



FAMILIARISATION PROGRAMME
FOR
INDEPENDENT DIRECTORS

Metalman Auto Limited

Corporate Identity Number: U34103DL1986PLC305213

Regd. Off: JMK Tower, NH-8, First Floor, Mustatil No. 44, Killa No. 5, Village Kapashera, New Delhi 110 037, Delhi, India



FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Preamble

In accordance with the requirements of Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) 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 and 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 and Listing Regulations;
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.

Contents of the Programme

The Company shall familiarise the Directors through various programmes about the Company, including the following:

- (a) nature of the industry in which the listed entity operates;
- (b) business model of the listed entity;
- (c) roles, rights, responsibilities of independent directors; and
- (d) any other relevant information.



Conduct of the Programme

As and when the programme is conducted, the same shall be disclosed on the website of the Company and a web link thereto shall also be given to the latest Annual Report of the Company and press releases of the Company. Meetings shall be arranged with Company executives to better understand the business and operations of the Company.

Presentations at meetings shall also have updates on regulatory, business, industry, risk management, Company policies, other issues, etc. as the case may be.

Disclosure

The Company shall disseminate the following information under a separate section on its website regarding details of familiarization programmes imparted to Directors including the following details:-

- (i) number of programmes attended by the independent directors (during the year and on a cumulative basis till date),
- (ii) (number of hours spent by the independent directors in such programmes (during the year and on cumulative basis till date), and
- (iii) other relevant details as the case may be.