



## INNOVATIVE TECH PACK LIMITED

### FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

#### Preamble

In terms of Clause 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 inter-alia stipulates that 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.

#### Overview of the Familiarisation process

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, Sustainability Reports, Investor Presentations, recent Media Releases etc is handed over to the new director. The appointment letter issued to Independent

Directors inter alia sets out the 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.

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

Periodic presentations are made at the Board and Board 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 were made at the separate meetings of the Independent Directors held during the year.

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 **Familiarisation Programmes for Independent Directors** 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.

Details of Familiarization sessions held pursuant to the Policy are as follows:

Date of program	Area covered
May 30, 2016	PET Business
November 14, 2016	Flexible Packaging
September 14, 2017	Plastic Injection Molding

Details of attendance of Independent Directors in Familiarization Sessions are as follows:

S.No.	Name of Independent Director	No. of the Sessions attended		No. of hours spent in the Sessions attended	
		FY 2017-18		FY 2017-18	
1	Mr. Anil Kulbhushan Barar	0		0	
2	Mr. Atul Nripraj Barar	1		1.5	
3	Ms. Usha Damoder Chapparwala	1		1.5	

**For Innovative Tech Pack Limited**



**Ketineni Sayaji Rao**

**Managing Director**