



# **KANODIA CEMENT LIMITED**

## **Letter of Appointment for Independent directors**

***The Code for Independent Directors contained in the Companies Act, 2013 provides that Company should issue a letter of appointment to the Independent Directors.***

We are pleased to inform you that upon the recommendation of the Nomination and Remuneration Committee and the Board, the members at their meeting held on \_\_\_\_\_ have approved your appointment as an Independent Director on the Board of **M/s Kanodia Cement Limited** under the relevant provisions of the Companies Act, 2013.

We are sure that the Board will continue to benefit immensely from your rich knowledge and valuable experience.

**This letter sets out the main terms of your appointment as follows:**

### **Compliance of eligibility criteria**

As per the declaration dated \_\_\_\_\_ provided by you (**copy enclosed**), it is noted that you meet the criteria of being appointed as an Independent Director of the Company in terms of the provisions of Section 149 of the Companies Act, 2013 and Rules notified thereunder from time to time.

You shall, on a yearly basis, declare to the company that you continue to meet these eligibility criteria.

In case of happening of any event, if you cease to meet the eligibility criteria for Independent Director, you shall promptly inform company of the same and shall cease to become an Independent Director of the Company.



**Term of appointment:**

The members of Kanodia Cement Limited at the Extra Ordinary General Meeting of the Company held on \_\_\_\_\_ have appointed you as an Independent Director on the Board of Kanodia Cement Limited under section 149, 152 and other applicable provisions of the Companies Act, 2013 and Rules notified thereunder, read with Schedule IV to the Act, as amended from time to time.

You shall hold office for a term of 5 years w.e.f \_\_\_\_\_ and shall not be liable to retire by rotation.

Upon completion of the initial term of 5 years, your appointment as an Independent Director can be renewed for another term if so recommended by the Nomination and Remuneration Committee and approved by the Board subject to relevant provisions of the Companies Act, 2013 and Rules notified thereunder. Any term of renewal shall be subject to approval of the shareholders in the General Meeting.

If your appointment is not so renewed, then upon completion of initial term it shall terminate automatically, with immediate effect and without compensation.

Continuation of your appointment is also contingent on satisfactory performance and any relevant statutory provisions relating to the removal of a director / vacation of office / disqualification of director.

**Expectation of the Board:**

The Board expects your active participation by providing vision and expert direction which will enable the company to achieve excellent performance and growth.

You are required to serve on one or more committees of the Board.

It is expected that taking into account all other commitments you may have, you are able to, and will, devote sufficient time to your duties as a non-executive independent director.

**Duties and Responsibilities:**

You will be expected to perform your duties, whether statutory or fiduciary, faithfully, efficiently and diligently to a standard commensurate with both the functions of your role and your knowledge, skills and experience.



You are expected to abide by the provisions specified in Schedule IV under Section 149(8) along with the provisions of section 166 of the Companies Act, 2013.

You will disclose any direct or indirect interest which you may have in any matter being considered at a board meeting or committee meeting and you will not vote on any resolution of the Board, or of one of its committees, on any matter where you have any direct or indirect interest.

Unless specifically authorised to do so by the Board, you will not enter into any legal or other commitment or contract on behalf of the Company.

### **Remuneration**

Subject to the provisions of sections 197 and 198 of the Companies Act, 2013 you will be entitled to sitting fees, reimbursement of expenses for participation in the Board, other committee meetings and meetings of Independent Directors and profit related commission as may be approved by the shareholder

Unless otherwise informed from our side, a sitting fee of Rs. \_\_\_\_\_ shall be payable to you for attending each meeting of the Board, Committees and meetings of Independent Directors.

The Company will reimburse all reasonable and properly-documented expenses you incur in performing duties of your office.

All fees / commission etc will be paid by way of Banking Channel in your favour/ direct credit to your bank account and are subject to income tax and other statutory deductions.

### **Code of Conduct and Ethics**

The Company expects its independent directors to strictly adhere to the code prescribed under schedule IV of Section 149 (8) of Companies Act, 2013. The said Code forms part of this appointment letter and is enclosed for your reference.

The Board has approved a Code of Ethics for Directors and Employees of the Company. A copy of Code of Conduct of Independent Directors is enclosed. You are expected to ensure compliance of the same.

You acknowledge that all information acquired during your appointment is confidential to the Company and should not be released, communicated, nor disclosed either during your appointment or following termination (by whatever means), to third parties without prior



clearance from the company. This restriction shall cease to apply to any confidential information which may (other than by reason of your breach) become available to the public generally.

You acknowledge the need to hold and retain company information (in whatever format you may receive it) under appropriately secure conditions.

**Review process:**

The performance of individual directors and the whole Board and its committees shall be evaluated annually.

Any proposal of re-appointment of independent director shall be on the basis of report of performance evaluation.

**Changes to personal details:**

Any changes in address or other personal contact details may please be advised to the Company Secretary promptly.

**Resignation of Independent Director:**

An Independent Director may resign from his office by giving a notice in writing to the company and the Board shall on receipt of such notice take note of the same and the company shall intimate the Registrar as required under Companies Act, 2013.

The independent director shall also forward a copy of his resignation along with detailed reasons for the resignation to the Registrar within thirty days of resignation.

Resignation of a independent director shall take effect from the date on which the notice is received by the company or the date, if any, specified by the director in the notice, whichever is later.

**Schedule of Meetings:**

The Company Secretary will provide to you the schedule of forthcoming meetings.

Looking forward for a mutually satisfying association with you.