



Familiarization Program for Independent Directors

Objectives

The Familiarization Program for Independent Directors of the Company aims to achieve the following objectives:

1. To provide an understanding of the Company's central idea.
2. Independent Directors and Senior Executives are accessible to each other.
3. Adequate opportunities are availed of by the Independent Directors to understand the company's operations and lines of business.
4. The Independent Directors are apprised in a timely manner by the management of important developments affecting the Company.

Process & Initiatives

As soon as possible after induction, an introductory session is organized for the Independent Directors wherein the senior management makes presentation on the Company and its operations.

The Independent Directors are provided an opportunity to visit the Plant at least once in a year (at the time of Annual General Meeting of the Company) to spend the day at the Terminal and familiarize themselves with the operations of the Company with the following agenda:

1. General

- a. Manpower in General shift and round the clock shifts
- b. Provision for stay for shift personnel during emergency
- c. Canteen Facility
- d. Manpower Transportation System
- e. Communication set up
- f. Risk Management Policy

2. HSE

a. Health of Officers & Staff

- i. Medical facilities (incl. arrangement with major Medical Institution / Hospital in the event of unfortunate events.)
- ii. First Aid

b. Safety

- i. Statutory Clearances
- ii. Safety Audit Observations
- iii. Accidents
- iv. Safety Briefing
- v. Safety Boards



c. Environment

- i. ETP
- ii. Environment management
- iii. Green belt
- iv. House keeping
- v. Fugitive emission

3. Operations & Maintenance

- a. Issues
- b. Audit observations
- c. Flow assurance
- d. Pigging of lines
- e. MI of Tanks
- f. Preventive maintenance of Instruments, Equipments

4. Interface issues with IOC Refinery

5. Status of framing /implementation of various policies.

6. Inventory Management

7. Legal Issues

8. Commercial Issues

9. Succession Plan

10. Future Prospects

The Independent Directors are requested to make suggestions based on which the above program is decided. Also follow-up sessions including virtual sessions are organized.

Details of programmes conducted

The details of familiarization programmes imparted to Independent Directors are as follows:

Independent Directors	Number of Programs / Meetings attended			Number of hours attended		
	Mr. Nilmoni Bhakta	Mr. Narendra Asija	Cumulative Till Date	Mr. Nilmoni Bhakta	Mr. Narendra Asija	Cumulative Till Date
FY 2021-22	2	2	4	12	12	24
FY 2022-23	2	2	8	12	12	48
FY 2023-24	2	2	12	12	12	72
FY 2024-25	2	2	16	12	12	96
Date of Appointment 13-04-2025	Mr. Ajai Kumar	Mr. Brajesh Kumar Singh		Mr. Ajai Kumar	Mr. Brajesh Kumar Singh	
FY 2025-26	2	2	4	8	8	24