



MANUFACTURER OF ELECTRICAL & MECHANICAL CARBON MATERIALS & COMPONENTS

CORPORATE OFFICE : TEMPLE CHAMBERS, 5TH FLOOR, 6, OLD POST OFFICE STREET, KOLKATA : 700001

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CIN : L23101AS1963PLC001206. Website: www.ascarbon.in

Familiarization Programme for Independent Directors

Assam Carbon Products Limited ('the Company') believes that a Board which is well informed/familiarized with Company contributes significantly to the Company. Also, pursuant to Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), Regulation 2015, the Company is required to familiarize its Independent Directors ('IDs') with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc. Accordingly, the Company follows a structured familiarization programme for the IDs as under:

On joining, IDs are familiarized about the background of the Company, their roles, rights, responsibilities in the Company, etc. They are also familiarized with important statutory & regulatory provisions, Code of Conduct and other policies of Company applicable to them;

Updates on relevant regulatory changes and new developments are presented to the Directors, from time to time;
Detailed updates on nature of the industry in which the Company operates, alongwith business, operations and business model of the Company (including achievements/new products/expansion/strategy/budgets), technology & financial statements of the Company are regularly provided at Board meetings.

Details of Familiarization on Programme for Independent Directors

The Independent Directors have complete access to the information within the Company. As a part of agenda of Board/ Committee meetings, presentations are regularly made to the Independent Directors on various matters inter-alia the organization structure, Company's strategy, business model, operations, markets, product offerings, finance, technology, quality updates and other relevant areas on a quarterly and annual basis alongwith quarterly/annual results at the Board meetings and Audit Committee meetings and/ or other meetings called to explain the same.

The Company also separately circulates presentations on business updates, roles, rights and responsibilities of Independent Directors and other relevant areas. In addition, periodic updates on changes in laws are also presented to the Board.

Structured familiarization programmes are conducted for the Independent Directors wherein they are given presentation on various areas including the following:

1. Update on the Labour Laws, Direct & Indirect Tax Laws, Companies Act and the SEBI Listing Regulations
2. Update on business model of the Company
3. Cyber Security Overview
4. New provisions on the Related Party Transaction
5. Insider Trading – changes in Code of Conduct, penal provisions entailed therein and other matters.
6. Induction programme for new Independent Directors

The details of Programmes attended by the Independent Directors are given below:

Particulars	During the Financial Year	Cumulative from 1 st April 2023 to 12 th January, 2024
Number of familiarization programmes organised by the Company, including visits to Company facilities	1	1
Time spent by the Independent Directors in such programmes in the aggregate	0:15 Hrs (approx.)	0:15 Hrs (approx.)

REGISTERED OFFICE & GUWAHATI PLANT

NARENGI CHANDRAPUR ROAD
BIRKUCHI, NARENGI, GUWAHATI : 781026
Phone : (0361) 2640262, 2640630
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PATANCHERU PLANT

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PATANCHERU : 502319. TELEGANA
Phone : (08455) 242089, 242091
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