

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

Purpose and Objective of the Programmes

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

Familiarization and Continuing Education Process

- The Company through its Managing Director / Executive Director / Key Managerial Personnel conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- Such programmes / presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.
- The programmes/presentations also familiarises the Independent Directors with their roles, rights and responsibilities.
- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- New Independent Directors are provided with copy of latest Annual Report, the Code of Conduct, and the Code of Conduct for Prevention of Insider Trading and Code of Corporate Disclosure Practices, Schedule of upcoming Board and Committee meetings.
- The Company provides the Directors with the tours of company's facilities from time to time.
- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.

Other Initiatives to Update the Directors on a Continuing Basis

- The Directors get an opportunity to visit Company's plants, 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.
- At various Board meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates business excellence under the Business Excellence Model with areas of improvement and other relevant issue.
- 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, major litigation, compliances, subsidiary information, donations, regulatory scenario etc.
- Quarterly results / press release of the Company are sent to the Directors.

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS OF SURANI STEEL TUBES LIMITED (“THE COMPANY”) DURING FY 2018-19:

Surani Steel Tubes Limited facilitates the members of its Board to familiarize themselves with the industry and its operations. All the Independent Directors are made aware of their roles and responsibilities at the time of appointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement.

The Company had put in place a program to familiarize its independent directors about Steel industry overview, Opportunities with Steel Sector, Regulatory frameworks which are affected to Steel Business, company’s business model, management structure, manufacturing operations, stage of Expansion at different plants of the Company, internal control systems and processes, risk management framework, human resource Management etc.

The company also seeks to update the directors on a continuing basis on any significant changes so as to place them in a position to take well informed and timely Decisions.

During the year, Company issued formal letter of appointment to Ms. Hetika Dipak Kinger and Mr. Dineshbhai Dhanjibhai Patel appointed as Independent Director on the Board of the Company w.e.f. 21.09.2018.

Number of programmes attended by independent directors (during the year during the year 2018-19)	One Programme
Number of programmes attended by independent directors on cumulative basis till date	One Programme on cumulative basis till date
Total number of hours spent on familiarization in F.Y. – 2018-19	Approx. 2 hours
Cumulative hours spent on familiarization till date (from 21 st September,2018)	Approx. 2 hours

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS OF SURANI STEEL TUBES LIMITED (“THE COMPANY”) DURING FY 2019-20:

Surani Steel Tubes Limited facilitates the members of its Board to familiarize themselves with the industry and its operations. All the Independent Directors are made aware of their roles and responsibilities at the time of appointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement.

The Company had put in place a program to familiarize its independent directors about Steel industry overview, Opportunities with Steel Sector, Regulatory frameworks which are affected to Steel Business, company’s business model, management structure, manufacturing operations, stage of Expansion at different plants of the Company, internal control systems and processes, risk management framework, human resource Management etc.

The company also seeks to update the directors on a continuing basis on any significant changes so as to place them in a position to take well informed and timely Decisions.

Number of programmes attended by independent directors (during the year during the year 2019-20)	One Programme
Number of programmes attended by independent directors on cumulative basis till date	Two Programme on cumulative basis till date
Total number of hours spent on familiarization in F.Y. – 2019-20	Approx. 1.5 hours
Cumulative hours spent on familiarization till date (from 21 st September,2018)	Approx. 3.5 hours

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS OF SURANI STEEL TUBES LIMITED (“THE COMPANY”) DURING FY 2020-21:

Surani Steel Tubes Limited facilitates the members of its Board to familiarize themselves with the industry and its operations. All the Independent Directors are made aware of their roles and responsibilities at the time of appointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement.

The Company had put in place a program to familiarize its independent directors about Steel industry overview, Opportunities with Steel Sector, Regulatory frameworks which are affected to Steel Business, company’s business model, management structure, manufacturing operations, stage of Expansion at different plants of the Company, internal control systems and processes, risk management framework, human resource Management etc.

The company also seeks to update the directors on a continuing basis on any significant changes so as to place them in a position to take well informed and timely Decisions.

Number of programmes attended by independent directors (during the year during the year 2020-21)	One Programme
Number of programmes attended by independent directors on cumulative basis till date	Three Programme on cumulative basis till date
Total number of hours spent on familiarization in F.Y. - 2020-21	Approx. 2 hours
Cumulative hours spent on familiarization till date (from 21 st September,2018)	Approx. 5.5 hours

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS OF SURANI STEEL TUBES LIMITED (“THE COMPANY”) DURING FY 2021-22:

Surani Steel Tubes Limited facilitates the members of its Board to familiarize themselves with the industry and its operations. All the Independent Directors are made aware of their roles and responsibilities at the time of appointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement.

The Company had put in place a program to familiarize its independent directors about Steel industry overview, Opportunities with Steel Sector, Regulatory frameworks which are affected to Steel Business, company’s business model, management structure, manufacturing operations, stage of Expansion at different plants of the Company, internal control systems and processes, risk management framework, human resource Management etc.

The company also seeks to update the directors on a continuing basis on any significant changes so as to place them in a position to take well informed and timely Decisions.

Number of programmes attended by independent directors (during the year during the year 2021-22)	One Programme
Number of programmes attended by independent directors on cumulative basis till date	Four Programme on cumulative basis till date
Total number of hours spent on familiarization in F.Y. - 2021-22	Approx. 2 hours
Cumulative hours spent on familiarization till date (from 21 st September,2018)	Approx. 7.5 hours