

### DETAILS OF FAMILIARIZATION SESSIONS

The Directors from time to time 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, CSR, Sustainability, etc. Business Heads of the Company also present their plans and priorities to the Board. This enables the Directors to get a deeper insight in the operations of the Company.

Details of Familiarization sessions held during the FY 2020-21 pursuant to the Policy are as follows:

S. No.	Particulars of the programmes / Presentations	Date	Name of the Independent directors			
			Mr. Sunil Kant Munjal (Resignation w.e.f. September 24, 2020)	Mr. Bhagwan Dass Narang	Mr. Sunil Chinubhai Vakil (Appointed w.e.f December 21, 2020)	Ms. Jyothi Prasad
			Duration (Hours)	Duration (Hours)	Duration (Hours)	Duration (Hours)
1.	Relaxations from Compliance Stipulations provided by the various Statutory and Regulatory Authorities due to Globally declared Pandemic COVID-19.	July 28, 2020	0.5	0.5	-	0.5
2.	Efficiency of internal controls, risk management system, strategy followed and new initiatives taken with regard to risk management	August 31, 2020	1	1	-	1
3.	New initiatives and strategic decisions regarding Company's business and update on Emergency Credit Line Guarantee Scheme introduced by the Government of India.	December 03, 2020	-	1.5	-	1.5

CIN: L34300HR2005PLC081531

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Sector- 61, Gurugram, Haryana-122012  
Tel: 0124-4698700

4.	Induction for new Director covering overview of the Shivam group and business divisions etc.	December 21, 2020	-	0.5	0.5	0.5
5.	Update on the CSR Amendment Rules, 2021	February 12, 2021	-	0.5	0.5	0.5
	<b>Cumulative hours</b>		1.5	4	1	4
The familiarization programmes mostly were part of the Board / Committee meetings.						

**Details of attendance of Independent Directors in Familiarization Sessions are as follows:**

- Mr. Sunil Kant Munjal has attended 2 programmes during the financial year 2020-21.
- Mr. Bhagwan Dass Narang has attended 5 programmes during the financial year 2020-21.
- Mr. Sunil Chinubhai Vakil has attended 2 programmes during the financial year 2020-21.
- Ms. Jyothi Prasad has attended 5 programmes during the financial year 2020-21.

Besides the above, the independent directors are familiarized with the HR processes, CSR, safety and sustainability initiatives of the Company at their respective committee meetings on which they are members.

**Details of Familiarization sessions held during the FY 2019-20 pursuant to the Policy are as follows:**

S. No.	Particulars of the programmes / Presentations	Date	Name of the Independent directors			
			Mr. Sunil Kant Munjal	Mr. Bhagwan Dass Narang	Dr. Vinayshil Gautam (Cessation of term on September 25, 2019)	Ms. Jyothi Prasad (Appointed w.e.f November 13, 2019)
			Duration (Hours)	Duration (Hours)	Duration (Hours)	Duration (Hours)
1.	SEBI (Listing Obligations and Disclosure Requirements) (Amendment) Regulations 2018 and other regulatory updates and its impact on the Company.	May 27, 2019	1	1	1	-
2.	Efficiency of internal controls, risk management system, strategy followed and new initiatives taken with regard to risk management	May 27, 2019	1	1	1	-
3.	Discussion on the state of economy, Readiness for BS-VI norms and Annual Budget Plan	August 08, 2019	-	2	2	-
4.	To familiarize Independent Directors regarding Independent Directors' Data Bank Registration and also regarding scale and details of operations of the Company and a visit to Company's Binola Plant.	November 13, 2019	3	3	-	-

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5.	Induction for new Director covering overview of the Shivam group and business divisions etc.	December 28, 2019	0.5	0.5	-	0.5
6.	New initiatives and strategic decisions regarding Company's business and update on borrowing programme and liquidity position of the Company	December 28, 2019	1.5	1.5	-	1.5
	<b>Cumulative hours</b>		7	9	4	2
The familiarization programmes mostly were part of the Board / Committee meetings.						

**Details of attendance of Independent Directors in Familiarization Sessions are as follows:**

- Mr. Sunil Kant Munjal has attended 5 programmes during the financial year 2019-20.
- Mr. Bhagwan Dass Narang has attended 6 programmes during the financial year 2019-20.
- Dr. Vinayshil Gautam has attended 3 programmes during the financial year 2019-20.
- Ms. Jyothi Prasad has attended 2 programmes during the financial year 2019-20.

Besides the above, the independent directors are familiarized with the HR processes, CSR, safety and sustainability initiatives of the Company at their respective committee meetings on which they are members.

**Details of Familiarization sessions held during the FY 2018-19 pursuant to the Policy are as follows:**

S. No.	Particulars of the programmes/ Presentations	Date	Name of the Independent directors			
			Mr. Sunil Kant Munjal	Mr. Bhagwan Dass Narang	Dr. Vinayshil Gautam	Mr. Surrinder Lal Kapur
			Duration (Hours)	Duration (Hours)	Duration (Hours)	Duration (Hours)
1.	The guidelines for strengthening the process to be followed by RTA/Companies.	August 13, 2018	1	1	1	1
2.	Rohtak Plant Visit	August 13, 2018	3	3	3	3
3.	The highlights on following Amendments:- (a)SEBI (LODR) Regulations 2015;  (b) Companies Act, 2013;  (c)SEBI (PIT) Regulations, 2015.	February 6, 2019	1.5	1.5	1.5	1.5
4.	New Corporate Office site Visit	February 6, 2019	0.5	0.5	0.5	0.5
5.	Overview of sales & Marketing and Annual Budget	February 6, 2019	0.5	0.5	0.5	0.5

**Details of attendance of Independent Directors in Familiarization Sessions are as follows:**

- Mr. Sunil Kant Munjal has attended 5 programmes during the financial year 2018-19.
- Mr. Bhagwan Dass Narang has attended 5 programmes during the financial year 2018-19.
- Dr. Vinayshil Gautam has attended 5 programmes during the financial year 2018-19.
- Mr. Surrinder Lal Kapur has attended 5 programmes during the financial year 2018-19.

**Details of Familiarization sessions held during the FY 2017-18 pursuant to the Policy are as follows:**

S. No.	Particulars of the programmes / Presentations	Date	Name of the Independent directors			
			Mr. Sunil Kant Munjal	Mr. Bhagwan Dass Narang	Dr. Vinayshil Gautam	Mr. Surrinder Lal Kapur
			Duration (Hours)	Duration (Hours)	Duration (Hours)	Duration (Hours)
1.	Presentation on Business Objectives 2018-19	November 13, 2017	1	1	1	1
2.	Industrial outlook, organizational review and business strategy	November 13, 2017	1	1	1	1
3.	Manesar Plant Visit	February 14, 2018	-	2	2	2
4.	Presentation on Manufacturing facility at Manesar plant	February 14, 2018	-	1	1	1

**Details of attendance of Independent Directors in Familiarization Sessions are as follows:**

- Mr. Sunil Kant Munjal has attended 2 programmes during the financial year 2017-18.
- Mr. Bhagwan Dass Narang has attended 4 programmes during the financial year 2017-18.
- Dr. Vinayshil Gautam has attended 4 programmes during the financial year 2017-18.
- Mr. Surrinder Lal Kapur has attended 4 programmes during the financial year 2017-18.