



## ALKA INDIA LIMITED

**CIN: L99999MH1993PLC168521**

Regd. Address: Gala No. D- 3/4/5, Hatkesh Udyog Nagar-1, Off. Mira Bhayandar road, GCC Road, Mira Near Hatkesh Substation Thane - 401 107, Mira Road, Thane, Vasai, Maharashtra, India, 401107

Corporate Office Address: A 1115 Titanium Business Park, Near Makarba Underpass, Jivraj Park, Ahmedabad, Gujarat, India, 380051

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

**[in terms of Regulation 25(7) of the SEBI (LODR) Regulations, 2015]**

### **INTRODUCTION:**

In accordance with the requirement of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), every listed company shall familiarize the Independent Directors (hereinafter referred as “Directors”) through Familiarization 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 AND OBJECTIVE OF THE PROGRAMME:**

To adopt a structured program for familiarization, orientation and training of members of Independent Directors at the time of their joining so as to enable them to thoroughly understand the Company, its operations, business, industry in which it pertains and the regulatory environment applicable to it that would facilitate their active participation in management decisions of the Company effectively including the following:

- ❖ nature of the industry in which the listed entity operates,
- ❖ business model of the listed entity,
- ❖ roles, rights, responsibilities of independent directors; and
- ❖ any other relevant information

### **FAMILIARIZATION AND CONTINUING EDUCATION PROCESS:**

- ❖ The Company through its Directors / Key Managerial Personnel conducts programmes/ presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- ❖ The program essentially has two broad components –technical and behavioural. The technical component shall enable the participants to understand Company business, strategies, industry dynamics and its growth plans and prepare them for an active role in Company. The behavioural component shall empower the participants to understand board procedures and help them to be effective in board activities. The Program also aims to offer a conceptual framework based upon current expectations which require the Independent Directors to adhere to a code and standard of ethics and integrity for fulfillment of their

responsibilities in a professional and faithful manner to promote confidence of the investment community particularly minority shareholders, regulatory authorities and the stakeholders at large.

- ❖ The programmes/presentations also familiarises the Independent Directors with their roles, rights and responsibilities.
- ❖ New Independent Directors are provided with copy of latest Annual Report, Memorandum and Articles of Association of the Company, Code of Conduct, Code of Conduct for Prevention of Insider Trading, Policies of the Company and Schedule of upcoming Board and Committee meetings.

#### **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 and make revisions as may be required.

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Alka India Limited  
  
Kavita  
Director