

GP PETROLEUMS LIMITED

Familiarization Program for Independent Directors

PREAMBLE

Pursuant to the provisions of Schedule IV of the Companies Act, 2013 and Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any amendments thereof, every listed entity is required to familiarise its Independent Directors through various programmes by providing information about nature of Industry in which it operate, business model of the Company, roles, rights and responsibilities of the Independent Directors and other relevant information which he/she should be aware as the Independent Director of the Company.

OBJECTIVE

To enable Independent Director to understand the Company in which he/she serves as Independent Director and to get update on the business and operation of the organization on a continuous basis which will help him/her to discharge of his/her duties in an effective manner.

SYNOPSIS OF FAMILIARIZATION PROCESS AT GPPL

A. At the time of the appointment

At the time of the appointment, the Independent Directors are informed about their role and responsibilities and are given an overview of business operations and business model of the Company.

Following documents are provided to the Independent Directors at time of their appointment:-

1. Annual Report of the Company.
2. Code of Conduct for Board Members and Senior Management Personnel
3. Internal policies to enable them to familiarize with the Company's procedures and practices.
4. Policy to prohibit to enter into any insider trading
5. Appointment Letter containing terms of their appointment, roles, duties, responsibilities and liabilities as Independent Director

B. Regular Familiarisation modules

1. Presentations on the business and performance of the Company are made at the Board Meetings to familiarize the Independent Directors with the strategy, operations and functions of the Company. The Programme aims to provide insights into the Company to enable the Independent Directors to be in a position to take well-informed timely decisions and contribute significantly to the Company.

2. Updation on any change and new development with regard to relevant regulatory requirement such as SEBI Regulations, Companies Act, etc.
3. The Board members are also made aware about the compliances applicable on the Company by way of quarterly compliances report.
4. Need based training is provided to the Board Members on various matters. The Board Members based on their requirement attend various seminars, conferences, training programmes from time to time as provided by the Company.
5. The Board members are also encouraged to advise the Company to adopt further programmes for their familiarization with the Company.
6. Factory visit programmes are conducted by the Company to enable the Directors to know the Company better.

Details of Familiarization Programme imparted to the Directors of the Company.

Number of Programmes attended and number of hours spent by Independent Directors:

Financial Year	No of Programmes	No of Hours Spent
2015-2016	1	2 Hours
2016-2017	1	2 Hours
2017-2018	4	6 Hours
2018-2019	5	6.5 Hours
2019-2020	4	6 Hours
2020-2021	5	6.5 Hours
2021-2022	4	4 Hours
2022-2023	4	4 Hours

Total cumulative hours spent by Independent Directors in Familiarisation programmes till FY 2023 is 37 hours.