



INDIA LEASE DEVELOPMENT LIMITED

CIN : L74899DL1984PLC019218

Regd Office : MGF HOUSE, 4/17-B, ASAF ALI ROAD, NEW DELHI – 110002

Phones: 41519433, 41520070 Fax : 011- 41503479

Website : www.indialease.com E-mail : info@indialease.com

Familiarization Programme for Independent Directors

In terms of Regulations 25(7) of the SEBI Listing Obligation and Disclosure Requirements) Regulations, 2015, the Company shall periodically familiarize the Independent Directors with the Company, nature of the industry in which the Company operates, business model of the Company, their role, responsibilities in the Company, rights etc., through various programmes.

Purpose

The Familiarization programme are aimed to familiarize the independent Directors with the company, their roles, responsibilities in the company, nature of industry in which the company operates and business model of the company by imparting suitable training sessions.

Objectives

Whenever a new Independent Director is introduced on the Board of the Company, a meeting is arranged with the Chairperson, Directors, 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 Memorandum and Article of Association, latest Annual Report, the Code of Conduct of the Company.

Familiarization Programme

The Directors get an opportunity to visit Company officers prior to the Board Meetings. Agenda containing statutory compliance report , reports on action points, formation of Company Policies are circulated. On quarterly basis presentations on operational and financial performance of the Company are made to the Board including information on business performance, operation, financial parameters, working capital management, fund flows etc.

All Material Information/updates of the Company to the Stock Exchange are updated with Directors for their information and records.

Review and Revision:

The familiarization process will be revised from time to time in order to provide more information to Independent and Non-Executive Directors to enable them to contribute significantly to the growth of the Company.





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Familiarization Programme for Independent Directors of the company

1. OBJECTIVE

The Independent Directors have lot of responsibilities under the Companies Act, 2013, and the Listing/SEBI(LODR) Regulations, 2015. There is a need to familiarize them with the company's business, ethics, standards, its working and applicable laws.

ILD is engaged in the business of equipment leasing and hire purchase. The Management and the Key Managerial Personnel keeps on providing the requisite information to Independent Directors from time to time to enable them to take a sound decision.

In terms of Listing Regulations and the Companies Act, 2013, the company is required to familiarize its Independent Directors, defining their roles, rights, expectations, responsibilities in the company, nature of the business in which the company operates, business model of the company, etc by organizing various programme in this regard.

Further, in terms of Schedule IV of the Companies Act, 2013, the Independent Directors are required to keep themselves abreast of the regulatory provisions and the knowledge, skill and expertise required to be an Independent Director.

2. FAMILIARIZATION FRAMEWORK FOR INDEPENDENT DIRECTORS:

The Company through its Manager/Senior Managerial Personnel conduct programme / presentation, as and when a new Independent Director comes on the Board of the company from time to time.

Such programs/presentations provide an opportunity to the Independent Directors to interact with the Senior Management team of the company and help them to understand the vision of the company, company's strategy, business model, operations, service and organization structure, finance, human resources, technology, quality, facilities, risk management and such other areas as may arise from time to time.

The programs/ presentations is such that it provides brief to the new inductee about his roles, duties and responsibilities. The company may on a regular basis and to provide specific regulatory/statutory updates in Company Law and Listing Agreement from time to time to Independent Directors so as keep them abreast on these regulations.

Whenever Independent Directors desire to meet with any of the Business Heads or Members of Senior Management Team, the same also would be facilitated.

Meetings would also be scheduled at Registered Office, which would provide Independent Directors a firsthand exposure of the business.

Management or their representative heads will provide any clarification or suggestions, as may be asked by the Independent Director to take a sound decision.





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3. DISCLOSURE OF THE POLICY

The company shall comply with such disclosure requirements to this Programme as may be stipulated under applicable regulatory requirements.

4. REVIEW OF THE PROGRAM

The Board will review this program and make revisions as may be required, subject to any regulatory changes or recommendation of the Management or the Committee authorized to do so. This policy in future shall be improved and amended based on best practices evolving in the industry. This policy can be modified at any time by the Board or such other Committee on the basis of regulatory changes.





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FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

In terms of Regulation 25(7) of SEBI (LODR) Regulations, 2015, as amended, the company arranged & conducted the Familiarization Programme for their Independent Directors about their role, rights, responsibilities in the company, nature of work in which the company operates, the business model of the company, etc. The familiarization program is available on the company's website.

The management arranged a session by M/s Jagdish Chand & Co, Chartered Accountants. All the Directors including Independent Directors attended the session. It was carried out under the guidance of Mr. Praveen Jain / Mr. Pawan Kumar, Chartered Accountant, partners of the firm who highlighted the provisions with respect to Directors changing roles & responsibilities under the Companies Act, 2013 and the revised SEBI (LODR) Regulations, which was effective from 2015. Mr. Rohit Madan, Company Secretary updated all the Directors on the company's performance. It was a lively session and there was an exchange of questions/ answers which was finally replied to by the Chairman.

Mr. Praveen Jain, highlighted the budget for 2021-22 and also explained the various requirements of the Director's responsibility with an emphasis on Internal Financial Control, Audit Committee responsibility, the vigil mechanism, mechanism of whistle-blower and overview of changes in Accounting and Auditing relating provisions.

The meeting held on August 26, 2021 was attended by Sh. Arun Mitter, Shri Sharad Aggarwal, and Sh. Karun Pratap Hoon, Independent Directors.