

DUNCAN ENGINEERING LIMITED

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FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

The Independent Directors of Duncan Engineering Limited (Formerly Schrader Duncan Limited) are provided every opportunity to familiarise themselves with the strategy, industry overview, performance, key regulatory developments and on their role, rights and responsibilities as a Director.

Induction Programme

Induction programmes are organised for every new Director wherein the Director is given an overview of the Bank, its vision and mission, the industry in which it operates, its business, strategies, risk management, organisation structure and other areas of relevance. The Director is also briefed on the regulatory requirements and legal and statutory provisions which the Director is required to be aware of. Various functional heads of the Bank brief the new Director on the different aspects of the business as well as critical support functions of the Bank.

A Welcome Kit containing various declarations and submissions required to be made to the Board and key information/policy documents such as Group Code of Business Conduct & Ethics, Memorandum and Articles of Association, Annual Report, Whistle Blower Policy, Code of Conduct for prevention of Insider Trading and Report.. A detailed letter informing the terms and conditions of appointment of stating the roles, rights and responsibility in line with the requirements of Companies Act, 2013 and RBI guidelines are provided to the Independent Directors.

Regular Updates

Presentations are made at quarterly Board Meetings which include updates on performance review, strategy and key regulatory developments.

The Independent Directors are also members of Committees and at each Committee meeting, they are presented with the necessary information to enable them to review and grant approvals as per the terms of reference of the Committee. Presentations are made at Committee meetings which *interalia* covers specific industry overview, customer service, risk profile etc. A pre-briefing is organised for the Committee members to brief them on the significant aspects of the agenda. Based on specific requests arrangements are also made for Directors to attend visit plants on time to time relevant to them.