



SKIPPERLIMITED

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FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

Objective

The company follows the process of familiarizing the Independent Directors about the business of the Company, the nature of industry in which the Company operates, their roles, rights and responsibilities in the Company at regular intervals. The programme aims to provide an insight into the Company. This enables the Directors to take an informed decision and discharge their duties and responsibilities in an efficient manner and contribute significantly towards the growth of the Company.

Process

Upon appointment of an Independent Director, an appointment letter incorporating the roles, duties, responsibilities and expectations from them are issued to the Directors along with various policies and codes of the Company. This enables them to understand their core values in the organization.

Business strategy, business performance, operations, market share, financial parameters, regulatory and business scenario of the industry, changes in business model and other details relating to the operations of the Company are informed to the Directors during the Board Meetings. Such programmes provide an opportunity to the Directors to interact with the senior management team of the Company and help them to understand the business and strategy of the Company in detail.

The Directors are informed of the important developments of the Company and the Industry through emails and telephonic conversations at times.

Quarterly results/Press releases are sent to the Directors as and when they are issued.

The Directors are also given opportunity to visit the plant locations as per the requirements to enlighten them of the operational aspects of the business.

DETAILS OF FAMILIARIZATION PROGRAMME IMPARTED TO INDEPENDENT DIRECTORS

In line with the Familiarization programme of the Company, one familiarization programme was conducted during the year 2019-2020.

The programme was held on 13 November 2019 at the registered office of the Company at 3A, Loudon Street, Kolkata-700017 wherein the independent directors were enlightened about the important updates of Companies (Amendment) Act, 2019, MCA Updates on CSR and Charge, new compliances by Independent Directors' relating to registration on Independent Directors databank maintained by the Indian Institute of Corporate Affairs (IICA), Amendments in Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, Amendment in SEBI (Prohibition of Insider Trading) Regulations, 2015 regarding procedure for informing about alleged violations of Insider Trading directly to SEBI, Amendment in SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 regarding disclosure of encumbered shares, insights on SEBI circular on resignation of statutory auditors from listed entities and their material subsidiaries, SEBI circular on enhanced due diligence for dematerialization of physical securities, through a detailed presentation.

Further as a part of initiative to familiarize the Directors of all latest developments and to promote continuous knowledge building, updates on relevant statutory and regulatory changes are regularly circulated to the Directors.

Details of attendance of Independent Directors in Familiarization Programme during the financial year 2019-2020 are as follows:

Names of Independent Directors	Date and attendance	Number of Programmes attended during FY 2019- 2020	Cumulative number of programmes attended till date	Number of hours spent during FY 2019-2020	Cumulative number of hours spent till date
	13.11.2019				
Sri Amit Kiran Deb ¹	Yes	1	5	2.5	11
Sri Joginder Pal Dua	Yes	1	2	2.5	4
Sri Ashok Bhandari	Yes	1	3	2.5	6.5
Sri Pramod Kumar Shah	Yes	1	3	2.5	6
Smt. Mamta Binani	Yes	1	5	2.5	11

¹Re-appointed as Independent Director w.e.f. 23 September 2019.