

LINC PEN & PLASTICS LIMITED

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

This Familiarisation Programme (“the Program”) for Independent Directors of Linc Pen & Plastics Limited (“the Company”) has been adopted by the Board of Directors pursuant to Clause 49 of the Listing Agreement.

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.

The Familiarisation programme formulated with the objective of making the Independent Directors of the Company accustomed with the following areas :

- Familiarisation with the Company;
- Independent Directors roles, rights and responsibilities;
- Board dynamics & functions;
- Nature of the Industry in which the Company operates;
- Business Model of the Company;
- Compliance management

The Programme has been designed considering the specific needs of corporate governance and the expected obligations of Independent Directors in view of the onerous responsibility conferred by the Companies Act, 2013 and the Listing Agreement, as amended from time to time.

2. FAMILIARISATION PROCESS

2.1. For new Independent Director joining the Board – The Company shall through its Managing Director, Wholetime Directors, Company Secretary and other Senior Managerial Personnel familiarize the Independent Director with regard to above areas.

2.2.1. For on-going Familiarisation Programme – The Company shall through its Managing Director, Wholetime Directors, Company Secretary and other Senior Managerial Personnel conduct programs/ presentations at such periodic intervals as may deem necessary, at least once a year, to familiarize the Independent Directors with the strategy, operations and functions of the Company;

2.2.2. Such programs/ presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company’s strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time;

2.2.3. The programs/ presentations shall also familiarise the Independent Directors with their roles, rights and responsibilities;

2.2.4. The Company may circulate news and articles related to the industry and may provide specific regulatory updates from time to time.

3. DISCLOSURE OF THE POLICY

This Policy shall be uploaded on the Company’s website and a web link for the same shall also be provided in the Annual Report of the Company.

4. REVIEW OF THE FAMILIARISATION PROGRAM

The Board shall review this Program and make revisions as may be required.

Disclosure pursuant to Regulation 46 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

In line with the Familiarisation Program, a factory visit for Independent Directors was organised by the Company on 1st May, 2017 during the inauguration of new manufacturing facility at Gujarat.

Number of programmes attended by independent directors	
– During the year 2015-16	1
– During the year 2017-18	1
– During the year 2018-19	1
– On a cumulative basis till date	3
Number of hours spent by independent directors in such programmes	
– During the year 2015-16	2
– During the year 2017-18	4
– During the year 2018-19	4
– On a cumulative basis till date	10