

BENGAL & ASSAM COMPANY LIMITED

Familiarisation Programme for Independent Directors

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

(A) Details of Familiarisation Programme:

1. Formal Letters of Appointment have been issued to all the Independent Directors which *inter alia*, incorporates their roles, duties and responsibilities. In addition, the Company has also provided copies of the Code of Conduct for Members of the Board of Directors and Sr. Management, Whistle Blower Policy, Terms of Reference of the respective Committees of the Board etc.
2. All the Independent Directors are also briefed from time to time in order to familiarize them with the nature of industry, achievements/awards, recognition, expansion, strategy/budgets, financials, identification and mitigation of various risks, etc. associated with the business of the Company and its working.

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

Sl. No.	Name of Independent Director	No. of Programmes attended		No. of hours spent in the programmes attended	
		Financial Year 2023-24 (Upto 13 th February, 2024)	Cumulative till date	Financial Year 2023-24 (Upto 13 th February, 2024)	Cumulative till date
1	Shri Shailendra Swarup (Appointed w.e.f. 2 nd September, 2014)	6	34	5	20
2	Shri Bakul Jain (Appointed w.e.f. 16 th May, 2020)	4	31	3.5	24
3	Shri Sanjeev Kumar Jhunjhunwala (Appointed w.e.f. 6 th October, 2017)	4	25	3.5	20
4	Shri Sanjay Kumar Khaitan (Appointed w.e.f. 25 th January, 2016)	4	29	3.5	22
5	Smt. Deepa Gopalan Wadhwa (Appointed w.e.f. 28 th March, 2020)	6	14	5	9