

Familiarization Programme for Independent Directors

The Familiarization Programme ("the Programme") for Independent Directors of **Raghav Productivity Enhancers Limited (Formerly Raghav Ramming Mass Limited)** ("the Company") has been adopted by the Board of Directors pursuant to Clause 49 of the Listing Agreement.

Preamble:

The Schedule IV of the Companies Act, 2013 and the Clause 49 of the Listing agreement entered with the Stock Exchanges mandates the Company to familiarize the Independent Directors with the Company. Moreover, existing independent directors of the Company who have been on the Board for over 3 years are quite familiar with business model and nature of industry in which the Company operates.

Nevertheless, pursuant to the Listing agreement they engage in adequate interactions and discussions with the operations team of the Company to familiarize themselves with the following areas:

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

Purpose & Objective:

The Programme aims to provide insights into the Company to enable the Independent Directors to be in a position to take well-informed timely decisions and contribute significantly to the Company.

The Independent Directors of the Company are given every opportunity to familiarize themselves with the Company, its management and its operations so as to understand the Company, its operations, business, industry and environment in which it functions.

Familiarization Process:

A familiarization pack shall be handed over to the inductee which includes the following:

- ❖ Company's Corporate Profile;
- ❖ Organizational structure;
- ❖ Details of products manufactured by the Company;
- ❖ Details of other Directors on Board;
- ❖ Code of Conduct for Independent Directors as prescribed under the Companies Act, 2013;



- ❖ Updates on business model, nature of industry, operations and financial performance of the Company;
- ❖ Presentations on Annual Budgets, strategies and business performance of the Company;
- Policies of the Company on remuneration criteria, vigil mechanism, related party transactions etc.,
- Updates on significant developments in the Company.

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

The Independent Directors are made aware of their roles, rights 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.

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

The Company may also arrange for visit to the plant/factory of the Company.

The Company may also arrange for special training courses by various professional bodies.

Details of Familiarization sessions held pursuant to the policy are as follows:

DATE OF PROGRAM	AREA COVERED
12.11.2016	Trading & Export Business
10/10/2017	Changes related to the business segment
02.01.2018	Trading & Export Business and future outlook

Disclosure of the Programme:

Familiarization Programme will be conducted "as needed" basis during the Year.

These familiarization Programmes details shall be uploaded on the Company's website for public information.

Review of the Programme:

The Board of Directors will review this Programme and make revision as and when necessary.

The familiarization process will be revised from time to time in order to provide more information to Independent and Non-Executive Directors to enable them to contribute significantly to the growth of the Company.