

INDIAN TONERS & DEVELOPERS LIMITED

**Regd. Office : 10.5 Km Milestone, Rampur Bareilly Road, Rampur – 244 901 (U.P.)
(CIN NO. L74993UP1990PLC015721)**

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Familiarisation Programme for Independent Directors of Indian Toners & Developers Limited

The familiarization programme for Independent Directors which also extends to other Non-Executive Directors aims to familiarize them with the Company, their roles, rights, responsibilities in the Company, nature of the toner industry, business model of the Company etc.

The Board of Directors has complete access to the information within the Company. Presentations are regularly made to the Board of Directors/Audit Committee/Nomination & Remuneration Committee/Corporate Social Responsibilities Committee/Stakeholders Relationship Committee on various related matters, where Directors get an opportunity to interact with Senior Managers. Presentations, inter alia, cover the Company's strategy, business model, operations, markets, organization structure, product offerings, finance, risk management framework, quarterly and annual results, human resources, technology, quality and such other areas as may arise from time to time. The Company may circulate through mail on periodic basis, update for Directors. Independent Directors have freedom to interact with Company's management. The Company provides an orientation to the Independent Directors at the time of their joining so as to enable them understand, inter alia, the business of the Company.

The Company also issues appointment letter to the Independent Directors which also incorporates their role, duties and responsibilities.