

MANUGRAPH INDIA LIMITED

POLICY ON FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

1. Preamble

Clause 49(II)(B)(7) of the Listing Agreement stipulates as under:-

- (i) The company shall familiarize the independent directors with the company, their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc., through various programmes.
- (ii) The details of such familiarization programmes shall be disclosed on the company's website and a web link thereto shall also be given in the Annual Report.

2. Objective and details of Familiarization Policy

1. The Company has designed familiarization programme for the Independent Directors to appraise them with the business operations of the Company as also to know their roles, rights and responsibilities in the Company to enable them to make effective contribution and discharge their functions as a Board Member.
2. Familiarization Program for Independent Directors includes:

Secretarial & Legal:

Covering details of the Company, its history, shareholding pattern, the Board structure, the Board Committees and their functions, policies applicable to the director, their roles, responsibilities, duties, rights as a director, etc.

Finance:

Covering details of the business, operations and business model of the Company, financial performance, risk management, treasury management, forex hedging etc.

3. Programme and disclosure:

- a) Familiarization programme will be designed on "as needed" basis during the year.
- b) The details of familiarization programme will be disclosed on the website of the Company.

The policy shall be disclosed on the company's website and a web link thereto shall be provided in the Annual Report.