

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 FY16-17:

- ❖ The Familiarization Programme conducted for Independent directors provided information relating to the financial performance, business model, budget, and control process of the Company.
- ❖ The programme included introduction on new category, namely, hair care services 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 August 4, 2016 for an hour each. All the Independent Directors were present.
- ❖ Each Independent Director has spent four hours on a cumulative basis till date, March 31, 2017.
