

## **CAPTAIN POLYPLAST LTD**

### **Captain Polyplast Limited – Familiarization programme for Independent Directors**

Regulation 25(7) of LODR stipulates that company should familiarise it's independent directors with company, Company's Corporate Profile, its Mission, Vision and Values Statement, Organizational structure, the Company's history and milestones, latest Annual Report Code of Conduct applicable to Directors, Code of Conduct for Prevention of Insider Trading and Code of Corporate Disclosure Practices' along with a summary on do's and don'ts pertaining to Insider Trading issues.

#### **Familiarisation process at glance**

1. **Prior to joining the Board**, an Independent Director is provided with an induction programme to enable the director to familiarize himself / herself with the business and operations of the Company which include the Company's Corporate Profile, its Mission, Vision and Values Statement, Organizational structure, the Company's history and milestones, latest Annual Report Code of Conduct applicable to Directors , Code of Conduct for Prevention of Insider Trading and Code of Corporate Disclosure Practices' along with a summary on do's and don'ts pertaining to Insider Trading issues.
2. The programme generally covers the following:
  - Initial Meeting with the Managing Director and CEO, the Executive Directors
  - Meeting with the Heads of Marketing, Sales and Distribution, Human Resources, Legal and Secretarial, Factories and manufacturing units
  - These meeting will cover detailed functional aspects of the Business
  - Visit to manufacturing locations at shaper
3. **Post Joining the Board** directors required to attend quarterly board meetings held to consider financial results , a detailed Board Report is circulated to all directors which cover the following
  - Financial highlights including performance against the budgets
  - Operational Highlights –Unit/ Division wise
  - Corporate Social Responsibility
  - Business Excellence & Business Strategies
  - Operational highlights of Subsidiary / associate Companies
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4. Specific training provided to directors as and when requested covering following aspects
  - Roles, responsibilities and liabilities of Independent Directors under the Companies Act, 2013 and the SEBI Listing Regulations
  - Board Minutes, Agenda and Presentations
  - CSR
  - IICA
  - BUSINESS REVIEWS
  - INSIDER TRADING

Details of Familiarization Programme imparted to Independent Directors upto f.y. 2021-22

Sr No.	Subject Matter Of The Programmes	No. Of Programmes Attended By Independent Directors		No. Of Hours Spent	
		F.Y 2021-22	Cumulative Till Year	F.Y 2021-22	Cumulative Till Year
1	Companies Act, 2013, SEBI LODR 2015 , Insider Trading Regulations, CSR Activity , Secretarial standard etc	2	14	6	42
	Total	2	14	6	42