

## **FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS OF NITIN FIRE PROTECTION INDUSTRIES LTD**

### **Purpose and Objective of the Program**

- To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

### **Familiarization and Continuing Education Process**

- The Company through its Whole-time Director / Executive Director / Key Managerial Personnel conducts programmes/presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- Such programmes /presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.
- The programmes/presentations also familiarize the Independent Directors with their roles, rights and responsibilities.
- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing/Whole-time Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- New Independent Directors are provided with copy of latest Annual Report, the Code of Conduct, the Code of Conduct for Prevention of Insider Trading and Schedule of upcoming Board and Committee meetings.
- The Company provides the Directors with the tours of company's facilities from time to time.
- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures are/will be issued for the acceptance of the Independent Directors.

### **Other Initiatives to Update the Directors on a continuing basis**

- At various Board meetings during the year, presentations are made to the Board and Independent directors on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates business model with areas of improvement and other relevant issue.
- Quarterly presentations on operations made to the Board and Independent directors include information on business performance, Quarterly results, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario, amendment in regulations applicable to the company etc.

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS DURING 2018-19:**

Sr. No.	Particulars of the Programmes / Presentations	Date	Names of the Independent Directors		
			Mrs. Padmaja Nair	Mr. Atul Mehta	Mr. Hariharan Iyer
			Duration (Hours)		
1	Discussion on Quarterly briefing of National Stock Exchange of India Limited.	August 28, 2018	0.5	0.5	0.5
2	Discussion on Impact of regulatory changes and new regulations i.e; impact of Insolvency Law on the business of the Company. The discussion was made in the presence of Mr. Uliyar Balakrishna Bhat, Resolution Professional.	November 22, 2018	0.5	0.5	0
3	Discussion and presentation on: <ul style="list-style-type: none"> <li>- Amendments in the Companies Act, 2013;</li> <li>- SEBI (Prohibition of Insider Trading) Amendment Regulations, 2018;</li> <li>- Amendments in the SEBI Listing Regulations, 2015.</li> </ul>	February 27, 2019	1.5	1.5	1.5
	Total		2.5	2.5	2.0