



**FAMILIARISATION PROGRAMME  
FOR  
INDEPENDENT DIRECTORS  
OF  
ASIA PACK LIMITED**

**Preamble:**

In accordance with the Regulation 25(7) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Listing Regulations”) and Schedule IV of the 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 the Company operates, business model of the Company, etc., through various program.

**Purpose and Objective:**

This 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.

**Overview of the Familiarisation Program:**

The familiarisation program for the Independent Directors of the Company is designed to help the Independent Directors to gain a deep understating of the Company, its stakeholders, senior management / team, operations, policies, industry perspective and issue. Details of various familiarisation program for the Independent Directors are highlighted below:

The Company conducts induction program/presentation when a new Independent Director joins the Board of the Company, on various aspects including overall corporate and business overview, manufacturing and R&D facilities, enterprise risk management processes, investor relations and human resources. The Chairman of the Board depending on the business needs may also nominate Independent Directors for relevant external training programs.

- The Company hosts visits of the Independent Directors to its registered office to give exposure of business and operations of the Company.
- The Company, on regular basis, makes detailed presentation to the entire Board including Independent Directors on the Company’s operation and business plans, the nature of industries in which the Company operates and the model of its respective businesses details of Directors on Board, Code of Conduct(s), mandates of various Committees of which the Director is inducted, etc.
- The Independent Directors are made aware of their roles, rights and responsibilities and liabilities at the time of their appointment / re-appointment through a formal letter of appointment which also stipulates various terms and conditions of their engagement apart from clarifying their roles and responsibilities.



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**Details of Familiarisation Program**

Details of attendance of Independent Directors in Familiarization Programs are as follows:

Sl. No.	Name of the Independent Directors Attended	No. of the sessions / meeting attended		No. of hours spent in the sessions attended (approx.)	
		FY 2019-20	Cumulative till date	FY 2019-20	Cumulative till date
1	Kulbir Singh Pasricha*	3	12	3	13
2	Sunil Upadhayay	3	12	3	13
3	Prabhjeet Kaur	3	12	3	13

*\*Ceased as an Independent Director w.e.f. 14.02.2020*

**REVIEW**

This familiarisation program for the Independent Directors will be reviewed from time to time and revised by the Board as and when required.

**DISCLOSURE**

Pursuant to Regulation 46(2) of Listing Regulations, the familiarisation program shall be disclosed on the Company's website and a web link thereto shall be provided in the Annual Report.