

Oriental Aromatics

**FAMILIARISATION PROGRAMME
FOR THE INDEPENDENT DIRECTORS**

Familiarization programme revised on 9th August, 2019

FAMILIARISATION PROGRAMME FOR THE INDEPENDENT DIRECTORS OF ORIENTAL AROMATICS LIMITED (FORMERLY KNOWN AS CAMPHOR AND ALLIED PRODUCTS LIMITED)

1. PREAMBLE

Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended (“Listing Regulations”) stipulates as under:-

- 1.1 The company shall familiarize 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.
- 1.2 This Policy for familiarisation programme (“Policy”) for Independent Directors of Oriental Aromatics Limited (hereinafter referred to as “OAL” or “Company”) is accordingly formulated in pursuance of the aforesaid requirements of Listing Regulations.
- 1.3 The Board has approved the Policy in its meeting held on 9th August, 2019.

2. PURPOSE AND OBJECTIVE OF THE POLICY

- 2.1 To provide Independent Directors an insight into the affairs of Company and to familiarise them about the Company including the nature of the industry in which the Company operates, business model of the Company, and make them accustomed to their roles, rights and responsibilities that would facilitate their active participation in contributing to the Company.

3. FAMILIARIZATION PROCESS

- 3.1 The Company may conduct an introductory familiarization programme whenever a new Independent Director comes on the Board with respect to the various aspects of the Company like constitution, vision & mission statement, the activities, business model, geographies in which the Company operates, band procedures, strategic direction, etc;
- 3.2 All independent directors of the Company should be made aware of their role, responsibilities and liabilities at the time of appointment/re-appointment through Formal Letter of Appointment, which should also stipulate various terms and conditions of their

engagement;

- 3.3 Each member of the Board, including the independent director should be given complete access to any information relating to the Company, whenever they so request;
- 3.4 The Company shall conduct periodical meetings and visits of Independent Directors and make presentations to the Independent Directors to familiarize them with the strategy, operations and functions of the Company;
- 3.5 The programs and presentations shall enable the Independent Directors to interact with the senior management teams of the Company and shall give them an insight into the Company's strategy, business model, operations, markets, organization structure, finance, technology, quality, facilities and risk management and such other areas of relevance;
- 3.6 The Company shall provide specific regulatory updates, from time to time and circulate news and articles related to the industry, if required;
- 3.7 The Independent Directors may also be recommended to attend various seminars, conferences training programmes from time to time;
- 3.8 The Chairman & Managing Director and other executives of the Company shall lead the familiarisation programme on aspects related to business/industry. The Chief Financial Officer or such other authorised officer(s) of the Company may participate in the programme for providing inputs on financial performance of the Company and budget control process, etc. apart from involvement of company secretary and other senior management personnel/key managerial personnel of the Company, when required to conduct such programmes.

4. PROGRAMME AND DISCLOSURE

- 4.1 Familiarization programme will be conducted on "as needed" basis during the year.
- 4.2 As and when familiarization programme is conducted, the details of such familiarization Programmes shall be disclosed on the company's website, as required under Regulation 46 of listing Regulations and a web link thereto shall also be given in the Annual Report.

5. REVIEW OF THE PROGRAM

The Board (including its duly constituted committees wherever permissible), shall have the power to amend any of the provisions of this Policy, substitute any of the provisions with a new

provision or replace this Policy entirely with a new Policy. This Policy shall be subject to review/changes as may be deemed necessary and in accordance with regulatory amendments from time to time.

Sd/-

Dharmil A. Bodani
Chairman and Managing Director
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