



GTV Engineering Limited

Head Off. & Works: 216-217-218, New Industrial Area-II, Mandideep-462046 (Bhopal)
Telephone: 0091-7480-233309,401044.Fax:0091-7480-233068.E-mail: mail@gtv.co.in
CIN: L31102MP1990PLC006122,Website:www.gtv.co.in

FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

1. Preamble

In according with the requirement of Provision of SEBI (LODR) Regulations, 2015 and Schedule IV of the Companies Act, 2013 GTV Engineering Limited has introduce the programme to familiarize the Independent Director with the Company, their roles, rights and responsibilities in the Company, nature of the Industry in which the Company operates, business model of the Company etc.(the “Programme”).

2. Purpose

The programme aims to provide insights into the Company to enable the Independent Director to understand its business in depth and contribute significantly to the Company.

3. Objective

- To enable them to understand the Company and the Industry and business environment it operates in.
- To enable them to understand their roles and responsibilities.
- To keep the Independent Directors updated on the ongoing business about the significant change which occurs concerning the company or its industry and business environment so that they are in position to take well informed decision in appropriate time.

4. Familiarization Process

- At the time of induction of the newly appointed Independent Director (ID), he/she is apprised adequately about the Company, its Financial Statements and their analysis, its business model, Industry scenario, competition, significant recent developments and also the board processes by the Chairman and Managing Director, the Chief Financial Officer, the Company Secretary and the Senior Management. In addition a joint kit is given to the ID comprising the following documents:
 - I. Latest Annual Report of the Company.
 - II. Copy of Code of Conduct for Prevention of Insider Trading Regulations.
 - III. Copy of Code of Conduct as per Regulations 17 of SEBI (LODR), Regulations, 2015.
 - IV. Copy of Vigil Mechanism / Whistle Blower Policy.
 - V. Copy of Risk Management Policy.
 - VI. Copy of Policy of Related Party Transactions.
 - VII. Copy of Policies on Nomination & Remuneration
 - VIII. Copy on Policy for Determination of Materiality of Events, Policy for Preservation of Documents and Archival Policy.



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- As a part of the process of Induction of the ID, his / her visit of the various of the Company located at different places are also arranged. The ID is given an overview of the Business, the organization structure and key team members. He/She is also briefed about the various important raw material, production process, finished goods, principal supplier, customers, utilities, safety, health, environment and applicable laws etc.
- In every Board Meeting a details presentation on business is made wherein the Chief Financial Officer (CFO) / Unit Head(s) of the Companies explain in respect of Business, the vision performance, analysis of Financial Statement, significant operational Issues, strategy and growth plans related to Company.
- The presentation also provide an opportunity to Independent Director to interact with the senior team of the Company and help them to understand the company strategy, business model, operations service and product offering, market and organization structure and Finance, human resources, technology, quality, facilities and risk management.
- At every meeting of the Board, presentation are also made covering performance of the different business, financial analysis, financial position including liquidity, borrowings and investments, financial projections, significant changes in applicable laws and regulations, if any and operational/strategic issues of importance.
- Board members are updated about the statutory amendments from time to time.

5. Review of the Programme

The programme will be conducted on an “as needed” basis during the year and will be reviewed by the Board from time to time to make necessary revisions.

6. Disclosure of the Programme

The programme shall be uploaded on the Company website for public information and a web link for the same shall also be provided in the Annual Report of the Company.

Place: Mandideep

Sd/-

Mahesh Agrawal
Managing Director
Din: 00013139