

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS OF GLITTEK GRANITES LTD.

Preamble

In accordance with the requirements of Clause 49(II)(B)(7) of the Listing Agreement and Schedule IV of the Companies Act, 2013, the Company shall Familiarize the Independent Directors (hereinafter referred as “Directors”) via familiarisation Programme (hereinafter referred as “Programme”) and provide an insight into the Company to enable the directors to understand the business in depth and contribute significantly to the Company.

Purpose & Objective

Through the Programme, the Company aims to achieve the following objectives:

- To apprise the directors about the operating system of the Company for its business operations;
- To inform them of all the laws, rules, regulations and guidelines applicable to the Company;
- To make them aware of the rules, responsibilities, liabilities pursuant to the Companies Act, 2013;
- To generate and obtain valuable and informed decision from the directors on the matters to be brought or discussed at the Board Meetings

Contents of the Programme

The programme shall be divided into various modules as enumerated below:

- Roles, Rights, Duties, Responsibilities and Liabilities of the Directors;
- Business Model of the Company thereby including the nature of industry in which the Company falls, its product and services, geographical area of operation of the Company;
- Board dynamics and functions
- Management Techniques

Conduction

The Independent Directors are made aware of their roles, rights, duties, Liabilities and responsibilities at the time of their appointment / re-appointment through a formal letter of appointment which also stipulates the various terms and conditions of their engagement.

Each director of company has complete access to any information relating to the Company. Whenever they desire to meet with any of the Business Heads or Members of senior Management team, the same is also facilitated.

Given the regulatory recognition of this important aspect on familiarization, a Formal Familiarization Programme will be done annually (at the Meeting of the Board or at any other place as the Board may decide). Through this Programme, the Board will be familiarized with the nature of the industry in which the Company operates, business model of the Company, its product and service, geographical area of operation of the Company, Board dynamics and functions, management techniques, changes in business environment and impact thereof on the working of the Company, and other relevant matters.

As and when the programme is conducted, the same shall be disclosed on the website of the Company and a web link thereto shall also be given in the Annual Report of the Company.

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