



Syncom Formulations (India) Limited

A WHO-GMP & ISO 9001-2000 Certified Company

CIN No.: L24239MH1988PLC047759

14th August, 2023

To,
Mr. Ritesh Kumar Lunkad
31 Everest Apartment,
4th Floor, Flat no.
12, Saket Nagar,
Indore (M.P.) 452001

SUB: APPOINTMENT AS AN ADDITIONAL DIRECTOR UNDER THE CATEGORY OF NON-EXECUTIVE INDEPENDENT DIRECTOR OF THE COMPANY.

Dear Sir,

We are pleased to inform you that on the recommendation of the Nomination and Remuneration committee of the board, the Board of Directors of the Company at their Meeting held on 14th August, 2023 have appointed you as the Additional Director under the category of Non-Executive Independent Director of the Company w.e.f. 14th August, 2023 for a term of 5 (Five) Consecutive year subject to approval of members in the ensuing General Meeting.

Your appointment would be subject to the following terms and conditions:

Role of the Board

The Board's role is to effectively represent, and promote the interests of, shareholders with a view to adding long-term value to the company's shares. Having regards to its role the Board of Directors, and supervises the management of the business and affairs of the company including, in particular:

1. ensuring that the company's goals are clearly established, and that strategies are in place for achieving them;
 2. establishing policies for strengthening the performance of the company including ensuring that management is proactively seeking to build the business through innovation, initiative, technology, new products and the development of its business capital;
 3. monitoring the performance of management;
 4. appointing the chief executive officer, setting the terms of their employment agreement and, where necessary, terminating their employment;
 5. deciding on whatever steps are necessary to protect the company's financial position and the ability to meet its debts and other obligations when they fall due, and ensuring that such steps are taken;
 6. ensuring that the company's financial statements are true and fair and otherwise conform with law;
 7. ensuring that the company adheres to high standards of ethics and corporate behaviour;
- and

Bringing a smile on every face...

Regd. Off. : 7, Niraj Industrial Estate, Off Mahakali Caves Road, Andheri (East), MUMBAI-400 093, INDIA, Tel.: 91-022-30887744-54, Fax: 91-022-30887755, Email: sfil87@syncomformulations.com
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Corp. Off. : 207, Saket Nagar, Near Saket Club, INDORE - 452 018, INDIA. Tel. : 91-0731-2700458, Email : finance@sfil.in
Website : <http://www.sfil.in>

8. ensuring that the company has appropriate risk management/regulatory compliance policies in place.

However, day to day management of the company is left to management of the Company.

All directors are expected to take decisions objectively in the best interests of the company. The Board as a whole is collectively responsible for the success of the company. It may please be noted that all directors, whether non-executive or executive, have the same general legal responsibilities.

Board and Individual Director Evaluation Processes

The performances of the Board as a whole, its committees and individual directors are evaluated annually. If, in the meantime, there are any matters which cause you concern about your role you should discuss them with the chairman of the Board as soon as appropriate.

Outside Interests Including Directorships

It is accepted and acknowledged that you may have business interests or any change of them if any at any time other than those of the company. Please contact Mr. Ankit Kedarmal Bankda, CFO of the Company on behalf of the Board as soon as possible to disclose for your interests as a shareholder, director, officer, partner/proprietor of firm or trustee of other companies or entities to be entered into the company's interests register and to submit a Form MBP-1 to the company for consideration of the Board.

Please ensure that the company as well as CFO is kept informed of any changes to your interests immediately so that the register of interest can be updated.

Any director is, while holding office, at liberty to accept other Board appointments so long as the appointment is not in conflict with the company's business and does not materially interfere with their performance as a director of the company. All other appointments must first be discussed with the chairman before being accepted.

Access to Independent Professional Advice

All directors are entitled to obtain independent professional advice relating to the affairs of the company or to their responsibilities as directors. If, in your own case, you consider such advice is necessary, you should first discuss it with the chairman. You can also discuss and seek professional advice subject to the prior approval of the chairman, the cost of the advice will be reimbursed by the company but you should ensure, so far as is practicable, that it is reasonable.

Confidentiality & Others

All information acquired during your appointment is confidential to the company and should not be disclosed either during your appointment or following termination (by whatever means) to third parties except as permitted by law and with prior clearance from the chairman.

The Board determines the level of remuneration paid to its non-executive independent directors from time to time.

The company will reimburse you for all direct and indirect expenses such as tele-calls, accommodation and travelling expenses, reasonably and properly incurred and documented.

We look forward to your association with us.

Thanking You,
Yours Faithfully,

For, **SYNCOM FORMULATIONS (INDIA) LIMITED**



KEDARMAL SHANKARLAL BANKDA
CHAIRMAN & WHOLE-TIME DIRECTOR
DIN: 00023050

I accept the aforesaid terms and conditions for my appointment as Additional Director in the category of Non Executive Independent Director in the Company and agreed to accept the position of director w.e.f 14th August, 2023 and authorize the Company and the professional to certify and file Form DIR-12 along with all the enclosure such as DIR-2, DIR-8, MBP-1, and accepted copy of the above said letter with the Registrar of Companies.



RITESH KUMAR LUNKAD
ADDITIONAL INDEPENDENT DIRECTOR
DIN: 10275445