



## INDO TECH TRANSFORMERS LIMITED

[CIN: L29113TN1992PLC022011]

**Regd. Office:** Survey No. 153-210, Illuppapattu Village,  
Near Rajakulam, Kancheepuram (Dist.) Tamilnadu-631561  
Tel: 044-30289830 Fax: 044-30289874  
[www.prolecge.in](http://www.prolecge.in)

---

FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

---

### **Preamble**

Regulations 25 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 stipulates that the Company shall familiarize 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.

### **Purpose**

The Familiarization Program is aimed 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 and to update the independent directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decision.

### **Familiarization Program**

- The Company shall through its Directors / Key Managerial Personnel conduct programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- Such programmes / presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team 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 Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time; and 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 Directors and Key Managerial Personnel to discuss the functioning of the Board and the nature of the operation of the Company's business activities and will provide copies of Company, Memorandum and Articles of Association, Annual Reports for previous 3 years and the Code of Conduct.
- Independent Directors have the freedom to interact with the Company's management. Further, they meet without the presence of the Company's Management Personnel to discuss matters pertaining to the Company's affairs and put forth their combined views to the Chairman and Managing Director.

### **Review of the Program**

The Board will review this Program and make revisions as may be required.

Details of Familiarization sessions held and attendance of Independent Directors pursuant to the policy:

<b>Date</b>	<b>Particulars</b>	<b>M S Srinivasan</b>	<b>P V Krishna</b>	<b>Tabassum Mustafa Wajid</b>
		Duration (in hrs)	Duration (in hrs)	Duration (in hrs)
25 <sup>th</sup> May 2016	Overview on Operations and legal compliances Updates on Companies Act 2013 and SEBI (LODR) Regulations 2015	2.5	2.5	2.5
3 <sup>rd</sup> August 2016	Plant visit	1.5	1.5	1.5
26 <sup>th</sup> October 2016	Business Updates, Updates on SICA and Insolvency & Bankruptcy Code	2	2	2
8 <sup>th</sup> February 2017	Market Dynamics, Updates on Goods and Service Tax Implementation	2	2	2
<b>Cumulative Hours</b>		8	8	8