

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS OF THE SOUTH INDIA PAPER MILLS LIMITED

This familiarization Programme for Independent Directors of The South India Paper Mills Limited has been adopted by the Board of Directors.

The purpose of this Familiarization Programme for Independent Directors is to provide insights into the Company to enable the Independent Directors to familiarize with the company, their roles, rights, responsibilities in the Company, nature of the industry in which the company operates, business model of the company, so that they may understand its business in depth and to facilitate their active participation & contribute significantly to the Company.

1. FAMILIARIZATION AND CONTINUING EDUCATION PROCESS:

- ❖ A detailed Appointment Letter incorporating the role, duties and responsibilities, liabilities as an Independent Director, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.
- ❖ New Independent Directors are provided with copy of latest Annual Report, Company's Code of Conduct, Company's Code of Internal Procedures and conduct for Regulating, Monitoring and Reporting of Trading by Insiders etc.
- ❖ Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, business environment, business strategy etc.
- ❖ Company's plant / factory visits are arranged for Independent Directors, where plant heads appraise them of the operational and sustainability aspects of the plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, CSR, Sustainability etc.
- ❖ Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, regulatory scenario etc.
- ❖ All Board Members are promptly updated on any change and new development with regard to relevant regulatory requirement such as SEBI

Regulations, Listing Agreement, Companies Act etc. Presentations in this regard are also made in the Board on implication of these regulations.

❖ The Board of Directors has complete access to the information within the Company.

2. Disclosure of the Policy

This Policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.

3. Review of the Programme

The Board will review this Programme and make revisions as may be required.
