

POLYGENTA TECHNOLOGIES LIMITED

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

PURPOSE AND OBJECTIVE OF THE PROGRAMMES

To provide insight into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing / growth the Company.

FAMILIARISATION PROGRAMME DETAILS

At the time of appointing an Independent Director, a formal letter of appointment is given to the Director, which inter alia, explains the role, function, duties and responsibilities expected of the Director.

The CEO/Executive Director also has one-to-one meeting with the newly appointed directors to discuss functioning of the Board and the nature of operations of Company's business activities.

By way of introduction to the Company, Independent directors are presented the last three years Annual Report. The Independent Directors are also appraised about the various compliances under Companies Act, 2013. They are apprised about the Code of conduct of directors and senior management and a confirmation is taken from them for compliance therewith. They are also apprised about Polygenta Code of Conduct for Prevention of Inside Trading. A confirmation is taken annually for compliance with this code.

They are familiarised with the website of the Company where all financial results, Policies and various other Business and Management Details are available.

Further, with a view to familiarise the new Directors with the Company's operations, when the annual business plans presentation is made to the Board, the familiarisation is also suitably combined therewith giving them insight into business operations / Marketing/ Finance / HR and Company's short term and Long term goals and visions.

They are provided the opportunities to visit the Company's Plant from time to time.

The above initiatives help the Directors to understand the Company, its business, the regulatory framework in which the company operates and equips the Directors to fulfil effectively their role as Directors of the Company.

The Details of Familiarization sessions held for the Independent Directors pursuant to the Policy for Financial Year 2019 -20 are as follows

Date of Program	Areas Covered
28 May 2019	Operations Overview for YE 31Mar19
	Marketing Overview for YE 31Mar19
	HR and Legal Compliance for YE 31Mar19
12 August 2019	Operations Overview for QE 30Jun19
	Marketing Overview for QE 30Jun19
	HR and Legal Compliance for QE 30Jun19
12 November 2019	Operations Overview for QE 30Sept19
	Marketing Overview for QE 30Sept19
	HR and Legal Compliance for QE 30Sept19
7 February 2020	Plant Visit of Independent Directors
	Budget for Financial Year 2020-21
11 February 2020	Operations Overview for QE 31Dec19
	Marketing Overview for QE 31Dec19
	HR and Legal Compliance for QE 31Dec19
	Budget for Financial Year 2020-21

Name of the Independent Director	No. of Sessions attended		No. of Hours Spent	
	FY 2019-20	Cumulative Till 31 March 2020	FY 2019-20	Cumulative Till 31 March 2020
Ms. Sujata Chattopadhyay	5	16	5	39
Mr. Ghanshyam Karkera	5	16	5	39