

## *RSWM LIMITED*

### **Details of Familiarization Programmes imparted to Archana Capoor (Independent Director)**

As per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the details of the familiarization programmes imparted to Archana Capoor (Independent Director) for the financial year 2017-18 is given below:

Smt. Archana Capoor was co-opted on the Board w.e.f. 13<sup>th</sup> February, 2018. She was provided, as part of the Familiarization programme, the following documents:

1. MOA and AOA
2. Annual Reports for last three years.
3. Code of Conduct for Directors and Senior Managerial Personnel
4. Note on Directors' role and responsibilities.
5. List of contact details of the Directors.
6. List of contact details of KMPs'/ Senior Managerial Personnel and their Personal/ Executive Assistants.
7. Note on key clients of the Company.
8. Note on budget of the Company.

She interacted with the Chairman and along with the Managing Director as well as other Key Managerial Personnel of the Company in order to get better understanding of the business of the Company.

A familiarisation program was conducted where she met with the functional heads of the units, heads of the HR department, IT department to help her understand the services and product offerings, markets, finance, human resources, technology, quality, facilities and risk management and other areas related to the Company.

She was then presented with the various group policies, emerging scenario in the textile sector etc. Thus, all efforts were made to ensure in getting her well conversant with the state of the Company's affairs and the industry, in which it operates.

The details of the familiarisation programme are given below:

<b>Sr. No.</b>	<b>Name</b>	<b>No. of programme conducted during the financial year 2017-18</b>	<b>No. of programme attended during the financial year 2017-18</b>	<b>No. of programme attended on Cumulative basis during the financial year 2017-18</b>	<b>No. of hours spent in programmes for the financial year 2017-18</b>	<b>No. of hours spent in programmes on Cumulative basis for the financial year 2017-18</b>	<b>No. of hours spent in programmes on Cumulative basis till date</b>
1.	Smt. Archana Capoor	Two	One	One	Two	Two	Two