



Tamilnadu Petroproducts Limited

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Familiarization Programmes for Independent Directors

Pursuant to SEBI (LODR) Regulations, 2015

On Induction

- 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.

Continual Updates

- g. At the Board Meetings, information about operations, project updates, legal updates, CSR and sustainability related matters, changes in regulatory scenario, Business Risk related issues, update on Compliance and other relevant details are presented to the Board.
- h. Quarterly presentations to the Board provide detailed business and performance updates including the economic and business environment and their impact on the performance of the Company, financial arrangements, working capital management, fund flows, material litigations, performance of subsidiaries, quarterly estimates, variance analysis, etc.

- i. Separate updates are sent to the Directors in the event of any extraordinary circumstances impacting the operations in between the Board meetings.
- j. Non routine Stock Exchange filings are updated to all the Directors through E-Mails.
- k. 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	Dr N Sundaradevan	Lt. Col. C S Shankar	Mr. G D Sharma	Mr. Debendranath Sarangi	Ms. Latha Ramanathan	Ms. Rita Chandrasekar
No of Programmes during 2024-25	2	2	2	2	2	2
No of hours during 2024-25	4	4	4	4	4	4
Cumulative hours till the year 2024-25	18	15	15	14	4	4