

**TEA TIME LIMITED**  
**CIN: L01132WB1979PLC032246**

**FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

- The Company as required conducts programmes/presentations to familiarize Independent Directors with the strategy, operations and functions of the Company and also with their roles, rights and responsibilities.
- Discussions held at the Quarterly Board Meetings and Committee Meetings provide an insight to the Independent Directors on the business and performance updates of the Company, business environment and strategy, areas of concern which need to be controlled and updates in the regulatory environment, if any.
- In case of appointment of new Independent Director, he/she is provided with the Annual Reports and other necessary documents, reports and internal policies of the Company to familiarize with Company procedures and business practices.
- The Appointment Letter issued to New Independent Director sets out his/her roles, rights and responsibilities.
- The Schedule IV of The Companies Act, 2013 (Code for Independent Directors) familiarizes the Independent Directors to their roles and functions.