



**NORBEN TEA & EXPORTS LTD**

CIN : L01132WB1990PLC048991

## **FAMILIARISATION PROGRAM FOR INDEPENDENT DIRECTORS**

This Familiarisation Program ("the Program") for Independent Directors of Norben Tea & Exports Limited ("the Company") has been adopted by the Board of Directors pursuant to Regulation 25 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), Regulations, 2015.

[Reviewed on 27<sup>th</sup> May, 2016]

### **Purpose & Objective**

The Program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company. Thereby, the Directors get to understand & get updated on the business & operations of the Company on a continuous basis.

The Listing agreement mandates the Company to familiarise the Independent Directors in the following areas:

- Familiarisation with the Company;
- Roles;
- Rights and Responsibilities;
- Nature of Industry; and
- The business model of the Company.

### **Familiarisation Program for Independent Directors**

Industry overview and Business model of the Company and an outline of Corporate Plan and Annual targets.

Introduction to product profile

Operations overview

Financial Performance and budget & control processes

Overview of Sales & Marketing

Update the Directors with happenings in the Industry and amendments to various Acts which may affect the Company.

Familiarisation on Statutory compliances as a Board Member including their Roles, Rights and Responsibilities.

The above will be conducted for new and continuing Independent Directors of the Company during the year.





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## FAMILIARISATION PROGRAM FOR INDEPENDENT DIRECTORS

2.1. The Company shall through its Executive Directors / Senior Managerial Personnel conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;

2.2. Such programs / presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time;

2.3. The programs / presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities;

2.4. The Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time; and

2.5. The Company may conduct an introductory familiarisation program / presentation, when a new Independent Director comes on the Board of the Company.

### 3. Disclosure of the Policy

3.1. This Policy be uploaded on the Company's website for public information and a web link for the same be provided in the Annual Report of the Company.

### 4. Review of the Program

4.1. The Board will review this Program and make revisions as may be required.

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