



Tamilnadu Petroproducts Limited

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Familiarization Programmes for Independent Directors

Pursuant to SEBI (LODR) Regulations, 2015

- a. At the time of induction, the Independent Directors are provided with copies of the Memorandum and Articles of Association and the Annual Report of the Company for the last two years for them to become familiar with the Company's background.
- b. A CD containing power point presentation on the history of the Company, the products manufactured, the industry overview and related matters is also provided to them.
- c. The Independent Directors also visit the Plants to understand the production process and the facilities available.
- d. Along with the appointment letter, they are furnished a copy of the Schedule IV to the Companies Act, 2013 which contains guidelines for professional conduct, role and functions, duties, etc., together with the summary of the relevant provisions of the SEBI (Listing Obligations & Disclosure Requirements), 2015
- e. A copy of the Code of Conduct for the Directors is also shared with them for information and adherence.
- f. The IDs are briefed about the Directors' & Officers' insurance and a copy of the cover note is furnished to them for their reference and records.
- g. As a continuing measure, periodical familiarization sessions are organized, covering the business updates, regulatory updates and plant visits.

DETAILS OF FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

Description	Mr Dhananjay N Mungale	Ms. Sashikala Srikanth	Dr N Sundaradevan	Lt. Col. C S Shankar	Mr. G D Sharma	Mr. Debendranath Sarangi
No of Programmes during 2019-20	1	1	1	2	2	2
No of hours during 2019-20	1	1	1	4	4	4
Cumulative hours till the year	15	15	7	4	4	4

During FY 202-21, owing to the pandemic situation, no programmes could be held, but various updates were provided to the Directors, including the Independent Directors, through e-Mails and also in the periodical progress reports.