

**SMVD POLY PACK LIMITED****FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS OF THE COMPANY****Preamble**

In accordance with the requirements of Regulation 25 of SEBI ( Listing Obligations & Disclosure Requirements ) Regulations, 2015, the Company needs to 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 of the Company in depth and its strategy, operations and functions whereby they can contribute significantly to the growth of the Company.

**Purpose & Objective**

By means of the Programme, the Company intends to achieve the following objective:

1. To appraise 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 Listing Agreement and the Companies Act, 2013 and Rules made thereunder;
4. To generate and obtain valuable and informed decision from the Directors on the matters to be brought or discussed at the Board Meetings.

**Contents of the Programme**

The basic theme of the programme would, inter alia, include –

- Roles, Rights, Duties, Responsibilities and Liabilities of the Directors;
- Business Model of the Company thereby including the nature of industry in which the Company falls, its product and services, geographical area of operation of the Company;
- Management Techniques.
- Visit to the manufacturing units to make them understand the manufacturing operations, etc.

**Timeline of the Programme.**

- Programme would be conducted and presentations would be made periodically to the Directors by the Senior Management personnel.
- It may circulate news and articles about the Industry and business as and when some updation is required.
- The Company would conduct an introductory familiarization programme / presentation whenever any new Director is inducted in the Board of the Company.

**Disclosure about the programme orientation.**

Requisite disclosure in the website of the Company would be made as and when such programme is conducted.

**SMVD POLY PACK LIMITED****DISCLOSURE UNDER REGULATION 25 AND 46 OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015****DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTOR OF SMVD POLY PACK LIMITED (“THE COMPANY”) DURING FY 2021- 2022:**

The Company has an orientation process/familiarization programme for its independent directors with emphasis on:

- Roles, Rights and Responsibilities - Board dynamics & functions
- Strategy, Operations and functions of the Company

As a process when a new independent director is appointed, a familiarization programme is conducted by the senior management and also whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the role and responsibility of Committee members is informed. The Independent Director have attended such orientation process/familiarization programme. The Board and Committee meetings of the Company are held on a quarterly basis or as and when required and members of the Board meet key functional/business heads separately to get themselves more familiarized with the business/operations and challenges faced by the industry on an ongoing basis.

Plant visit cum Awareness Programme to Plant of the Company in South 24 Parganas, Subhasgram in West bengal was organised on 14th November, 2021 for the newly inducted Independent Director of the Company. During the visit the Independent Director was educated on the plant operation system, safety measures initiated thereat, process of production by tape line, looms, the cooling tower, stitching of bags, collection of scrap etc.

Details of Familiarization Programmes imparted to Independent Directors, Number of programmes attended by Independent Directors	One Programme: i) 14.11.2021
Number of hours spent by Independent Directors in such programme	Appx. 2 hours
Purpose of Programme	<ol style="list-style-type: none"> <li>1) To update Independent Director of the Company regarding scale and details of its operations;</li> <li>2) Updating on Rights and responsibilities of Independent Directors in line with the statutory amendments;</li> <li>3) Business Model of the Company;</li> <li>4) Updating on recent changes in the regulatory framework.</li> <li>5) Plant visit where it was appraised in detail about the process of production.</li> </ol>