
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. Detailed presentations on the business of each of the Division are also made to the Directors. Direct meetings with the Chairman and the Managing Director/Executive Directors 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 Managing Director/Executive Directors, Business Heads, 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.

Further, periodic emails are sent to all the directors covering events that may have impact on the business of the Company and/or the agriculture sector in general and, fertiliser and pesticides industries in particular.

The details of the familiarization programme(s) imparted to Directors, including the Independent Directors, during the financial year 2016-17 & 2017-18 are given below:

Financial year 2016-17

Details of specific programs	Frequency	Total number of hours spent during 2016-17	Attendance of independent directors
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. 6 hours	All the independent directors were present.
E-mail Update on Agri Industry related developments	Quarterly	----	Circulated to all directors

Financial year 2017-18

Details of specific programs	Frequency	Total number of hours spent during 2017-18	Attendance of independent directors
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. 6 hours	All the independent directors were present.

E-mail Update on Agri Industry related developments	Quarterly	----	Circulated to all directors
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The details of the familiarization programme(s) imparted to Directors, including the Independent Directors, during the financial year **2018-19** are given below:

Details of specific programs	Frequency	Total number of hours spent during 2018-19	Attendance of independent directors
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. 6 hours	All the independent directors were present.
E-mail Update on Agri Industry related developments	Quarterly	----	Circulated to all directors
Visit to Retail Centre and meeting with Farmers. Also visit to R & D Centre of Crop Protection Business at Shamirpet	Mr. Sumit Bose and Mr. Prasad Chandran, Independent Directors visited on 25 th October 2018 and 27 th July 2018, respectively.	Approx. 6 hours each	Mr. Sumit Bose and Mr. Prasad Chandran.
Visit to Ennore Plant	Dr. R Nagarajan visited the Ennore Plant on 17 th March 2019.	Approx. 4 hours.	Dr. R Nagarajan

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

Details of specific programs	Frequency	Total number of hours spent during 2019-20	Attendance of independent directors
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. 6 hours	All the independent directors were present.
E-mail Update on Agri Industry related developments	Quarterly	----	Circulated to all directors
Visit to R&D Centre / Presentation on R&D Operations - Hyderabad	February 1, 2020 June 4, 2019	Approx. 4 hours Approx. 2 hours	Mr. Prasad Chandran Dr. R Nagarajan
Visit to Company's Retail Stores – Mana Gromor Centres	July 17, 2019	Approx. 2 hours	Ms. Aruna B Advani
Visit to Plants - Vizag Plant	July 16 & 17, 2019	Approx. 6 hours	Ms. Aruna B Advani
Business Presentation on SBUs	April 25 & 26, 2019 June 3 & 4, 2019	Approx. 8 hours Approx. 8 hours	Ms. Aruna B Advani Mr. K Venu Parameshwar & Dr. R Nagarajan

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

Details of specific programs	Frequency	Total number of hours spent during 2020-21	Attendance of independent directors
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. 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 **2021-22** are given below:

Details of specific programs	Frequency	Total number of hours spent during 2021-22	Attendance of independent directors
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. 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 **2022-23** are given below:

Details of specific programs	Frequency	Total number of hours spent during 2022-23	Attendance of independent directors
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. 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 2023-24 are given below:

Details of specific programs	Frequency	Total number of hours spent during 2023-24	Attendance of independent directors
Induction programme	Induction programme on fertiliser business	4 (Four) hours	Mr. Adnan Ahmad Dr. Deepali Pant Joshi Mr. Aditya Himatsingka Mr. Sumit Bose
Regulatory Updates	Regulatory Updates on SEBI, MCA updates and Rumor Verification.	1 (One) Hour	Mr. Adnan Ahmad Dr. Deepali Pant Joshi Mr. Aditya Himatsingka Mr. Sumit Bose Mr. Sudharshan Venu
Regulatory Updates	Regulatory Updates on SEBI Listing Regulations and SEBI PIT Regulations	1 (One) Hour	Mr. Adnan Ahmad Dr. Deepali Pant Joshi Mr. Aditya Himatsingka Mr. Sumit Bose Mr. Sudharshan Venu
Regulatory Updates	Regulatory Updates on Changes proposed on following polices based on amendments/changes proposed by SEBI i. Policy on Related Party Transactions ii. Policy for Determining Material subsidiaries iii. Policy for Determination of materiality for Disclosure of Information /Events to the Stock Exchanges iv. Code for Practices and Procedure for Fair Disclosure of Unpublished Price Sensitive Information	1 (One) Hour	Mr. Adnan Ahmad Dr. Deepali Pant Joshi Mr. Aditya Himatsingka Mr. Sumit Bose Mr. Sudharshan Venu
Regulatory Updates	Regulatory Updates on Industry Standards on Related Party Transactions	1 (One) Hour	Mr. Adnan Ahmad Dr. Deepali Pant Joshi Mr. Aditya Himatsingka Mr. Sumit Bose Mr. Sudharshan Venu

Plant Visit	<p>Mr. Adnan also undertook visit of Company's CPC plants located at Sarigam, Dahej and Ankhleswar</p> <p>All Directors including Independent Directors undertook visit of Company's plant located at Visakhapatnam.</p>	6 (Six) Hour	<p>Mr. Adnan Ahmad Dr. Deepali Pant Joshi Mr. Aditya Himatsingka Mr. Sumit Bose Mr. Sudharshan Venu</p>
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The details of the familiarization programme(s) imparted to Directors, including the Independent Directors, during the financial year 2024-25 are given below:

Details of specific programs	Frequency	Total number of hours spent during 2024-25	Attendance of independent directors
Induction programme	Induction programme on fertiliser business	4 (Four) hours	Mr. Adnan Ahmad Mr. Durgashankar Subramanian
Regulatory Updates	Regulatory Updates on SEBI, MCA updates and Rumor Verification.	1 (One) Hour	Dr. Deepali Pant Joshi Mr. Adnan Ahmad Mr. Suresh Subramanian Mr. Durgashankar Subramanian
Regulatory Updates	Regulatory Updates on SEBI Listing Regulations and SEBI PIT Regulations	1 (One) Hour	Dr. Deepali Pant Joshi Mr. Sudarshan Venu Mr. Adnan Ahmad Mr. Suresh Subramanian Mr. Durgashankar Subramanian Mr. Aditya Himatsingka
Regulatory Updates	Regulatory Updates on Changes proposed on following polices based on amendments/changes proposed by SEBI i. Policy on Related Party Transactions ii. Policy for Determining Material subsidiaries iii. Policy for Determination of materiality for Disclosure of Information /Events to the Stock Exchanges iv. Code for Practices and Procedure for Fair Disclosure of Unpublished Price Sensitive Information	1 (One) Hour	Dr. Deepali Pant Joshi Mr. Suresh Subramanian Mr. Aditya Himatsingka

Regulatory Updates	Regulatory Updates on Industry Standards on Related Party Transactions	1 (One) Hour	Dr. Deepali Pant Joshi Mr. Suresh Subramanian Mr. Aditya Himatsingka
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