

**BALMER LAWRIE & CO. LTD.**

**Details of Familiarization Programmes attended by Dr. Vandana Minda Heda,  
and Shri Rajeev Kumar, Independent Directors**

**A. Dr. Vandana Minda Heda, Independent Director**

**i. Details of the number of familiarization programmes attended by Dr. Vandana Minda Heda, Independent Director during the Financial Year 2021-2022 (from the date of appointment i.e. 26<sup>th</sup> November, 2021 to 31<sup>st</sup> March, 2022)**

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

2.	15 <sup>th</sup> March, 2022	“One day Orientation Programme for Non-Official (Independent) Directors of CPSEs” organised by DPE in association with the Institute of Company Secretaries of India through online mode
3.	22 <sup>nd</sup> March, 2022	“Programme on Capacity Building for Directors of CPSEs organized by Corporate Laws & Corporate Governance Committee” by DPE in association with the Institute of Chartered Accountants of India through online mode
4.	24 <sup>th</sup> March, 2022 and 25 <sup>th</sup> March, 2022	“Programme on Capacity Building of non-official and Government Directors of CPSEs” organized by DPE in association with Coal India Ltd. at Kolkata
5.	31 <sup>st</sup> March, 2022	Plant Visit at CFS – Kolkata and G & L - Kolkata

**Number of programmes attended by Dr. Vandana Minda Heda, Independent Director (during the Financial Year 2021-2022) (from the date of appointment i.e. 26<sup>th</sup> November, 2021 to 31<sup>st</sup> March, 2022) – 5 (Five)**

**ii. Details of the number of familiarization programmes attended by Dr. Vandana Minda Heda, Independent Director during the Financial Year 2022-2023**

SI No.	Date	Details of Familiarization Programme
1	14 <sup>th</sup> July, 2022 and 15 <sup>th</sup> 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 <sup>th</sup> July, 2022 and 15 <sup>th</sup> July, 2022 as per DPE Office Memorandum dated 3 <sup>rd</sup> June, 2022

2	6 <sup>th</sup> December, 2022	<p>Visit of Asaoti Plant of M/s. Avi-Oil India Private Limited, Associate Company of Balmer Lawrie and Company Limited</p> <p>The Director interacted with the Officials during the visit and was also briefed regarding the activities of M/s. Avi-Oil India Private Limited through Presentations.</p>
3	6 <sup>th</sup> December, 2022	<p>Visit of IP-Asaoti Plant of Balmer Lawrie and Company Limited</p> <p>The Director visited the shop floor production area of the Plant and interacted with the Employees present at the Plant.</p>

**Number of programmes attended by Dr. Vandana Minda Heda, Independent Director during the Financial Year 2022-2023 – 3 (Three)**

**iii. Details of the number of familiarization programmes attended by Dr. Vandana Minda Heda, Independent Director during the Financial Year 2023-2024**

Sl No.	Date	Details of Familiarization Programme
1	20 <sup>th</sup> July, 2023	<ul style="list-style-type: none"> <li>• Visit to SBU- G &amp; L Kolkata</li> <li>• ID was apprised of Business Model of the SBU-Greases &amp; Lubricants</li> <li>• Made aware of manufacturing process of lubricants &amp; Research &amp; Development Centre (ARL) &amp; projects undertaken</li> <li>• Mission &amp; Vision of SBU – G &amp; L</li> <li>• ID was apprised of Business strategies, operations, industry dynamics &amp; growth plans.</li> <li>• ID met leadership team &amp; staff</li> <li>• Visit to Plant and met workers &amp; staff</li> </ul>
2	13 <sup>th</sup> March, 2024	<ul style="list-style-type: none"> <li>• Visited Balmer Lawrie SBU Chemicals Manali campus.</li> <li>• Introduction session followed by SBU Chemicals business presentation.</li> <li>• Plant visit: Visited manufacturing plants of SBU Chemicals, G&amp;L and IP in Manali Campus.</li> </ul>

SI No.	Date	Details of Familiarization Programme
3	14 <sup>th</sup> March, 2024	<ul style="list-style-type: none"> <li>• Visited Balmer Lawrie-Van Leer Limited (Madurantakam)</li> <li>• Introduction was carried out and presentation was made at the Balmer Lawrie-Van Leer Limited Plant.</li> <li>• Plant visit: Visited Balmer Lawrie-Van Leer Limited Plant.</li> </ul>
4	15 <sup>th</sup> March, 2024	<ul style="list-style-type: none"> <li>• Visited Balmer Lawrie SBU Travel Teynampet Office</li> <li>• Meeting with SBU Travel Branch Head</li> </ul>

**Number of programmes attended by Dr. Vandana Minda Heda, Independent Director:**

- a. During the Financial Year 2023-2024 - 4 (Four)
- b. Cumulative basis till date - 12 (Twelve)

**B. Shri Rajeev Kumar, Independent Director**

- i. Details of the number of familiarization programmes attended by Shri Rajeev Kumar, Independent Director during the Financial Year 2021-2022 (from the date of appointment i.e. 26<sup>th</sup> November, 2021 to 31<sup>st</sup> March, 2022)

SI No.	Date	Details of Familiarization Programme
1.	9 <sup>th</sup> February, 2022	<p>The following documents were provided and explained to the Director for his understanding:</p> <ul style="list-style-type: none"> <li>- Memorandum of Association</li> <li>- Articles of Association</li> <li>- Annual Reports of the previous years</li> <li>- Code of Conduct for Board Members and Designated Personnel of Balmer Lawrie &amp; Co. Ltd.</li> </ul>

		<ul style="list-style-type: none"> <li>- Code of Conduct to Regulate, Monitor and report Trading by Designated Persons and Immediate Relative of Designated Persons.</li> <li>- Website of the Company</li> <li>- Board Minutes of the previous Meetings.</li> <li>- Various Codes and Policies of the Company</li> </ul> <p>The Chairman &amp; Managing Director gave an overall view of business model of Balmer Lawrie &amp; Co. Ltd., the industry to which the Company belongs, the roles, rights, responsibilities as Independent Director and other related matters.</p>
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**Number of programmes attended by Shri Rajeev Kumar, Independent Director (during the Financial Year 2021-2022) (from the date of appointment i.e. 26<sup>th</sup> November, 2021 to 31<sup>st</sup> March, 2022) – 1 (one)**

**ii. Details of the number of familiarization programmes attended by Shri Rajeev Kumar, Independent Director during the Financial Year 2022-2023**

SI No.	Date	Details of Familiarization Programme
1	14 <sup>th</sup> July, 2022 and 15 <sup>th</sup> July, 2022	<p>2 day orientation and learning summit of non-official (Independent) Directors of CPSEs-</p> <p>“Capacity Building of NODs” by DPE</p> <p>Pre-Induction programme was also carried out by the Company for Independent Directors for the training held on 14<sup>th</sup> July, 2022 and 15<sup>th</sup> July, 2022 as per DPE Office Memorandum dated 3<sup>rd</sup> June, 2022</p>
2	14 <sup>th</sup> September, 2022	Visited Balmer Lawrie’s Manufacturing facility of Strategic Business Unit - Industrial Packaging at Navi – Mumbai
3	15 <sup>th</sup> September, 2022	Visited Mumbai Office of various Strategic Business Units of Balmer Lawrie and Company Limited

**Number of programmes attended by Shri Rajeev Kumar, Independent Director –**

- a. Financial Year 2022-2023- 3 (Three)**
- b. Cumulative basis till date – 4 (Four)**