



# Ddev Plastiks Industries Limited

CIN: L24290WB2020PLC241791

Registered Office: 2B, Pretoria Street, Kolkata- 700 071

## FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS ‘

[Pursuant to Regulations 25 and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

The familiarization programmes are aimed to provide insights into the Company to enable the Independent Directors to understand the Company’s business in depth, including but not limited to nature of industry in which the company operates, business model that would facilitate their active participation in managing the Company and to familiarize them with their roles, responsibilities in the company, the nature.

In pursuit of this, the Company provides the Independent Directors an insight into the Company, its products, business and updates them through various programme on changes / developments in the corporate and industry scenario including those pertaining to statutes / legislation and on matters affecting the Company, to enable them to take well informed decision and discharge their duties and responsibilities in an efficient manner and to contribute significantly towards the growth of the Company.

All Independent Directors are aware and further updated about their roles, rights, responsibilities in the Company. A Directors’ kit containing information about the Company, Memorandum and Articles of Association, Annual Reports for previous 3 years, if applicable, brief profile of the Company etc is handed over to the new director. The appointment letter issued to Independent Directors inter alia sets out their roles, duties & responsibilities, details of D & O insurance, remuneration, expectation of the Board from the appointed director, their fiduciary duties and the accompanying liabilities that come with the appointment as a director of the Company. To facilitate independent directors in the performance of their duties and responsibilities, new directors are provided with information on key personnel and senior management/ departmental heads and further provided personal orientation by senior management.

Independent Directors are provided with necessary documents/brochures, reports and copy of policies of the Company to enable them to familiarize with the Company’s procedures and practices.

Periodic presentations are made at the Board and Committee Meetings, on business and performance updates of the Company, global business environment, business strategy and risks involved. Detailed presentations on the duties and responsibilities of Independent Directors and the Company’s business segments are made at the separate meetings of the Independent Directors held during the year. A presentation is also given during the Board Meeting highlighting the performance of the Company vis-a vis the approved Budget.

Quarterly updates on relevant statutory changes and landmark judicial pronouncements encompassing important laws are regularly circulated to the Directors.

Each director of the Company has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company’s management. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part. Further, they meet without the presence of the Company’s Management Personnel to discuss matters pertaining to the Company’s affairs and put forth their combined views to the Chairman and Managing Director.

Site visits to various plant locations are organized for the Directors to enable them to understand the operations of the Company.

**Familiarisation Programme organised by the Company during the Financial Year 2022-23 are as follows**

<b>Particulars</b>	<b>During the financial year (FY 2023-24)</b>	<b>Cumulative till date- 10.02.2024</b>
<b>Number of programmes attended by each Independent Directors</b>		
Mr. Samir Kumar Dutta	1	3
Mrs. Mamta Binani	1	3
Mrs. Ramya Hariharan	1	3
<b>Number of hours spent by each Independent Directors in such programmes</b>		
Mr. Samir Kumar Dutta	15 minutes	70 minutes
Mrs. Mamta Binani	15 minutes	70 minutes
Mrs. Ramya Hariharan	15 minutes	70 minutes