



## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

*Ref: Schedule IV (Section 149 (8)) of the Companies Act, 2013 & Regulation 25 (7) and 46 (i) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015*

<p><b>Objective</b></p>	<p>The Company follows structured orientation and training programme for the Independent Directors of the Company to understand and get updated on the business and operations of the Company and nature of the industry in which the Company operates.</p> <p>The Independent Directors are kept aware and are being regularly updated by the Company, as and when required, about the changes in the regulatory framework and of their role, responsibilities and duties.</p>	
<p><b>Familiarisation Programme</b></p>	<p>Familiarisation Programmes for the Independent Directors generally forms part of the Board induction process.</p> <p>As such the Directors of the Company have complete access to the information about the Company.</p>	
<p><b>Induction Kit for new Directors</b></p>	<p>A new Director is welcomed on the Board of Directors by sharing various documents of the Company for his/her reference such as:</p> <ol style="list-style-type: none"> <li>1. Brief introduction of the Company</li> <li>2. Memorandum &amp; Articles of Association of the Company</li> <li>3. Profile of Board of Directors</li> <li>4. Profile of Senior Management Personnel</li> <li>5. Details of various Committees of the Board</li> <li>6. Code of Conduct for Board of Directors and Senior Management for maintaining highest degree of Corporate Governance and disclose personal and/or financial interest in any business dealings concerning the Company and ensure compliance with SEBI (Prohibition of Insider Trading) Regulations, 2015 etc.</li> <li>7. Code of Conduct for trading in listed or proposed to be listed securities of the Company</li> <li>8. Latest Annual Report</li> <li>9. Various Policies / Charters adopted by the Board</li> <li>10. Detailed Appointment letter incorporating the role function, duties, remuneration and evaluation.</li> </ol>	
<p><b>Orientation Module</b></p>	<p style="text-align: center;"><b>Particulars</b></p> <p>Business overview, Corporate Plan</p> <p>Board Meeting Process</p> <p>Statutory Compliances as a Board member as per Companies Act, Listing Regulations etc.</p> <p>Updates on Company and its subsidiaries</p>	<p style="text-align: center;"><b>Responsibility</b></p> <p>Managing Director</p> <p>Company Secretary</p> <p>Company Secretary</p>

# **PHF LEASING LIMITED.**



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As such, the Company ensures that there is appropriate mechanism to ensure that the Directors remain familiar with their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, and continue to be updated on the state of Company's affairs and the industry in which it operates.

#### **Review of the Programme:**

The Company may review the programme and make necessary revisions, as and when required.

#### **Disclosure requirement:**

The familiarisation programme for Independent Directors is disclosed on the Company's website [www.phfleasing.com](http://www.phfleasing.com) and web link thereto shall be given in the Annual report.

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