

**FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS FOR FY 2021-22**

In accordance with the requirements of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Schedule IV to the Companies Act, 2013, the Company familiarizes the Independent Directors with their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc. through various program.

The program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

Majority of the Independent Directors are associated with the Company for more than 5 years and are well versed with the industry, business operations, policies/ practices of the Company and its subsidiaries.

The need for familiarization is also identified through Directors' performance evaluation process. Familiarization is achieved through broad-based engagement, under which various business heads and functional heads (including those of key subsidiaries) are invited for group/one-on-one interaction with the Independent Directors.

Regular interactions are held between statutory and internal auditors and independent directors. Monthly / quarterly updates on relevant statutory, regulatory changes and landmark judicial pronouncements encompassing important laws are circulated to the Directors. The Directors are also informed of important developments in the Company.

During the year, presentations were made to the directors on operational & financial performance of the Company, market share, risks & mitigation plans, initiatives on health & safety, CSR & sustainability, compliances which keeps the Directors updated on the operations and the key development impacting the Company.

Apart from this, directors were regularly updated on the changes and various laws, rules and regulations applicable on the company.

During the year under review there was no induction of new independent director on the Board of the Company.

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

Sl. No.	Name of Independent Director	No. of session attended	No. of hours spent in the sessions attended
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		FY 2021-2022	Cumulative till date (upto 31.03.2022)	FY 2021-2022	Cumulative till date (upto 31.03.2022)
1.	Mr. Raj Kamal Agarwal	2	3	3 hrs 10 min	4 hrs 45 min
2.	Mr. Ravinder Nath Leekha	2	3	3 hrs 10 min	4 hrs 45 min
3.	Mr. Ajit Kumar Hazarika	2	3	3 hrs 10 min	4 hrs 45 min
4.	Mr. Abhiram Tayal	2	3	3 hrs 10 min	4 hrs 45 min
5.	Mr. Girish Sharma	2	3	3 hrs 10 min	4 hrs 45 min
6.	Mr. Sanjeev Shankar	2	3	3 hrs 10 min	4 hrs 45 min
7.	Ms. Vinita Jha	2	3	3 hrs 10 min	4 hrs 45 min

**Corporate Office:** Jindal Centre, 12 Bhikaiji Cama Place, New Delhi - 110066, India

28, Shivaji Marg, Najafgarh Road, New Delhi- 110015, India • Phone: +91 (11) 66463827, 66463544

**Registered Office:** A-1, UPSIDC, Indl. Area, Nandgaon Road, Kosi Kalan, Distt. Mathura (U.P.) - 281403, India • Website: [www.jindalsaw.com](http://www.jindalsaw.com)

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