

# SARVOTTAM FINVEST LIMITED

Regd. Office : 3, Bentinck Street, 2nd Floor, Kolkata - 700 001  
Ph. : (033) 2210 0875, e-mail : sarvottamfinvest@gmail.com  
CIN : L65993WB1978PLC031793 Website : www.sarvottamfinvest.in

Date: 14.02.2018

## FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

In terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, every Company is required to conduct the Familiarization Programme for Independent Directors (IDs) to familiarize them about their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company and any other relevant information through various initiatives.

To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

At the time of induction of the newly appointed Independent Director (ID), he/she is apprised adequately about the Company, its latest financial statements and their analysis, its business model, Industry scenario, competition, significant recent developments and also the Board processes by the Chairman, Managing Director, the Chief Financial Officer and the Company Secretary. In addition, the following documents are also provided :

- Latest Annual Report of the Company;
  - Memorandum and Articles of Association of the company
  - Copy of Code of Conduct for Prevention of Insider Trading Regulations;
  - Copy of Code of Conduct for Board of Directors and Senior Management Personnel;
  - Copy of Vigil Mechanism/Whistle Blower Policy.
  - Copy of Policy on Related Parties Transactions;
  - Copies of Policy for Determination of Materiality of Events, Policy for Preservation of Documents
  - other relevant documents, if any.
- ❖ Apart from Independent Directors, Non-Executive Directors are also eligible to attend the familiarization programmes.
- ❖ The Independent Directors are made aware of their role and responsibilities and liabilities at the time of their appointment through a formal letter of appointment, which also stipulates their roles and responsibilities and various terms and conditions of their appointment.
- ❖ Such programmes /presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand their roles, as individual directors and the members of the Board and its various committees and brief awareness of their responsibilities, rights and duties as well as with the business model of the company. The directors were made familiar with the changing view of Laws & regulations and all its compliance in letter and spirit. There was further familiarize about the risk applicable to the business and how management is focusing their best to mitigate the risk by several mitigation ways. Also make them aware of Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resource, quality, facilities and risk management and such other areas as may arise from time to time.

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- ❖ Regular updates on relevant statutory and regulatory changes are regularly circulated to the Directors.
- ❖ Independent Director are made familiarize with the website of the company.
- ❖ Familiarisation program will be conducted basis during the year as and when required.

Details as per Regulation 46(2)(i) of SEBI (Listing Obligations & Disclosure Requirements) 2015, of the familiarization programme imparted to Independent Directors during the year 2017-18 are highlighted below:

| Sl No | Name of Directors       | No of programmes attended         |  | No of hours spent                 |  |
|-------|-------------------------|-----------------------------------|--|-----------------------------------|--|
|       |                         | During the Financial Year 2017-18 | Cumulative till date from the year 2014-2015 | During the Financial Year 2017-18 | Cumulative till date from the year 2014-15 |
| 1     | Mr. Rajesh Shah         | 1                                 | 4  | 2                                 | 8  |
| 2     | Ms. Sony Agarwal        | 1                                 | 4  | 2                                 | 8  |
| 3     | Mr. Manoj Kumar Chetani | 1                                 | 3  | 2                                 | 6  |