

ADVANCE STEEL TUBES LIMITED

DETAILS OF THE FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS

As per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the details of the familiarization programmes imparted to Independent Directors for the financial year 2017-18 is given below:

The company has conducted the Familiarization Programme where the Independent Directors met with the functional heads of the units, heads of the HR department, IT department to help them understand the services and production process, operations & products of the company, markets, finance, human resources, technology, quality, facilities, budget & control process, risk management and other relevant areas related to the Company. Independent Directors are provided with necessary documents/brochures, reports and internal policies to enable them to familiarize with the Company's procedures and practices. Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, global business environment, business strategy and risks involved. Detailed presentations on the duties and responsibilities of Independent Directors and the Company's business segments were made at the separate meetings of the Independent Directors held during the year. The Independent Directors were then presented with the various group policies, emerging scenario in the textile sector etc. Thus, all efforts were made to ensure that the Directors get well conversant with the state of the Company's affairs and the industry, in which it operates.

The details of the familiarization program are given below:

Sr. no.	Name of Independent Director	No. of Programme Conducted during the financial year 2017-2018	No. of Programme s attended on cumulative basis	No. of hours spent in programmes for the financial year 2017- 18	No. of hours spent in programmes on Cumulative basis or the financial year 2017-18
1.	Naresh Chand Maheshwari	One	One	Two	Two
2.	Jay Vilas Dubey	One	One	Two	Two
3.	Parveen Gupta	One	One	Two	Two