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# **MITSU CHEM PLAST LIMITED**

**Reg. Off: 329, GALA COMPLEX, 3RD FLOOR, DIN DAYAL UPADHYAY MARG, MULUND (W),  
MUMBAI – 400 080.**

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## **FAMILIARISATION PROGRAMME**

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### **BACKGROUND**

In accordance with requirements of Regulation 25 and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015, the Company shall familiarise the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

The familiarization programmes conducted for Independent Directors from time to time, would aim to provide understanding about the Company's business and its operations, business strategies, regulatory environment in which the Company operates, among other things.

### **OBJECTIVE**

1. The objective of the Program is to provide insights into the Company to enable the Independent Directors to understand its business in depth that would facilitate their active participation in managing the Company.
2. To adopt a structured programme 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 and the regulatory environment applicable to it.
3. To update the Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

### **PROGRAMME FOR INDUCTION OF NEW INDEPENDENT DIRECTORS**

1. At the time of appointing a Director, a formal letter of appointment along with the Terms & Conditions of appointment is given, which inter alia explains the role, functions, duties and responsibilities expected as a Director of the Company.
2. A familiarization pack is given to the incoming Director, which includes :
  - a. A Presentation on the Company
  - b. Memorandum & Articles of Association of the Company
  - c. Profile of Board of Directors
  - d. Details of various Committee of the Board
  - e. Code of Conduct for Directors
  - f. Latest Annual Report
  - g. Various Policies adopted by the Board

3. The new inductee is also appraised on the ongoing discussions at the Board meetings to enable him/ her to effectively participate at the Board meetings.

### **CONTINUAL FAMILIARIZATION PROGRAM**

1. Business / functional heads and Company executives are invited at Board meetings to provide a platform for interaction with the Company's key executives with the Directors and also to enable them to better understand the business and operations of the Company by way of presentation.
2. The Company arranges visit for Directors to the manufacturing facilities of the Company, as and when required, to enable them to better understand the manufacturing and operations process at such facilities.
3. The Board members are also well intimated and updated with any new formation/acquisition and restructuring in the Company if taking place or any new business opportunities are foreseen by the Company.
4. The Board members are updated on various regulatory and other amendments and developments and its impact on the Company. The Independent Directors were also given a detailed overview of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification(s) or re – enactment(s) thereof for the time being in force).

### **DISCLOSURE REQUIREMENT**

The familiarisation programme is disclosed on Company's website [www.mitsuchem.com](http://www.mitsuchem.com) and web link thereto shall be given in the Annual Report.

### **REVIEW AND AMENDMENTS TO PROGRAMME**

The Board of Directors can amend this Programme, as and when deemed fit. Any or all provisions of this Programme would be subject to revision / amendment in accordance with the Rules, Regulations, Notifications etc. on the subject as may be issued by relevant statutory authorities, from time to time.

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**Summary of Familiarization programme of Independent Directors as on  
March 31, 2024:**

Number of Independent Directors	Number of Programmes attended		Number of Hours attended	
	FY 2023-24	Cumulative	FY 2023-24	Cumulative
3	2	22	Approx. 2 hours	Approx. 48 hours