



Terms and conditions for Appointment of Independent Directors

The terms and conditions of appointment of the following Independent Directors are subject to the provisions of the (i) applicable laws, including the Companies Act, 2013 (**‘2013 Act’**) and SEBI (Listing Obligations & Disclosure Requirement) Regulations, 2015 (**“SEBI LODR, 2015”**) and (ii) Articles of Association of the Company.

| Sl. No. | Name of Independent Director | From | To | Term of Appointment |
|---------|------------------------------|------------|------------|---------------------|
| 1. | Ms. Atima Khanna | 23.05.2019 | 22.05.2024 | First Term |
| | | 23.05.2024 | 22.05.2029 | Second Term |
| 2. | Ms. Ritu Goyal | 11.08.2023 | 10.08.2028 | First Term |
| 3. | Mr. Parmatma Singh Rathor | 11.08.2023 | 10.08.2028 | First Term |

The broad terms and conditions of their appointments as Independent Directors of the Company are reproduced hereunder:

1. Appointment

The appointment will be for the period mentioned against their respective names (**“Term”**). The Company may disengage Independent Directors prior to completion of the term subject to compliance of relevant provisions of the 2013 Act and SEBI LODR.

Being an Independent Director, they will not be liable to retire by rotation.

Reappointment at the end of the Term shall be based on the recommendation of the Nomination and Remuneration Committee and subject to the approval of the Board and the shareholders. The reappointment would be considered by the Board based on the outcome of the performance evaluation process and the directors continuing to meet the independence criteria.

The directors may be requested to be a member / Chairperson of any one or more Committees of the Board which may be constituted from time to time.

Currently, the Board has four committees: Audit Committee, Nomination and Remuneration Committee, Stakeholders’ Relationship Committee and Finance Committee.

2. Role, duties and responsibilities

- a. As members of the Board, they along with the other Directors will be collectively responsible for meeting the objectives of the Board which include:
 - Requirements under the Companies Act, 2013 and SEBI LODR, 2015
 - “Responsibilities of the Board” as outlined in Regulation 25 of SEBI LODR, 2015;
 - Accountability under the Director’s Responsibility Statement.
- b. They shall abide by the ‘Code For Independent Directors’ as outlined in Schedule IV to section 149(8) of the 2013 Act, and duties of directors as provided in Section 166 of the 2013 Act and in Regulation 16(1)(b) of the SEBI (Listing Obligations & Disclosure Requirement) Regulations, 2015.
- c. They are particularly requested to provide guidance in their area of expertise.

3. Time Commitment

Considering the nature of the role of a director, it is difficult for the Company to lay down specific parameters on time commitment. They agree to devote such time as is prudent and necessary for the proper performance of their role, duties and responsibilities as an Independent Director.

4. Remuneration

As Independent Directors, they shall be paid sitting fees for attending the meetings of the Board and the Committees of which they are members. The sitting fees for attending each meeting of the Board and its Committees would be as determined by the Board from time to time.

Further, the Company may pay or reimburse to the Director such expenditure, as may have been incurred by them while performing their role as an Independent Director of the Company. This could include reimbursement of expenditure incurred by them for accommodation, travel and any out of pocket expenses for attending Board/ Committee meetings, General Meetings, court convened meetings, meetings with shareholders/creditors/management, site visits, induction and training (organized by the Company for Directors) and in obtaining, subject to the expense being reasonable, professional advice from independent advisors in the furtherance of their duties as Independent Directors.

5. Information on meetings

Most Board meetings are held at the Corporate Office of the Company at Ground Floor, Plot No. 58, Sector-44, Gurgaon-1220023, Haryana. The agenda and explanatory notes are sent to the Board in advance. The Board meets at least once a quarter to review the quarterly results and other items on the agenda and also on the occasion of the Annual General Meeting of the shareholders. Additional meetings are held, when necessary. Committees of the Board usually

meet the day of the Board meeting, or whenever the need arises for transacting business. The recommendations of the Committees are placed before the Board for necessary approval.

The Board has full and unfettered access to any information of the Company, and to any employee of the Company.

6. Independent Directors' discussion

Annually and when required, the Independent Directors meet without the presence of Non-Independent Directors and members of the Management. At this meeting, the Independent Directors inter alia evaluate the performance of the Non-Independent Directors and the Board of Directors as a whole, evaluate the performance of the Chairman of the Board and discuss aspects relating to the quality, quantity and timeliness of the flow of information between the Company, the Management and the Board.

7. Insurance

The Company will take an appropriate Directors' and Officers' (D&O) Liability Insurance policy and pay the premiums for the same. It is intended to maintain such insurance cover for the term of their appointment, subject to the terms of such policy in force from time to time.

8. Code of Conduct

As Independent Directors of the Company, they agree to comply with the Code of Conduct of the Company for the Directors.

Unless specifically authorized by the Company, they shall not disclose company and business information to constituencies such as the media, the financial community, employees, shareholders, agents, franchisees, dealers, distributors and importers.

Their obligation of confidentiality shall survive cessation of their respective directorships with the Company.

The provisions of both, Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, as amended and the Code of Conduct on Prevention of Insider Trading, prohibiting disclosure or use of unpublished price sensitive information, would be applicable to the Independent Directors. Being a Director of the Company, they will be classified as a designated person of the Company and hence are prohibited from dealing in the Company's securities during the period when the trading window is closed.

Additionally, they shall not participate in any business activity which might impede the application of their independent judgment in the best interest of the Company.

All Directors are required to sign a confirmation of acceptance of the Code of Conduct for NEDs as adopted by the Board on an annual basis.

9. Training and Development

The Company may, if required, conduct formal training program for its Independent Directors.

The Company may, as may be required, support Directors to continually update their skills and knowledge and improve their familiarity with the Company and its business. The Company will fund/arrange for training on all matters which are common to the whole Board.

10. Performance Appraisal / Evaluation Process

As members of the Board, their performance as well as the performance of the entire Board and its Committees will be evaluated annually. Evaluation of each director shall be done by all the other directors. The criteria for evaluation shall be disclosed in the Company's Annual Report. However, the actual evaluation process shall remain confidential and shall be a constructive mechanism to improve the effectiveness of the Board/Committee.

11. Disclosures, other directorships and business interests

During the Term, they agree to promptly notify the Company of any change in their directorships, and provide such other disclosures and information as may be required under the applicable laws. They also agree that upon becoming aware of any potential conflict of interest with their position as Independent Directors of the Company, they shall promptly disclose the same to the Chairman and the Company Secretary.

During their Term, they agree to promptly provide a declaration under Section 149(7) of the 2013 Act and Regulation 16(1)(b) of the SEBI LODR, 2015, upon any change in circumstances which may affect their status as an Independent Director.

12. Changes of personal details

During the term, they shall promptly intimate the Company Secretary and the Registrar of Companies in the prescribed manner, of any change in address or other contact and personal details provided to the Company.

13. Disengagement

They may resign from the directorship of the Company by giving a notice in writing to the Company stating the reasons for resignation. The resignation shall take effect from the date on which the notice is received by the Company or the date, if any, specified by them in the notice, whichever is later.

Their directorship on the Board of the Company shall cease in accordance with law. The Company may disengage Independent Directors prior to completion of Term (subject to compliance of relevant provisions of the 2013 Act) upon:

Violation of any provision of the Code of Conduct as applicable to NEDs, upon the director failing to meet the criteria for independence as envisaged in Section 149(6) of the 2013 Act or SEBI LODR, 2015.