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# GPT INFRAPROJECTS LIMITED

## FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS

Issue Date	Version	Approved By	Circulated By
30.05.2018	2	Chairman	Company Secretary

## FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS

### 1. PREAMBLE

Regulation 25 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (“Listing Regulation”) 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.

### 2. OVERVIEW OF FAMILIARIZATION PROCESS

All Independent Directors are aware and further updated about their roles, rights, responsibilities in the Company. A Directors’ kit containing information about the Company, Memorandum and Articles of Association, Annual Reports for previous 3 years, etc is handed over to the new director. The appointment letter issued to Independent Directors inter alia sets out the expectation of the Board from the appointed director, their fiduciary duties and the accompanying liabilities that come with the appointment as a director of the Company.

Independent Directors are provided with necessary documents/brochures, reports and internal policies to enable them to familiarize with the Company’s procedures and practices.

Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, global business environment, business strategy and risks involved. Detailed presentations on the duties and responsibilities of Independent Directors and the Company’s business segments were made at the separate meetings of the Independent Directors held during the year.

Each director of the Company has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company’s management. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part. Further, they meet without the presence of the Company’s Management Personnel to discuss matters pertaining to the Company’s affairs and put forth their combined views to the Chairman of the Board.

### Cumulative Familiarization Programmes

Disclosure of details of Familiarization Programmes imparted to Independent Directors pursuant to Regulation 46 of SEBI Listing Regulations, 2015.

Sl.No	Name of Independent Director	Area Covered	Financial Year- 2014-15	
			No. of Programmes attended	No of hours spent by Independent Directors
1	Mr. V. N. Purohit	Brief overview of business structure of the Company, strategic and financial alliances, snapshot of business verticals, financial and key business highlights.	1	1.45
2	Dr. N. N. Som		1	1.45
3	Mr. S. J. Deb		1	1.45

Sl.No	Name of Independent Director	Area Covered	Financial Year- 2015-16	
			No. of Programmes attended	No of hours spent by Independent Directors
1	Mr. V. N. Purohit	Operations, Strategy, Initiatives on Cost/Quality etc. Subsidiary Oversight and Product Familiarization, Safety, Health and Environment Initiatives, Strategy, Competition and Future Outlook	1	1.00
2	Dr. N. N. Som		1	1.00
3	Mr. S. J. Deb		1	1.00

Sl.No	Name of Independent Director	Area Covered	Financial Year- 2016-17	
			No. of Programmes attended	No of hours spent by Independent Directors
1	Mr. V. N. Purohit	Operations, Strategy, Initiatives on Cost/Quality etc. Subsidiary Oversight and Product Familiarization, Safety, Health and Environment Initiatives, Strategy, Competition and Future Outlook	1	1.25
2	Dr. N. N. Som		1	1.25
3	Mr. S. J. Deb		1	1.25
4	Dr. Mamta Binani		1	1.25

Sl.No	Name of Independent Director	Area Covered	Financial Year- 2017-18	
			No. of Programmes attended	No of hours spent by Independent Directors
1	Mr. V. N. Purohit	Current Operations	1	1.00
2	Mr. K. P. Khandelwal		1	1.00
3	Mr. S. J. Deb	Presentation on Ind-AS inter alia covering Responsibility and Reporting requirements.	1	1.00
4	Dr. Mamta Binani		1	1.00
		Presentation on GST inter alia covering implementation challenges and reporting requirements etc.		