



## **DETAILS OF FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS** [Pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

### **Preamble**

In accordance with the requirement of Regulation 25(7), 46(2)(i) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Schedule IV of the Companies Act, 2013, the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc. through various programmes and disseminate the details of such familiarization programmes imparted to the Independent Directors on the website of the Company and a web link thereto in the Annual Report which include but not limited to the details such as (i) number of programmes attended by Independent Directors (during the year and on a cumulative basis till date), (ii) number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date).

### **Purpose and Objective**

The program aims to familiarize the Independent Directors with the Company to enable them to understand its business, its industry, its management, its performance, its policies in depth and contribute significantly to the Company.

### **Overview of the Familiarization**

All Independent Directors shall be aware and further updated about their roles, rights, responsibilities in the Company. The appointment letter issued to Independent Directors inter-alia sets out the expectations (including but not limited to their role, functions, remuneration, performance matrix, evaluation criteria, training and development) of the Board of Directors ('Board') from the appointed Director, their fiduciary duties and the accompanying liabilities that come with the appointment as a Director of the Company.

Periodic presentations are made at the Board and Board Committee Meetings, on Company's performance, Business Strategy, Industry Perspective & Issues, Risk Evaluation, Policies, Organization Structure etc. with an intent to familiarize the Directors. Such presentations are made by the Senior Management or function heads so that the Independent Directors can have direct interaction with them.

Quarterly, half-yearly and yearly updates, news releases and bulletins are regularly circulated to Directors to keep them abreast on significant development in the Company.

Each Director of the Company has freedom to interact with the Company's management. An active communication maintained by the Company's management enable Directors to inquire about any issues. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part.

## **RELAXO FOOTWEARS LIMITED**

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### Detailed Disclosure of the Familiarization Programme Imparted

During the year 2019-20, the Independent Directors of the Board have attended various programs on Retail and export business segments, HR related initiatives and updates, Risk Management, Corporate Social Responsibility (CSR), Company & SEBI law updates, Internal Financial Controls for about 5 hours. Audit Committee members have received qualitative updates on Internal Financial Controls, Risk Management, Compliance Process Updates and accounting issues for extra 3 hours.

### Details of the number of programmes imparted and number of hours spent by Independent Directors so far yearly and cumulatively

Financial Year	Number of programmes attended by Independent Directors as a		Number of hours spent by Independent Directors as a	
	Board member	Member of the Audit Committee	Board member	Member of the Audit Committee
2015-16	6	4	5	2
2016-17	6	5	5	4
2017-18	7	6	5	4
2018-19	6	7	6	4
2019-20	7	4	5	3
<b>Total</b>	<b>32</b>	<b>26</b>	<b>26</b>	<b>17</b>

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