

# SONAL MERCANTILE LIMITED

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## **DIRECTORS' FAMILIARISATION PROGRAMME**

### 1. PREAMBLE

Sonal Mercantile Limited, (hereinafter referred to as "The Company"), understands the importance of maintaining high quality individuals at the Board Level. The Company believes that an orientation programme is vital for familiarizing the new Board Members with the responsibilities effectively. Such an orientation programme is equally important for the existing Directors in order to keep them abreast with the Industry development, Company's working and other matters affecting the Company's affairs. In Order to effectuate the same , the company has Devised the Director's Familiarisation Programme.

#### 2. ADMINSTARATION

The Familiarization Programme for the Directors will be administered and monitored by Nomination and Remuneration Committee.

#### 3. FAMILIARIZATION MODULE

The module will be on the following lines and will be restructured as and when necessary.

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- To provide a framework for conducting programmers for familiarising the Directors with the company, their roles, rights, responsibilities in the company, nature of industry in which the company operates, business model of the company, industry development, company's current position and working. Existing/ new rules and regulation governing the company, etc
- Interaction with senior management personnel.
- To promote the continuing director's training in order to keep them abreast about the industry, regulatory amendments and affairs of the company.

| ORIENTATION MODULE FOR NEW AND EXISTING DIRECTORS | Overview of business operations, business model, strategic planning etc.   | CFO to organize                 |  |  |
|---|--|---------------------------------|--|--|
| DIKECTOR3   | Financial performance, budgeting and planning.   |                                 |  |  |
|   | Domestic and international marketing   |                                 |  |  |
|   | Technology related information and update  |                                 |  |  |
|   | Risk management related information  | Functional Heads To<br>Organize |  |  |
|   | Familarisation on statutory compliances including their roles, rights and responsibilities in the company as a board member. |                                 |  |  |
|   | Any legal updates  |                                 |  |  |
|   | Human resource related policies, plan ,etc   |                                 |  |  |
|   | Any other information relating to the company  |                                 |  |  |

Directors may be consulted individually before finalizing the topic of the proposed programme. The training programme may also be organized through external agencies in a manner, as may be considered appropriate by the board.

## 4. FREQUANCY

The company shall conduct a familiarization/ Orientation programme for the newly appointed Directors at the commencement of their tenure, in a manner, as may be deemed appropriate by the board in consultation with the concerned director's about the company's working, industry developments changes or amendments in the rules and regulations governing the company etc. shall be conducted annually. The familiarization/ orientation programme for the newly appointed directors may be clubbed with the annual programmes, if deemed fit and appropriate by the board.