



FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS DURING THE FINANCIAL YEAR 2021-22

Through familiarization programme, the Independent Directors can have greater perspective into Operations of the Company and contribute effectively in taking well informed and timely decisions at Board / Committee meetings.

Due to diversified Business of KPTL, it is necessary that Independent Directors are familiarized with operations of the Company including but not limited to the nature of Industry, business model, markets, industry scenario including competition, strategic priorities, Subsidiaries and its businesses, Risk Management, Regulatory framework affecting business activities of the Company etc.

In the case of newly appointed Independent Director during the year under review, a full day Familiarization Program was organized.

Certain familiarization programme are merged with the Board/Committee meetings for the convenience of the directors. Also, separate programs are conducted for them as per their requirement. Over and above specific Familiarization Programmes, presentations were made at the Board meetings by MD & CEO / CFO covering performance of peers, Operational review of major operating subsidiaries, forex and commodity exposure, updates on capital expenditure, strategic and operational risks and its mitigation plan, business performance, operations, working capital management, major litigations, major achievements, Goal 2025 etc.

The details of Familiarization Programmes imparted to Independent Directors during FY 2021-22 in terms of Regulation 25(7) and required to be disclosed under Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, ("**the SEBI Regulations**"), is as under:

1. In the case of newly appointed Independent Director the inductee was introduced to the various Business Unit Heads and their Key Business functioning. He was given insights on the organization structure of the Company, major operating subsidiaries, Roles and Functions of Independent Directors, Duties of an Independent Director, Criteria of Independence, Board Committee compositions, understanding of various policies of the Company etc.
2. All Directors including the Independent Directors were briefed on regulatory amendments made including introduction of CARO 2020, reporting requirements under CARO 2020 and planned transition program. Further programs were also organized to brief the Directors on the Anti-Bribery Management System including the requirements of ISO 37001 and other international guidelines followed by the Company.
3. A dedicated programme was organized to present the changes in regulatory framework of related party transactions and major amendments made thereto in the SEBI (LODR) Regulations, 2015

4. From time to time, presentations were made by MD & CEO / CFO covering updates on regulatory scenario, compliances relating to the business of the Company, major highlights of quarterly achievements by the Company and its subsidiaries, Insights of various international markets having business opportunity etc.
5. On a yearly basis, a presentation was made by Managing Director and CEO covering Business Plan, Organizational Level Key Focus Area, Key initiatives planned for FY 22 regarding Digital innovation, Optimizing capital employed, Strategic Acquisitions, Productivity improvement, International EPC expansion, Employee satisfaction etc. Further, Goal 2025, Company's Vision and Mission, Growth Strategy forming part of Goal 2025 etc. were also presented to the Directors.

**Details of Familiarization Programmes attended by Independent Directors during
FY 2021-22**

Sr. No.	Name of Independent Director	No. of Programme attended by respective Independent Director (During FY 2021-22)	No. of Hours spent by respective Independent Director
1.	Mr. Sajjanraj Mehta	9	6:00
2.	Mr. Vimal Bhandari	9	6:00
3.	Mr. Narayan Seshadri	9	6:00
4.	Ms. Anjali Seth	8	5:30
5.	Mr. Shailendra Raj Mehta*	7	7:20

* appointed as an Independent Director w.e.f. 3rd August, 2021