



# POLYSPIN EXPORTS LIMITED

CIN: L51909TN1985PLC011683

Registered Office: 351, P.A.C. R. Salai, Rajapalayam – 626 117.

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## FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

(Pursuant to Regulation 25(7) of Securities and Exchange Board of India

(Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations)

The Members of the Board of **POLYSPIN EXPORTS LIMITED** are provided with many opportunities to familiarise themselves with the Company, its management and operations. The Board of Directors are regularly provided with documents on information and updates to have a better understanding of the Company, its operations as well as the industry in which it is operating.

In addition to the requirements of the Listing Regulations, the code for independent directors under Schedule IV also lays down the standards for fulfillment of their responsibilities in a professional and faithful manner to promote confidence of all stakeholders. The Company recognises the importance of institutionalising a familiarisation programme for its Directors so that they can keep themselves well informed about the Company and the external environment in which it operates.

Some of the practices in the familiarisation programme are conducted on a continuous basis and some on case to case basis. Further there are specific practices which the Company follows at the time of induction of a new director. The familiarisation programme broadly encompasses the following:

1. The Independent Directors are made aware of their roles, duties and responsibilities at the time of their appointment through a formal letter of appointment which stipulates the terms and conditions of their engagement.
2. By way of an introduction, every newly inducted Director is appraised about the Company's history and of the business activities of the Company.
3. The Managing Director at the first Board meeting in which the newly inducted director participates makes a detailed presentation on the Company, its business profile, manufacturing locations, organisation structure and other market related information.
4. Exclusive plant visits are also organised for the new Director in order to provide an insight into the actual operations of the Company.
5. Every new director is also provided with a Handbook on Companies Act and listing regulatory compliance requirements applicable for persons holding directorship positions. Newly inducted Audit Committee members are provided with a Note on the duties and responsibilities of an audit committee current practices in the Company, best practices etc.
6. Further, with a view to familiarise the existing Directors with the Company's operations on an ongoing basis, plant visits are periodically organised for the Directors which will detailed tour of the shop floor, specific display of technological innovations made, sharing the R&D initiatives etc.

7. At every Board meeting strategic presentations are made to the Board where the Board members interact with the Senior Management. Industry scenario updates are given periodically at the Board meetings.
8. At every Board meeting besides reporting on compliance with applicable laws, a regulatory update on significant changes in laws applicable to the Company is provided to the Directors.
9. With respect to agenda for the Board meetings, the Company sends detailed agenda with notes to all the Directors and other relevant documents well in advance before the meetings of the Company.

The details of the familiarisation programme(s) imparted to Directors including the independent directors are given below:

Details of the specific Programme(s)	Frequency	Total number of hours every year	Attendance by Independent Directors
Plant Visit(s)	Annual	About 8 hrs.	All Directors visited the facilities FIBC Unit and OE Textile Unit at Cholapuram Village, Tamil Nadu.
Regulatory Updates including periodical updates on Companies (Amendment) Acts, SEBI (LODR) Amendment Regulations, SEBI (Prohibition of Insider Trading) Regulations, 2018, and other Rules etc.	Quarterly	Approx. 4 hrs.	All
Update on R & D Initiatives of the Company.	Annually	Approx. 2 hrs.	Based on attendance at the meeting.
Presentation and updates on significant achievements / recognitions/events participated by the Company	At every board meeting	Approx. 2 hrs.	Based on attendance at the meeting.
Other programmes as detailed above – industry updates, etc.	Quarterly	Approx. 2 hrs.	Based on attendance at the meeting.

The above initiatives help the Directors to understand the Company, its businesses and the regulatory framework in which the Company operates enabling him/her to effectively fulfil their role as a Director of the Company.