

BALMER LAWRIE & CO. LTD.

**Details of Familiarization Programmes imparted to Shri Rajeev Kumar,
Independent Director**

**A. Details of Familiarization Programmes imparted during the Financial Year
2021-2022 (from the date of appointment i.e. 26th November, 2021 to 31st
March, 2022)**

SI No.	Date	Details of Familiarization Programme	Number of hours spent in such programme
1.	9 th February, 2022	<p>The following documents were provided and explained to the Director for his understanding:</p> <ul style="list-style-type: none">- Memorandum of Association- Articles of Association- Annual Reports of the previous years- Code of Conduct for Board Members and Designated Personnel of Balmer Lawrie & Co. Ltd.- Code of Conduct to Regulate, Monitor and report Trading by Designated Persons and Immediate Relative of Designated Persons.- Website of the Company- Board Minutes of the previous Meetings.- Various Codes and Policies of the Company <p>The Chairman & Managing Director gave an overall view of business model of Balmer Lawrie & Co. Ltd., the industry to which the Company belongs, the roles, rights, responsibilities as Independent Director and other related matters.</p>	Approximately 2 hours

- i. Number of programmes attended by the independent director (during the Financial Year 2021-2022) – 1
- ii. Number of hours spent by the independent director in such programmes (during the Financial Year 2021-2022) – 2 Hours

B. Details of Familiarization Programmes imparted during the Financial Year 2022-2023 (from 1st April, 2022 to 15th September, 2022)

SI No.	Date	Details of Familiarization Programme	Number of hours spent in such programme
1	14 th July, 2022 and 15 th July, 2022	2 day orientation and learning summit of non-official (Independent) Directors of CPSEs- “Capacity Building of NODs” by DPE Pre-Induction programme was also carried out by the Company for Independent Directors for the training held on 14 th July, 2022 and 15 th July, 2022 as per DPE Office Memorandum dated 3 rd June, 2022	14 th July, 2022- 9.5 Hours 15 th July, 2022- 10.5 Hours
2	14 th September, 2022	Visited Manufacturing facility of Strategic Business Unit - Industrial Packaging at Navi - Mumbai	5 hours
3	15 th September, 2022	Visited Mumbai Office of various Strategic Business Units	2 hours

- i. Number of programmes attended by the independent directors –
 - a. Financial Year 2022-2023- 3
 - b. Cumulative basis till date - 4
- ii. Number of hours spent by the independent directors in such programmes –
 - a. Financial Year 2022-2023- 27 Hours
 - b. Cumulative basis till date - 29 Hours