

VAXTEX COTFAB LIMITED

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

In accordance with the requirements of Regulation 25 of the Listing Agreement and Schedule IV of the Companies Act, 2013, the Company shall familiarize the Independent Directors (hereinafter referred as “Directors”) through Familiarization Programme (hereinafter referred as “Programme”) and provide an insight into the Company to enable the directors to understand the business in depth and contribute significantly to the Company.

Purpose & Objective:

Through the Programme, the Company aims to achieve the following objectives:

1. To apprise the directors about the operating system of the Company for its business operations;
2. To inform them of all the laws, rules, regulations and guidelines applicable to the Company;
3. To make them aware of the rules, responsibilities, liabilities pursuant to the Companies Act, 2013;
4. To generate and obtain valuable and informed decision from the directors on the matters to be brought or discussed at the Board Meetings;
5. To update the Directors on a continuing basis on any significant change so as to ensure that the Directors are in a position to take well-informed and timely decisions.

As a process when a new independent director is appointed, a familiarization programme as described above is conducted by the senior management team and also whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the role and responsibility of Committee members is informed. Each of our independent directors has attended such orientation process / familiarization programme when they were inducted into the Board and these programs are generally spread over two days.