



'A part of your daily life'

UFLEX LIMITED

Familiarization Programme for Independent Directors

PREAMBLE

The Clause 49(II)(B)(7) of the Listing Agreement with the Stock Exchanges stipulates that :

1. 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 programme.
2. The details of such familiarization programme shall be disclosed on the Company's website and a web link thereto shall also be given in the Annual Report."

INDUCTION ON JOINING THE BOARD OF DIRECTORS OF THE COMPANY

The new Director is welcomed to the Board of Directors of the Company by sharing the following documents of the Company for his / her reference:

1. Memorandum of Association and Articles of Association of the Company.
2. Annual Reports of last three consecutive years.
3. Code of Conduct for Directors and Senior Managerial Personnel.
4. Note on Directors Roles and Responsibilities.
5. List of Contact details of the Directors, Senior Managerial Personnel and their personal / executive assistants.
6. Publicity material of the Company that explains the range of products, services and solutions offered by the Company to its clients.
7. Note on the budget of the Company for the particular Financial Year.

FAMILIARIZATION MODULE FOR INDEPENDENT DIRECTORS

1. The Company shall facilitate an orientation programme for the Independent Directors to provide an overview of business, operations and business model of the Company.
2. The programme shall also familiarize with the role, responsibilities and rights of the Independent Directors.
3. The programme shall also provide an opportunity to interact with the senior leadership team of the Company and help them to understand the service and product offerings, markets, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.

TRAINING SESSION

The regular presentations made through the Experts / Department Heads in their respective fields on the following topics afford the Board members an opportunity to understand and appreciate the complexities of the industry and their role therein:

1. Emerging Scenario in Production, Distribution and Competitive framework
2. Government subsidy, Regulations
3. Sustainability and Climate Change – Policies, upcoming Programs, Initiatives.
4. Business Excellence Journey
5. Group Policies and Culture

The Directors are also made conversant with the following matters on regular basis :

1. MIS
2. Business Development
3. Applicability of various Provisions of the Companies Act, 2013
4. Directors – Meetings, Duties, Directorships & Report
5. Corporate Social Responsibility aspects
6. Key Management Personnel
7. Projects and their contours
8. Related Party Transactions
9. Depreciation
10. Consolidation of Accounts
11. Audit and Auditors.

Thus, all efforts are made to ensure that the Directors get well conversant with the state of the Company's affairs and the industry, in which it operates.

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

Preamble

In accordance with the Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarize its Independent Directors with their Roles, Responsibilities in the Company, Nature of the Industry in which the Company operates, Business Model/Profile of the Company through various Programme(s).

Object

The object of the Programme is to enable the Independent Directors to understand the business of the Company and contribute accordingly to the cause of the Company.

Purpose of the Programme

(a) To keep the Independent Directors updated on a continuous basis with regard to the significant changes occurring in the Company or its Industry and Business Environment as well so that they are in a position to take well informed and judicious decisions.

(b) To enable the Independent Directors understand the Company, the Industry in which the Company operates

(c) To help Independent Directors understand their Roles and Responsibilities

(d) The Companies Act 2013 mandates that all of the Independent Directors must meet atleast once in an year annually without the presence of Non Independent Directors and Members of the Management.

Details of Familiarization Programmes imparted to Independent Directors for the year 2015- 2016 . Further, as per Regulation 46(2) of SEBI (Listing Obligations & Disclosure Requirements) 2015, the required details are as follows:-

Number of Programmes attended by Independent Directors (during the year and on a cumulative basis till date)	One Programme
Number of Hours spent by Independent Directors in such Programmes (during the year and on cumulative basis till date), and	2 Hours in One Programme
Other relevant details: The Independent Directors were briefed of their roles, obligations, rights, duties etc of themselves as Individually Director on Board and Board as a whole. The Independent Directors were also briefed on the Model of the Company etc.	