

Familiarization Programme for Independent Directors

Kaya's Familiarization programme for Independent Directors includes the following:

- ❖ All the Independent Directors are made aware of their roles, rights, responsibilities at the time of their appointment through a formal letter of appointment. The Company also provides all new Directors with an Induction which includes familiarization of the Director with the Company, his role, rights, responsibilities in the Company, nature of the industry, business model of the Company, etc.
- ❖ The Management makes presentation on the key changes in the Regulations impacting the Company, the role and responsibility of the Board of Directors and its Committees at the Board Meetings.
- ❖ The Independent Directors are provided with periodic inputs on the business performance of the Company, strategic business plans and the annual financial plan at the Committee and Board Meetings or Board Retreats.
- ❖ The Board of Directors has complete access to the information within the Company. Independent Directors have the freedom to interact with the Company's management. Interactions happen during meetings of the Board or its Committee wherein the Business Heads are asked to make presentations about performance of their Business Division to the Board.

Details of Kaya's Familiarization programme for Independent Directors for FY15-16:

- ❖ The Familiarization Programme conducted for Independent directors provided information relating to the financial performance, business model, budget, control process of the Company and also included introduction on new services included in the Kaya business and regular updates on product developments through presentations made to the Board of Directors and/or Committees of the Board. The said presentations were made at the meetings held on November 5, 2015 and January 25, 2016 for an hour each. All the Independent Directors were present.
- ❖ Mr. Irfan Mustafa on his appointment as Additional Director of the Company was inducted about the Company, nature of the industry in which the Company operates, his role, rights, responsibilities as an Independent Director. The CEO and CFO of the Company lead the Programme on aspects relating to business and other relevant matters. A visit to Kaya Skin Clinics was also organized by the management to elucidate its operations and functions to Mr. Irfan Mustafa.
