



## APIS INDIA LIMITED

### Familiarisation Programme for Independent Director

The Members of the Board of APIS India Limited get familiarised with the Company, its Management and its operations in various ways.

The Members of the Board are provided with all the documents to enable them to have better understanding of the Company, its various operations and the industry in which it operates.

The Independent Directors are made aware of their roles, functions, duties and responsibilities at the time of their appointment through formal letter of appointment.

At the outset all the Independent Directors are provided an overview of:

- Criteria of Independence applicable to Independent Directors as per Listing Agreement and the Companies Act, 2013;
- Vigil Mechanism;
- Board evaluation process and procedure;
- Code of Conduct for Directors and Senior Management Personnel.

Presentations are made to the Board and Board Members may interact with Senior Management during these presentations.

Directors are also informed of various developments relating to the industry on regular basis and are provided with specific regulatory updates from time to time. Directors are made aware of the various policies of the Company at the time of their appointment. The Company arranges site visit for the Directors, giving them insight of various projects.

In terms of regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company generally follows the following familiarization programme for Independent Directors:

Periodicity	Familiarisation Program / Coverage
Introduction Program (within 3 months of joining the Board)	<input type="checkbox"/> Nature of industry in which Company operates; <input type="checkbox"/> Business model of the Company; <input type="checkbox"/> General overview of the Company's business financials; <input type="checkbox"/> Roles, rights, responsibilities of IDs; <input type="checkbox"/> Company's Board meeting/ related processes; <input type="checkbox"/> Introduction to KMPs; <input type="checkbox"/> Introduction to other members of the Board of the Company; <input type="checkbox"/> Introduction to key officials of the Company; <input type="checkbox"/> Introduction to board committees & terms of references. <input type="checkbox"/> Plants / site visits.
Annually (within 2 months of close of Financial Year)	<input type="checkbox"/> Business Plan for each Business for next 2 years covering : <ul style="list-style-type: none"> <li>- Key challenges / developments</li> <li>- Company's strategy/plans for the business/key functions</li> <li>- Financial targets</li> <li>- Organization development plan</li> <li>- Process/system improvements.</li> </ul> <input type="checkbox"/> Overall Company's plan & financials.
Quarterly at Board Meetings (within 45 days of close of Quarter)	<input type="checkbox"/> Overview of financial performance; <input type="checkbox"/> Overview of the businesses of the Company/ and its Subsidiaries; <input type="checkbox"/> Salient developments/ initiatives taken by the Company; <input type="checkbox"/> On-going actions re: corporate governance. <input type="checkbox"/> Changes in law/regulations/Accounting Practices.
As needed by IDs	<input type="checkbox"/> Specific Developments/ initiatives; <input type="checkbox"/> Plant/ Site visits; <input type="checkbox"/> Any other areas so requested by IDs.

Besides above, information on business performance, operations, market share, financial, major litigation, compliances, regulatory scenario etc., in the form of presentations are made to the Board of Directors in every Board Meeting.