



**AMCO**  
**AMCO INDIA LTD.**

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Manufacturers of PVC Films & Sheetings

## FAMILIARISATION PROGRAMMES FOR INDEPENDENT DIRECTORS

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FOR AMCO INDIA LTD.  
*Rajesh Gupta*  
Director



AN ISO 9001 : 2008 COMPANY

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## **I. BACKGROUND:**

The Clause 49 of the Listing Agreement with the Stock Exchanges inter-alia stipulates that the Company shall familiarize the independent directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

## **II. PURPOSE AND OBJECTIVE OF THE PROGRAMMES:**

The purpose and objective of this familiarisation programme is 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.

## **III. INITIAL FAMILIARISATION MODULE :**

At the time of appointing a Director, a formal letter of appointment is given to him, which inter alia explains the role, function, duties and responsibilities expected of him as a Director of the Company and his liabilities by the virtue of holding of the position.

At the outset, all the independent directors are provided an overview of;

- a. Criteria of independence applicable to Independent Directors as per clause 49 of the Listing Agreement on Corporate Governance and the Companies Act, 2013;
- b. Time allocation by the Independent Directors on financial controls, overseeing systems of risk management, financial management compliance, Stakeholders conflicts, Board effectiveness, strategic direction, Meetings and performance assessment;
- c. Roles, functions, Duties, Responsibilities and liabilities of Independent Directors;
- d. Directors Responsibility Statement forming part of Boards' Report;
- e. Vigil Mechanism including policy formulation, disclosures, code for Independent;
- f. Directors, Fraud response plan, obtaining Audit Committee approval, wherever required;
- g. Risk Management Systems & framework;
- h. Board Evaluation Process and Procedures;

The Director is also explained in detail the compliances required from him under the Companies Act 2013, Clause 49 of the Listing Agreement and other relevant regulations and his affirmation taken with respect to the same.

With a view to familiarize him with the Company's operations, the Director is also given detailed information about the organisational set up of the Company and the markets in which it operates, governance and internal control processes and other relevant information pertaining to the Company's business. The Chairman & also has a personal discussion with the newly appointed Director.

For AMCO INDIA LTD.  
Rajiv Gupta  
Director

