



# ASIAN TEA & EXPORTS LIMITED

CIN No. L24219WB1987PLC041876

Sikkim Commerce House, 4/1, Middleton Street, Kolkata – 700 071

Tel: +91 33 2287 9732 / 7334, 4006 3601 (15 Lines)

Email: [info@asianteaexports.com](mailto:info@asianteaexports.com), Website: [www.asianteaexports.com](http://www.asianteaexports.com)

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## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **1. Preamble**

In accordance with Regulation 25(7) read with Regulation 46(2) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company familiarizes the Independent Directors with the Company, their roles, rights and responsibilities in the Company, nature of the industry in which the Company operates, the business model of the Company, etc. through various Programme.

### **2. Purpose And Objectives**

The Familiarization Programme help the Independent Directors not only to have greater insight into the Company's business but also contributes effectively in decision making at Board and Board Committees meetings.

### **3. Initial Familiarization**

At the time of appointing an Independent Director, a formal Letter of Appointment is given to him, which inter alia explains the role, function, duties, and responsibilities expected of him as a Director of the Company. The Company conducts an introductory familiarization program/presentation when a new Independent Director comes on the Board of the Company. At the outset, the newly appointed Independent Director is provided with an overview of;

- a) Criteria of independence applicable to Independent Directors as per Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Companies Act, 2013;
- b) Time allocation by the Independent Directors on financial controls, overseeing systems of risk management, financial management compliance, Corporate Social Responsibility, Stakeholders conflicts, Board effectiveness, strategic direction, Meetings, and performance assessment;
- c) Roles, functions, Duties, Responsibilities, and liabilities of Independent Directors;
- d) Directors Responsibility Statement forming part of Boards' Report;
- e) Vigil Mechanism including policy formulation, disclosures, code for Independent Directors;
- f) Risk Management Systems & framework;
- g) Board Evaluation Process and Procedures.



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The Director is also explained in detail the compliances required from him under the Companies Act 2013, SEBI and other relevant regulations and his affirmation taken with respect to the same. The Director is also provided with copy of latest Annual Report, the Company's Code of Conduct for Prevention of Insider Trading, Code of Conduct for Directors and Senior Management Personnel and tentative schedule of upcoming Board and Committee meetings. With a view to familiarize him with the Company's operations, the Chairman/Managing Director provides a one-to-one interaction on the organisational set up, the functioning of various divisions / departments, the Company's market share and the markets in which it operates, governance and internal control processes and other relevant information pertaining to the Company's business. The above initiatives help the Director to understand the Company, its business and the regulatory framework in which the Company operates and equips him to effectively fulfil his role as a Director of the Company.

#### **4. Continuing Familiarization:**

The Company follows a structured orientation programme for the Independent Directors to assist them in understanding and getting themselves updated on the business and operations of the Company on a continuous basis.

The Company also conducts various training sessions, presentations at regular intervals to familiarize them with the strategy, operations and functions of the Company and their roles, responsibilities, and rights. Such continual familiarization shall, inter alia, include regular inputs on strategy and business model of the Company, budgeting and planning, performance of various business verticals, statutory reporting including internal audit reports, SEBI audit reports and compliance related certifications and overview of business of subsidiaries on an on-going basis through the Chairman/ Managing Director/Chief Financial Officer and the key managerial personnel.

The Company also provides opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organisation structure, facilities and risk management and such other areas. Apart from this, they also have independent interactions with the Statutory, Secretarial and Internal auditors and External Advisors appointed from time to time.

#### **5. Disclosure of Policy:**

Pursuant to Regulation 46(2) of Listing Regulations, the Summary of Familiarization Programme imparted to Independent Directors along with their attendance for the entire financial year are provided below in *Annexure-A* and shall be uploaded on the Company's website and a web link thereto shall be provided in the Annual Report of the Company.



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## 6. Review of Programme:

The Board of Directors will review this Programme and make revisions as and when be required.

### Annexure-A

#### Details of Familiarization Programme imparted to the Independent Directors during the Financial Year 2025-26 and cumulatively as end of 31<sup>st</sup> March, 2026

Programme Arranged	Programme arranged in Financial Year 2025-26			Cumulative basis till 31st March, 2026*		
	No. of Programme	No. of Programme attended	No. of Hours spent	No. of Programme	No. of Programme attended	No. of Hours spent
Programme attended by Independent Directors						
Mr. Akhil Kumar Manglik	4	4	8	19	19	38
Mr. Rajnish Kumar Kansal	4	4	8	8	8	16
Mr. Manish Jajodia **	4	4	8	12	12	24
Mr. Kuldeepak Bansal***	1	1	2	1	1	2

\* As attended by the Director since joining on the Board.

\*\* Mr. Manish Jajodia resigned from the Board with effect from 26<sup>th</sup> March, 2026.

\*\*\*Mr. Kuldeepak Bansal was appointed on the Board as an Additional Director (Non-Executive & Independent) with effect from 26<sup>th</sup> March, 2026.