



SANCO TRANS LIMITED

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

Purpose and objective of the programmes:

To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

Familiarization process:

- The Company through its Managing Director / Executive Directors / Key Managerial Personnel conducts programmes periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- Such programmes provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service offerings, markets, organization structure, finance, human resources, technology, quality, facilities and such other areas as may arise from time to time.
- When a new Independent Director comes on the Board of the Company, a meeting is arranged with Managing Director, Executive Directors & Key Managerial Personnel to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- New Independent Directors are provided with copy of latest Annual Reports, various policies of the company and schedule of upcoming Board and Committee meetings.
- The Company provides the Directors with the tours of company's facilities from time to time. Board meetings are also held in primary workstations of the Company.
- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.