

# **ASIT C. MEHTA FINANCIAL SERVICES LTD**

CIN: L65900MH1984PLC091326

Registered Office: 'Nucleus House', Saki Vihar Road, Andheri (East), Mumbai: 400072

Tel: 28570781 / 28583333

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **1. OBJECTIVES**

The familiarization programme for Independent Directors is outlined herein pursuant to Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.

The familiarization programme aims to provide Independent Directors with the working, the overall socio and economic environment in which the Company operates, the business model, the working of the Company and 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.

### **2. INDUCTION AND FAMILIARIZATION PROGRAMME FOR THE INDEPENDENT DIRECTORS**

The familiarization program for Independent Directors includes the following:

- The overview of the industry within which the Company operates.
- The performance of similar companies within the industry.
- Acquainting the Independent Directors with the company's business model and its operations.
- Making the Independent Directors aware about their roles, rights and responsibilities in the Company.
- Acquainting the Independent Directors with the organizational Structure of the Company.
- Introducing the Independent Directors to the other Directors on the Board of Directors, and the nature of the directorship and roles of such other Directors in the Company.
- Acquainting the Independent Directors with the various committees appointed by the Board of Directors and the roles & responsibilities of such committees.
- Introducing the Independent Directors to the Key Managerial Personnel and Senior Management Personnel of the Company.
- Keeping the Independent Directors aware of the Company's Developments through e-mails, newsletters, etc.
- A detailed appointment letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures is issued for the acceptance of the Independent Directors.

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### 3. DISCLOSURE / AMENDMENT

This familiarization program 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.

### 4. REVIEW OF THE POLICY

The policy shall be periodically reviewed by the Board and brought in conformity with statutory and regulatory requirements, if any.

### 5. DETAILS OF THE PROGRAMME ATTENDED BY THE INDEPENDENT DIRECTORS

Sr. No.	Particulars	Mr. Vijay Ladha		Mr. Pundarik Sanyal		Dr. Radha Krishna Murthy	
		Whether Attended (Y/N)	Hours Spent	Whether Attended (Y/N)	Hours Spent	Whether Attended (Y/N)	Hours Spent
1.	November 09, 2015 (To consider the purpose and note the applicable provisions for conducting Independent Directors Meeting.)	N	-	Y	00:50 hour	Y	00:50 hour
2.	November 11, 2016 (To review the performance of non-Independent Directors and the Board as a whole.)	Y	00:30 hour	Y	00:30 hour	Y	00:30 hour
3.	September 13, 2017 (To assess the quality, quantity and timeliness of the flow of information between the Company's management and the Board.)	Y	00:30 hour	Y	00:30 hour	Y	00:30 hour