



KANCO ENTERPRISES LIMITED

Registered Office : "Jasmine Tower", 3rd Floor
31 Shakespeare Sarani, Kolkata - 700 017, India, Telefax : 2281-5217
E-mail : compliance@kanco.in, Website : www.kanco.in
Corporate Identity Number (CIN)-L51909WB1991PLC053283

Policy on Familiarisation Programme for Independent Directors (Effective from 1st October, 2014)

In terms of clause 49(II)(B)(7) of the Listing Agreement the Company shall familiarise the independent directors with the company, their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc., through various initiatives.

The details of such familiarisation programmes shall be disclosed on the company's website and a web link thereto shall also be given in the Annual Report.

Objective and details of Familiarisation Policy

1. The new Director is welcomed to the Board of Directors of the Company by sharing the following documents of the Company for his / her references:

Memorandum of Association and Articles of Association of the Company
Annual Reports of last three consecutive years
Code of Conduct for Directors and Senior Managerial Personnel
Note on Directors roles and responsibilities
Organizational Chart of the Company and the profile of all the Directors and the Senior Managerial Personnel of the Company
List of Contact details of the Directors, Senior Managerial Personnel and their personal / executive assistants.
Industry overview and business structure of the Company;
Operation overview and product knowledge;
Overview of Sales & Marketing strategies;
Financial Statements, Financial Ratios and other performance parameters used for control process;

2. The Company shall periodically organise familiarisation programme for the Independent Directors to appraise them with the business operations of the Company as also to know their roles, rights and responsibilities in the Company to enable them to make effective contribution and discharge their functions as a Board Member.
3. The Company shall also update the directors on the current legal scenarios for the Company, Compliance Management, Risk Mitigations and changes in relevant laws applicable to the Company and the directors for discharge of their duty.



Approved in the Board Meeting held on 29th November, 2014.