

## BURNPUR CEMENT LIMITED

### FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

On their appointment, Independent Directors are familiarized about the Company's operations and businesses. Interaction with the Business Heads and key executives of the Company is also facilitated. Direct meetings with the Wholetime Director are further facilitated for the new appointee to familiarize him/her about the Company/its businesses and the group practices.

As part of the familiarization programme, a handbook is provided to all Directors including Independent Directors at the time of their appointment. The handbook provides a snapshot to the Directors of their duties and responsibilities, rights, appointment process and evaluation, compensation, Board procedure and stakeholders' expectations. The handbook also provides the Directors with an insight into the Group's practices.

All the directors who are members of the Audit Committee are also provided with Manual on Audit Committee detailing the specific duties and responsibilities of the Audit Committee. The Director's Hand Book and the Audit Committee Manual are updated from time to time, based on the changes / amendments made to the applicable statutes.

On an ongoing basis, the Wholetime Director, CFO and the senior management team make presentations on the industry scenario, strategy, operations and performance of the business / Company. The Independent Directors interact with the senior management team during these presentations.

The details of the familiarization programme(s) imparted to Directors, including the Independent Directors, during the financial year **2018-19** are given below:

<b>Details of specific programs</b>	<b>Frequency</b>	<b>Total number of hours spent during 2018-19</b>	<b>Attendance of Independent directors</b>
Industry updates	Quarterly and at the time of presentation of the Annual Business Plan	Approx. 2 hours	All the independent directors were present.
Operational matters	Quarterly at the Board Meeting	Approx. 3 hours	All the independent directors were present.

The details of the familiarization programme(s) imparted to Directors, including the Independent Directors, during the financial year **2019-20** are given below:

<b>Details of specific programs</b>	<b>Frequency</b>	<b>Total number of hours spent during 2019-20</b>	<b>Attendance of Independent directors</b>
Industry updates	Quarterly and at the time of presentation of the Annual Business Plan	Approx. 3 hours	All the independent directors were present.
Operational matters	Quarterly at the Board Meeting	Approx. 6 hours	All the independent directors were present.

The details of the familiarization programme(s) imparted to Directors, including the Independent Directors, during the financial year **2020-21** are given below:

<b>Details of specific programs</b>	<b>Frequency</b>	<b>Total number of hours spent during 2020-21</b>	<b>Attendance of Independent directors</b>
Industry updates	Quarterly and at the time of presentation of the Annual Business Plan	Approx. 3 hours	All the independent directors were present.
Operational matters	Quarterly at the Board Meeting	Approx. 5 hours	All the independent directors were present.

The details of the familiarization programme(s) imparted to Directors, including the Independent Directors, during the financial year **2021-22** are given below:

<b>Details of specific programs</b>	<b>Frequency</b>	<b>Total number of hours spent during 2021-22</b>	<b>Attendance of Independent directors</b>
Industry updates	Quarterly and at the time of presentation of the Annual Business Plan	Approx. 2 hours	All the independent directors were present.

Operational matters	Quarterly at the Board Meeting	Approx. 4 hours	All the independent directors were present.
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The details of the familiarization programme(s) imparted to Directors, including the Independent Directors, during the financial year **2022-23** are given below:

<b>Details of specific programs</b>	<b>Frequency</b>	<b>Total number of hours spent during 2022-23</b>	<b>Attendance of Independent directors</b>
Industry updates	Quarterly and at the time of presentation of the Annual Business Plan	Approx. 1 hour	All the independent directors were present.
Operational matters	Quarterly at the Board Meeting	Approx. 2 hours	All the independent directors were present.



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