

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **PURPOSE AND OBJECTIVE OF THE PROGRAMMES**

The familiarisation programme is designed to provide Independent Directors with meaningful insights into the Company's business, operations, industry environment, governance framework and strategic priorities. The objective is to enable them to understand the Company's business in depth and to facilitate their informed and active participation in the deliberations and decision-making process of the Board and its Committees.

### **FAMILIARIZATION AND CONTINUING EDUCATION PROCESS**

The Company, through its Managing Director, Executive Director, Key Managerial Personnel and Senior Management, conducts programmes, presentations and interactions from time to time to familiarise the Independent Directors with the strategy, operations and functions of the Company.

These programmes provide Independent Directors an opportunity to interact with the Senior Management of the Company and gain a detailed understanding of, inter alia, the Company's strategy, business model, operations, products and services, markets, organisational structure, finance, human resources, technology, quality systems, facilities, risk management framework and such other areas as may be relevant from time to time.

The programmes also familiarise Independent Directors with their roles, rights, duties and responsibilities under the Companies Act, 2013, the SEBI Listing Regulations and other applicable laws. Upon appointment of a new Independent Director on the Board of the Company, an introductory meeting is arranged with the Chairperson, Managing Director and Chief Financial Officer to provide an overview of the functioning of the Board, its Committees and the nature of the Company's business operations.

Newly appointed Independent Directors are provided with relevant documents and information, including the latest Integrated Report, the 20 Microns Code of Conduct, the 20 Microns Code of Conduct for Prevention of Insider Trading, the 20 Microns Code of Corporate Disclosure Practices and the schedule of upcoming Board and Committee meetings.

The Company also arranges visits to its facilities from time to time to enable Directors to familiarise themselves with the Company's manufacturing operations and related processes.

A detailed letter of appointment is issued to Independent Directors for their acceptance. The letter, inter alia, sets out their role, duties and responsibilities, remuneration, performance evaluation process, insurance cover, obligations relating to disclosures and adherence to the 20 Microns Code of Conduct.

### **OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS**

The Directors are provided opportunities to visit the Company's plants, where plant heads apprise them of operational, safety and sustainability aspects. These visits enable the Directors to gain a comprehensive understanding of the Company's activities and the initiatives undertaken in areas such as safety, quality, corporate social responsibility and sustainability.

At various Board meetings held during the year, presentations are made to the Board on matters including safety, health and environment, sustainability, risk management, Company policies, changes

# 20 MICRONS<sup>®</sup> L I M I T E D

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in the regulatory environment applicable to the corporate sector and to the industry in which the Company operates, business excellence under the 20 Microns Business Excellence Model, areas of improvement and other relevant matters.

Quarterly presentations on operations are made to the Board, covering business performance, operations, market share, financial parameters, working capital management, fund flows, changes in Senior Management, major litigations, compliances, subsidiary information, donations, regulatory developments and other material matters.

Quarterly financial results and press releases of the Company are also circulated to the Directors for their information and review.

## **Details of Familiarisation Programme during FY 2025-26**

The details of orientation and familiarisation programmes imparted to the Independent Directors during the financial year 2025-26 are as follows:

<b>No. of hours spent by Independent Directors</b>				
<b>Sr. No.</b>	<b>Name of the Directors</b>	<b>Strategy/ Industry Trends</b>	<b>Governance &amp; Operations</b>	<b>Total Cumulative hours for FY 2025-26</b>
1	Jaideep B. Verma	6 Hours	8 Hours	14 Hours
2	Swaminathan Sivaram	6 Hours	8 Hours	14 Hours
3	Dukhabandhu Rath	6 Hours	8 Hours	14 Hours
4	Prem Kumar Taneja#1	4.5 Hours	6 hours	10.5 Hours
5	Ajay I. Ranka#2	3 Hours	4 Hours	7 Hours

**#1** Mr. Prem Kumar Taneja (DIN: 00010589) was appointed as an Independent Director of the Company with effect from May 23, 2025. Accordingly, the hours stated above are with reference to the familiarisation programmes conducted during his tenure.

**#2** Dr. Ajay I. Ranka (DIN: 01676073) completed his second consecutive term as an Independent Director of the Company on September 24, 2025. Accordingly, the hours stated above are with reference to the familiarisation programmes conducted during his tenure.