Company Secretary sends a formal letter to the Directors about their legal and regulatory responsibilities as a director and the compliances required of them under the Companies Act 2013 and applicable SEBI Regulations.
- The induction for Independent Directors includes interactive sessions with Executive Members and other Functional Heads and also includes a visit to the manufacturing site, so as to familiarize them about the Business Strategy, Operations & Functions of the Company and other related aspects.
- At various Board meetings during the year, particulars will be made available to the Board on the operations of the Company, market share, pricing strategy, financials, risks and mitigation plans, initiatives on health and safety, compliances, major litigation, regulatory scenario etc.
- On the matters of specialized nature, the Company engages outside experts/consultants for presentation and discussion with the Board members as and when necessary.

REVIEW:

- The programme shall be periodically reviewed and brought in conformity with statutory and regulatory requirements, if any.

DETAILS OF THE PROGRAMES ATTENDED BY THE INDEPENDENT DIRECTORS

The details of the programs attended by the Independent Directors are as under:

S. No.	Name of the Independent Director	No. of Programs attended during the year 2018-19	Total programs attended on cumulative basis	No. of Hours spent during the year	Venue of the programs	Topic of the Program
1	Mr. Krishna Das Neema	1	1	4	ICSI Chapter Office,	1. Seminar on Companies Amendment Act, 2019 2. Union Budget, 2019
2	Mr. Vinod Kumar Kabra	1	1	4	ICSI Chapter Office,	1. Seminar on Companies Amendment Act, 2019 2. Union Budget, 2019
3	Mr. Praveen Jindal	1	1	4	ICSI Chapter Office	1. Seminar on Companies Amendment Act, 2019 2. Union Budget, 2019