

RKCPL LIMITED
FAMILIARISATION PROGRAMME FOR INDEPENDENT
DIRECTORS

PREAMBLE

Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 inter-alia stipulates that the Company shall familiarise the Independent Directors through various initiatives within the Company and further also about:

- their roles and responsibilities in the company;
- nature of the industry in which the company operates and business of the company;
- compliances required under various Regulations and Listing Agreement.

OBJECTIVE

The objective of the programme is to:

- to help the Director understand the Company, its business and the regulatory framework in which the Company operates and equip him effectively to fulfil his role as an Independent Director of the Company.
- to keep the Director continually updated about the business strategies and operations, regulatory updates and statutory compliances.

INITIAL FAMILIARISATION

All new Independent Director shall be familiarised with the Company as follows:

1. Issue appointment letter to Independent Directors broadly outlining their fiduciary duties, roles, rights and responsibilities.
2. Providing Directors' kit containing information about the Company Organisation Structure, Memorandum and Articles of Association, Annual Reports, RKCPL's Code of Conduct, Code of Conduct under SEBI (Prohibition of Insider Trading) Regulations and with other necessary documents / brochures, reports and policies of the Company to enable them to familiarise with the Company's procedure and practices.
3. Familiarise the Independent Director with the environment of the industry in which the Company operates, business of the company, company's market share and of competitors', values, vision and mission of the Company, operations and functions of various departments.
4. Familiarise them with board evaluation process and procedures.

CONTINUAL FAMILIARISATION

Efforts shall be made to continually update the Independent Directors on all important developments within the Company and regulatory changes as follows:

1. Share any important development in the industry and business model of the Company and regular updates on products, brands, positioning of the company in the industry, the company's internal environment and external environment in which it operates.

2. Circulate emails, news and articles through its Managing Director / Executive Director periodically relating to the planning, strategy, operation, functions and projects of the Company.

3. Update any significant development /change in manufacturing process, production capacity, quality etc, operations of branches and plants impacting Risk Management System and framework.

4. Inform Independent Directors about all new induction in the Core Management Team and arrange meetings with any functional head on any such request received from the Independent Director.

5. Circulate regular updates on relevant statutory and regulatory changes to the Independent Directors from time to time.

DISCLOSURE

The programme shall be uploaded on the Company's website for public information and a weblink for the same shall also be provided in the Annual Report of the Company.