

MINAL INDUSTRIES LIMITED

CIN: L32201MH1988PLC216905

Registered office: 603- I Minal Co-Op Hsg So Ltd, Off Sakivihar Road, Andheri-East Mumbai - 400072

Tel No. 022: 40707070; Email Id: cmseepz@gmail.com; Website: www.minalindustrieslimited.in

FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS OF MINAL INDUSTRIES LIMITED

1. PREAMBLE

The familiarization programmes for Independent Directors of Minal Industries Limited has been adopted by the Board of Directors, pursuant to Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI LODR Regulations”) and Schedule IV of the Companies Act, 2013 (“Act”). The provisions of SEBI LODR Regulations envisage that, the Company shall familiarize the Independent Directors on their roles, rights and responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

The Schedule IV the Act also mandates that the Independent Directors shall undertake appropriate induction and regularly update and refresh their skills, knowledge, and familiarity with the Company.

2. OBJECTIVE

To understand the entire operations and activities of the organization, its broad objectives and its vision going forward, an induction programme is organized for the Directors at the time of their appointment and thereafter every year for the existing Independent Directors. The Familiarization Programmes for Independent Directors are structured by the Company taking into cognizance the requirements of Act and the SEBI LODR Regulations.

3. ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS

- Induction pack is handed over to the new inductee, which includes the Company’s Corporate Profile, its Mission, Vision and Values Statement, Organizational structure, the Company’s history and milestones, latest Annual Report, Code of Conduct applicable to Directors / employees of the Company, the ‘Prevention of Insider Trading and Code of Corporate Disclosure Practices’, application of the Company and the latest Annual Reports. In case the inductee is also inducted on the other Committees, he is also handed the respective Committee Charters and the Whistle Blower Policy.
- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.
- Relevant Business Strategy presentations are also being made.
- A brief introduction to the Company and its main operating subsidiaries is also made.

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4. OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:

- The Directors get an opportunity to visit Company's plants, where plant heads apprise them of the operational and sustainability aspects of the plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, etc.
- At various Board Meetings during the year, presentations are made to the Board on Safety Health and Environment and Sustainability issues. Company policies, changes in the regulatory environment applicable to the corporate sector and to the Industry in which the Company operates with areas of improvement and other relevant issues.
- The Company has internally developed a Board Portal for Directors which is used for facilitating communication between the Directors and the Company. All information including Board related matters (agenda, minutes, material events etc.) that are required to be brought to the attention of the Board of Directors is disseminated through the Board portal.
- The Independent Directors are expected to actively participate at the Committees / Board meetings, guide the management with their respective expertise. The collective experience and views of Independent Directors would certainly add value to the Board and the Company.

SUMMARY OF FAMILIARISATION PROGRAMME OF INDEPENDENT DIRECTORS:

Financial Year	Total No. of hours spent on familiarisation	Cumulative hours spent on familiarisation programme till Dates (From 1st April, 2015)
2015 - 2016	10	10
2016 - 2017	11	21
2017 - 2018	12	33
2018 - 2019	14	47
2019 - 2020	16	63
2020 - 2021	18	81
2021 - 2022	20	101
2022 - 2023	22	123
2023 - 2024	20	143
2024 - 2025	21	164
2025 - 2026	19	183