

MANABARRIE TEA COMPANY LIMITED

FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

Preamble

Regulation 27(5) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 inter - alia stipulates that the Company shall familiarize the independent directors with the Company, their roles, rights, responsibilities of the Independent Directors in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

Purpose & Objective

The purpose of this program is to provide insights into the Company to enable the Independent Directors to understand the Company's business that would facilitate their active participation in giving inputs for better managing of the Company.

An overview of the Familiarisation process

At the time of appointing an Independent Director, a formal letter of appointment is given to them, which inter alia explain their roles, functions, fiduciary duties, accompanying liabilities expected from him/her as a Director of the Company. Each newly appointed Independent Director is taken through a formal induction program on the Company's operations, marketing, finance and other important aspects. A Directors' kit containing information about the Company, Memorandum and Articles of Association, Annual Reports for previous 3 years, Internal Policy File, etc. is also handed over to the new Independent Director.

The Directors are also explained in detail the compliances required at their end under the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other relevant regulations. Updates on relevant statutory changes and landmark judicial pronouncements encompassing important laws are regularly circulated to the Directors.

Each independent directors, has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company's management. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part. Apart from this, they are also entitled to independent interactions with the Statutory Auditors, the Internal Auditors and external advisors, if any, appointed from time to time.

Disclosure:

This details of Familiarisation Program imparted to the Independent Directors shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Corporate Governance Report of the Company.