JK LAKSHMI CEMENT LIMITED

Familiarisation Programme for Independent Directors

The Company has been familiarizing the Independent Directors through various programmes:

(A) <u>Details of Familiarisation Programme</u>

1. Formal Letters of Appointment have been issued to the Independent Directors which, *inter alia*, incorporates their roles, duties and responsibilities. In addition, the Company has provided copies of Code of Conduct for Members of the Board of Directors and Sr. Executives, Whistle Blower Policy, Terms of Reference of the respective Committees of the Board and also other regulatory updates/policy framework from time to time.

2. Presentations are also made to all the Directors in order to familiarize them with the nature of industry, achievements/awards & recognition /accolades, new products, expansion, technology, strategy/budgets, industry, marketing, cost conservation, variance analysis, identification and mitigation of various risks, etc.

3. From time to time, visit of all the directors is organized to various manufacturing plants of the Company. This provides them an opportunity to have better understanding of manufacturing facilities, systems and processes.

(B) Details of attendance of Independent Directors in Familiarisation Programmes are as follows:

S. No	Name of the Independent Director	No. of programmes attended		No. of hours spent in the programmes attended	
		F.Y. 2021-22	Cumulative till date	F.Y. 2021-22	Cumulative till date
1	Shri B.V Bhargava	13	58	6.30	28.25
2	Shri Ravi Jhunjhunwala	13	73	6.30	33.20
3	Dr. Kashi Nath Memani (resigned w.e.f 26.04.2022)	10	71	4.50	31.45
4	Shri Nand Gopal Khaitan	13	83	6.30	40.15
5	Amb. Bhaswati Mukherjee	13	41	6.30	19.10