

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

Preamble

The Familiarization Programme (“hereinafter referred as Programme”) for Independent Directors of PTL Enterprises Limited (“the Company”) has been adopted with an objective of making the Independent Directors of the Company known with the business of the Company through various Orientation programmes.

The Programmes have been designed considering the specific needs of contemporary corporate governance and the expected obligations of Independent Directors in view of the onerous responsibility conferred by the Companies Act , 2013 and Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations , 2015 (‘hereinafter referred as Listing Regulations’).

Objective

- To adopt structured programmes for orientation and training of Independent Directors at the time of their joining so as to enable them to understand the Company its operations, business, industry and environment in which it functions.
- To update the Directors on a regular basis on any significant changes therein so as to be in position to take well informed and timely decisions.

Orientation Programme upon Induction of New Directors

- A Familiarization pack is handed over to the new inductee , which includes the Company’s corporate profile , its vision , mission and value statement , the Company’s organisational structure, the Company’s history and milestone , latest Annual Report , Code of Conduct for Directors and senior management and Code of Conduct for Prevention of Insider Trading along with a summary on do’s and don’ts pertaining to Insider Trading.
- A detailed appointment letter incorporating the role, duties and responsibilities is issued to the Independent Director for his/her acceptance.

- Independent Director is apprised with Company in the following areas by the Department heads :

a. Secretarial :

It includes the following:

- i) Shareholding pattern, the Board structure , the Board Committees and their functions , policies applicable to the Director , their roles , responsibilities , duties , rights as a Director ;
- ii) Laws applicable to the Company and their monitoring and compliance process;
- iii) Duties, roles and functions of Independent Directors as per Companies Act, 2013 and Listing Regulations.

b. Finance and Accounts :

It includes the following:

- i) Broad Financial/Accounts highlights of the Company and other related Aspects.

c. Operations and/or Research and development :

It includes the following:

- i) Visit to the Plant of the Company.
- ii) If Independent Director is interested in meeting the employees of any specific department or functional heads or getting any further detail, the same will also be arranged.

Review of the Program

Apart from the above, other familiarization programme may also be designed and conducted on “as needed” basis during the year , with intimation to concerned Directors in advance.

A copy of the familiarization programme shall be posted on the Company's website (www.ptlenterprise.com) and a web link for the same shall also be provided in the Annual Report of the Company.
