



KOTHARI FERMENTATION AND BIOCHEM LIMITED

CIN: L72411DL1990PLC042502

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FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

PURPOSE AND OBJECTIVE OF THE PROGRAMMES

- To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

FAMILIARIZATION AND CONTINUING EDUCATION PROCESS

- The Company through its Managing Director / Key Managerial Personnel conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- Such programmes / presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, operations, product offerings, markets, finance, technology, quality and risk management and such other areas as may arise from time to time.
- The programmes/presentations also familiarize the Independent Directors with their roles, rights and responsibilities.
- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairman & Managing Director & other Executive Director to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- New Independent Directors are provided with copy of latest Annual Report, KFBL Code of Conduct, KFBL Code of Conduct for Prevention of Insider Trading.
- The Company provides the Directors with the visit of company's factory unit from time to time.
- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration, etc. is issued for the acceptance of the Independent Directors.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS

- The Directors get an opportunity to visit Company's plant, where plant heads appraise them of the operational aspects of the plant to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, etc.
- At various Board meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates, with areas of improvement and other relevant issue.
- Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, compliances and other regulatory scenario etc.

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.

REVIEW OF THE PROGRAM

- The Board will review this Program as and when necessary and make revisions as may be required.

FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS DURING THE YEAR 18-19

S.No.	Name of Independent Director	No. of Sessions Attended		No of hours spent in the business sessions attended	
		FY 18-19	Cumulative till date	FY 18-19	Cumulative till date
1	Prasanna Kumar Pagaria	4	13	5 hours 30 minutes	20 hours 30 minutes
2	Kapil Dev Puri	2	12	3 hours 45 minutes	19 hours 25 minutes
3	*Hemendra Patsingh Dugar	1	1	2 hours	2 hours
4	Ratan Lal Dudheria	3	9	4 hours	13 hours 15 minutes

Note : Mr. Hemendra Patsingh Dugar appointed on 14th November 2018 and Mr. Kapil Dev Puri resigned on same day.
