



KANCO TEA & INDUSTRIES LIMITED

Registered Office : "Jasmine Tower", 3rd Floor
31 Shakespeare Sarani, Kolkata - 700 017, India, Telefax : 2281-5217
E-mail : contact@kancotea.in, Website : www.kancotea.in
Corporate Identity Number (CIN)-L15491WB1983PLC035793

Policy on Familiarisation Programme for Independent Directors

[Effective from 31st March, 2018]

In terms of Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015, the Company shall familiarise 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 initiatives.

The details of such familiarisation programmes shall be disclosed on the company's website and a web link thereto shall also be given in the Annual Report

Orientation Programme for New Independent Directors

1. The new Independent Director is welcomed to the Board of Directors of the Company by sharing the following documents of the Company for his / her references:
 - Memorandum of Association and Articles of Association of the Company
 - Annual Reports of last three consecutive years
 - Code of Conduct for Directors and Senior Managerial Personnel
 - Note on Directors roles and responsibilities
 - Organizational Chart of the Company and the profile of all the Directors and the Senior Managerial Personnel of the Company
 - List of Contact details of the Directors, Senior Managerial Personnel and their personal / executive assistants.
 - Industry overview and business structure of the Company;
 - Operation overview and product knowledge;
 - Overview of Sales & Marketing strategies;
 - Financial Statements, Financial Ratios and other performance parameters used for control process;
2. The Company will make the New Independent Director aware about his role, rights and responsibilities, which will also be enumerated in the appointment letter.
3. The senior managerial personnel and executive director will interact with the new Independent Director so that he / she familiarises himself / herself with the nature of industry, organisation structure of the company, business strategy, operations, financial position and various other functions of the Company.





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Programme for updating the Existing Independent Directors

1. The Company shall periodically organise familiarisation programme to appraise them about the operations, financial performance, sales and marketing, industry scenario, strategy to enable them to make effective contribution and discharge their functions as a Board Member.
2. The Company shall also update the directors on the current legal scenarios for the Company, Compliance Management, Risk Mitigations and changes in relevant laws applicable to the Company and the directors for discharge of their duty.

Modification

The Board shall have the power to review and if required, modify this policy so that it is further strengthened from time to time.

Approved in the Board Meeting held on 31st March, 2018

Kanco Tea & Industries Ltd.

Director.

DIN: 00081108

