



## MANALI PETROCHEMICALS LIMITED

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### Familiarization Programmes for Independent Directors

Pursuant to SEBI (LODR) Regulations, 2015

#### **On Induction**

- a. At the time of induction, the Independent Directors are provided with copies of the Memorandum and Articles of Association and the Annual Report of the Company for the last 2 years for them to become familiar with the Company's background.
- b. Power Point presentation on the history of the company, the products manufactured, industry overview and related matters is also provided to them.
- c. Upon appointment, the Independent Directors also visit the Plants to understand the production process and the facilities available.
- d. Along with the appointment letter, they are furnished a copy of the Schedule IV to the Companies Act, 2013 which contains guidelines for professional conduct, role and functions, duties, etc. together with a summary of the relevant provisions of the SEBI (Listing Obligations & Disclosure Requirements), 2015.
- e. A copy of the Code of Conduct for the Directors is also shared with them for information and adherence.
- f. The IDs are briefed about the Directors' & Officers' insurance and a copy of the cover note is furnished to them for their reference and records.

#### **Continual updates**

- g. At the Board meetings, information about operations, project updates, legal updates, CSR and sustainability related matters, changes in the regulatory scenario, Business Risk related issues, update on compliances and other relevant details are presented to the Board.

- h. Quarterly presentations to the Board provide details business and performance updates including the economic and business environment and their impact on the performance of the Company, financial arrangements, working capital management, fund flows, material litigations, performance of subsidiaries, quarterly estimates, variance analysis, etc.
- i. Separate updates are sent to the Directors in the event of any extraordinary circumstances impacting the operations in between the Board Meetings.
- j. Non routine Stock Exchange filings are updated to all the Directors through E-mails.
- k. As a continuing measure, periodical familiarization sessions are organized, covering the business updates, regulatory updates and plant visits.

### **DETAILS OF FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS**

Description	G. Chellakrishna	Sashikala Srikanth	G D Sharma	C S Shankar	N Sundaradevan	T K Arun \$
No. of programmes during 2023-24	2	2	2	2	2	2
Total No. of Programmes upto 2023-24	11	11	7	6	6	4
No. of hours during 2023-24	3	3	3	3	3	3
Cumulative hours till the year 2023-24	20	20	12	11	11	7

\$ Became an Independent Director with effect from 29-09-2021.