



ALKYL AMINES CHEMICALS LIMITED

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

1. Objective of the programme

In accordance with requirements of Regulation 25 and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 and Schedule IV of the Companies Act, 2013, the Company shall familiarize the Independent Directors their roles, rights and responsibilities in the Company, details regarding the Company's products and plant(s), nature of the industry in which the Company operates, business model of the Company, etc., through various information programs.

2. Familiarization process

a. Familiarization imparted immediately upon appointment of the Director:

Independent directors of the Company are made aware of their role, responsibilities and duties at the time of their appointment, through a formal letter of appointment, which also stipulates various terms and conditions of their engagement. They are also made aware of the Company's Board and Board committee framework, policies and procedures.

b. Continual Familiarization processes:

As part of discussions, presentations are made to the Board of Directors / Audit Committee / Nomination & Remuneration Committee / Corporate Social Responsibility Committee / Stakeholders Relationship Committee / Risk Management Committee on various related matters where the directors get an opportunity to ask questions. Presentations inter alia covers, Company's performance, quarterly/annual results, CSR and risk management framework.

The Board members are updated on Companies Act, 2013, SEBI Regulations and various other regulatory amendments and developments by way of presentations by the Company. Each member of the Board including the independent directors, have been given complete access to any information relating to the Company, whenever they so request.

3. Disclosure

The details of the familiarization programme shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report.