

**Bengal Tea & Fabrics Limited**

**CIN No. L51909WB1983PLC036542**

**Century Towers, 45, Shakespeare Sarani, 4<sup>th</sup> Floor, Kolkata – 700017**

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**FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS  
(Pursuant to Clause 49(II)(B)(7) of the Listing Agreement effective from 1<sup>st</sup> October, 2014)**

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**I. Preamble**

The Securities & Exchange Board of India vide Circular dated 15<sup>th</sup> September, 2014 on Amendments to Clause 49(II) (B) (7) of the Listing Agreements stipulates as under:

- (i) The company shall familiarise the independent directors 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., through various programmes.
- (ii) The details of such familiarisation programmes shall be disclosed on the company's website and a web link thereto shall also be given in the Annual Report.

**II. Objective**

The Familiarization Programme is formulated to make the Independent Directors accustomed to their roles and responsibilities in relation to the workings of the company so that they can execute their duties effectively. The Company shall follow a structured orientation and training programme for the Independent Directors to make them understand and get updated on the business and operations of the Company on a continuous basis.

**III. Details of Familiarisation Programme**

The Module will be on the following lines and will be restructured time to time depending on the necessity:

Orientation module for new directors upon induction*	Business overview and an outline of Corporate Plan and Annual targets	<b>MANAGING DIRECTOR</b> <b>FUNCTIONAL HEADS</b>
	Overview of Sales & Marketing	
	Introduction to Product profile and details on workings of Tea Divisions and Textile Mills	
	Operations overview	
	Financial Performance and budget & control processes	
	Orientation on Statutory compliances as a Board Member	

\* When a New Independent Director joins the Board then he/she will be required to undergo the Orientation programme provided by the Company

In addition to above, which will be administered upon induction of independent directors, following will be covered for both new and existing directors:

<b>On-going inputs on business and operational performance</b>	Overview of Business, operations and business model of the Company	Managing Director and Whole time Director to organize
	Financial Performance, Budgeting and Planning	Functional Heads to organize
	Overview of Business of the Company	Functional Heads to organize
	Familiarization on Statutory compliances including their roles, rights and responsibilities in the Company as a Board Member	Functional Heads to organize

#### **IV. Disclosure**

- a. Familiarisation Programme will be conducted “on need” basis during the year.
- b. The same will be disclosed on the website of the Company at [www.bengaltea.com](http://www.bengaltea.com) and a weblink will be provided in the Annual Report of the Company.

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