

Familiarisation Programme for Independent Directors

In order to familiarize the independent directors with the Company and to inform them about their roles, rights and responsibilities, the Company follows the following program:

- I. Orientation Programs are conducted by the following departments and the heads of the respective departments are introduced to the independent director.

Legal & Secretarial: 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, details of important legal cases, their status and impact, etc.

Marketing: Covering details of nature of industry, types of products, brands, position of the Company in the industry, sales and distribution channel, etc.

Finance : Covering details of the business model of the Company, financial details, risk management, treasury management, etc.

Technical: Tour of the plant explaining about various stages of manufacturing process, production capacity, etc.

- II. The independent director is also taken for a market visit and visit to the tobacco growing areas and leaf division.

In addition to the above, in case the director is interested in meeting any specific department or function or getting any further detail, the same is also arranged.

As part of familiarization programme, the directors were updated each quarter with the following amendments :

Period	Familiarized with
April – June 2023	<ul style="list-style-type: none"> • Amendment to SEBI (LODR) Regulations dated 14th June, 2023; • SEBI notification on Online processing of investor service requests and complaints by RTA.
July – September 2023	<ul style="list-style-type: none"> • Amendment to SEBI (LODR) Regulations effective 15th July, 2023; • Amendments w.r.t. SEBI Complaint Redressal platform (SCORES); • Update on Digital Personal Data Protection Act, 2023.
October – December 2023	<ul style="list-style-type: none"> • Amendment to SEBI (LODR) Regulations dated 30th September, 2023.
January – March 2024	<ul style="list-style-type: none"> • Amendment to Plastic Waste Management (Amendment) Rules, 2024 effective from 14th March, 2024; • Revision in Secretarial Standards on the Meeting of the Board of Directors (SS-1) by ICSI.