

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

Purpose and Objective of the Programmes

- To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

Familiarization and Continuing Education Process

- The Company through its Managing Director / Executive Director / Key Managerial Personnel conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- Such programmes / presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.
- The programmes/presentations also familiarises the Independent Directors with their roles, rights and responsibilities.
- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- New Independent Directors are provided with copy of latest Annual Report, the Code of Conduct, and the Code of Conduct for Prevention of Insider Trading and Code of Corporate Disclosure Practices, Schedule of upcoming Board and Committee meetings.
- The Company provides the Directors with the tours of company's facilities from time to time.
- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors. Other Initiatives to Update the Directors on a Continuing Basis
- The Directors get an opportunity to visit Company's plants, where plant heads appraise them of the operational and sustainability aspects of the plants to enable

them to have full understanding on the activities of the Company and initiatives taken on safety, quality, CSR, Sustainability etc.

- At various Board meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates business excellence under the Business Excellence Model with areas of improvement and other relevant issue.
- Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario etc.
- Quarterly results / press release of the Company are sent to the Directors.



LAXMI COTSPIN LIMITED

(A Govt. Recognized Star Export House & NSE Listed Company)



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Ref. No.

Date :

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS OF LAXMI COTSPIN LIMITED ("THE COMPANY") DURING FY 2024-25:

The Company has an orientation process/familiarization programme for its independent directors with emphasis on:

- Roles, Rights and Responsibilities - Board dynamics & functions
- Strategy, Operations and functions of the Company

As a process when a new independent director is appointed, a familiarization programme is conducted by the senior management team and also whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the role and responsibility of Committee members is informed.

The Independent Directors have attended such orientation process/familiarization programme. The Board and Committee meetings of the Company are held at least on a quarterly basis and members of the Board meet key functional/business heads separately to get themselves more familiarized with the business/operations and challenges faced by the industry on an ongoing basis.

Details of Familiarization Programmes imparted to Independent Directors	Two programmes:
Number of programmes attended by Independent Directors (during the year and on a cumulative basis till date)	i) 10.11.2024 ii) 16.02.2025

Number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date)	Approx. eight hours during the year
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Purpose of Programme

- 1) Business & Operational performance of the Company and its subsidiaries.
- 2) Financial planning, accounting and reporting
- 3) Overview on Corporate Governance & stakeholder engagements



(No. of Hours Spent)

Sr. No.	Programme Details	Name of Independent Directors			
		Mr. Gopal Mundada	Mr. Kailash Biyani	Mr. Vijaykumar Zanwer	Mr. Ketan S. Shah
1	Business & Operational performance of the Company and its subsidiaries.	3.00	2.00	3.00	3.00
2	Financial planning, accounting and reporting	2.00	3.00	3.00	2.00
3	Overview on Corporate Governance & stakeholder engagements	3.00	3.00	2.00	3.00
Total Duration		8.00	8.00	8.00	8.00

