

## **SHIVA GLOBAL AGRO INDUSTRIES LIMITED**

### **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

(Pursuant to Regulation 25(7) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015).

On their appointment, Independent Directors are familiarized about the Company's operations and businesses. Interaction with the Business Heads and key executives of the Company is also facilitated. Detailed presentations on the business of each of the Division are also made to the Directors. Direct meetings with the Chairman and the Managing Director are further facilitated for the new appointee to familiarize him/her about the Company/its businesses and the group practices.

As part of the familiarization programme, a manual is provided to all Directors including Independent Directors at the time of their appointment. The manual provides a snapshot to the Directors of their duties and responsibilities, rights, appointment process and evaluation, compensation, Board procedure and stakeholders' expectations. The manual also provides the Directors with an insight into the Group's practices.

All the directors who are members of the Audit Committee are also provided with Manual on Audit Committee detailing the specific duties and responsibilities of the Audit Committee. The Director's manual and the Audit Committee Manual are updated from time to time, based on the changes / amendments made to the applicable statutes.

On an ongoing basis, the Managing Director, Business Heads, CFO and the senior management team make presentations on the industry scenario, strategy, operations and performance of the business / Company. The Independent Directors interact with the senior management team during these presentations.

Further, periodic communication is sent to all the directors covering events that may have impact on the business of the Company and/or the agriculture sector in general and, fertiliser industry in particular.

The details of the familiarization programme(s) imparted to Directors, including the Independent Directors, during the financial year **2018-19 & 2019-20** are given below:

**Financial year 2018-19**

<b>Details of specific programs</b>	<b>Frequency</b>	<b>Total number of hours spent during 2018-19</b>	<b>Attendance of independent directors</b>
Industry updates	Quarterly and at the time of presentation of the Annual Business Plan	Approx. 2 hours	All the independent directors were present.
Operational matters	Quarterly at the Board Meeting	Approx. 4 hours	All the independent directors were present.
E-mail Update on Agri Industry related developments	Quarterly	----	Circulated to all directors
Visit to Dhakni Plant at Shri Hanuman Nagar	Dr. Santosh H. Malpani along with Shri. Deepak Maliwal, Director, visited the Dhakni Plant on 25 <sup>th</sup> March 2019.	Approx. 4 hours.	Dr. Santosh H. Malpani
Visit to MIDC Plant	Dr. Santosh H. Malpani along with Shri. Deepak Maliwal, Director, visited the Dhakni Plant on 25 <sup>th</sup> March 2019.	Approx. 2 hours.	Dr. Santosh H. Malpani

**Financial year 2019-20**

<b>Details of specific programs</b>	<b>Frequency</b>	<b>Total number of hours spent during 2019-20</b>	<b>Attendance of independent directors</b>
Industry updates	Quarterly and at the time of presentation of the Annual Business Plan	Approx. 2 hours	All the independent directors were present.
Operational matters	Quarterly at the Board Meeting	Approx. 4 hours	All the independent directors were present.
E-mail Update on Agri Industry related developments	Quarterly	----	Circulated to all directors
Visit to Dhakni Plant at Shri Hanuman Nagar	Divakar N. Shetty & Dr.Santosh H. Malpani along with Shri Deepak Maliwal, Director, and Mr.Umesh Bang, CFO of the company visited the Dhakni Plant on 11 <sup>th</sup> January 2020.	Approx. 4 hours.	Mr.Divakar N. Shetty & Dr. Santosh H. Malpani
Visit to MIDC Plant	Divakar N. Shetty & Dr.Santosh H. Malpani along with Shri Deepak Maliwal, Director, and Mr.Umesh Bang, CFO of the company visited the Dhakni Plant on 11 <sup>th</sup> January 2020.	Approx. 2 hours.	Mr.Divakar N. Shetty & Dr. Santosh H. Malpani

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