

1. ADMINISTRATION

The familiarization program for the Independent Directors is administered and monitored by the Nomination and Remuneration Committee of the Company to provide them an insight into the aspects relating to Business and Industry.

2. FREQUENCY

The familiarization program has been conducted in two ways:

- **Initial familiarization**

It is imparted to all the Independent Director at the time of their appointment in the Company to make them familiar with the Company's operations, set up, market share, governance and other relevant information relating to Company's Business and to enable them to understand their roles, responsibilities and duties.

- **Ongoing familiarization**

It is the program conducted by the Company on half yearly basis for the Independent Directors to help them understand the Company's strategy, policies, business model, operations, organization structure and facilities and other areas.

3. DETAILS OF THE PROGRAMS ATTENDED

The details of programs attended by Mr. Vidya Sagar Bhatia are as follows:

Type of Program	Date of Program	No. of Hours	Cumulative Total (in hours)
Initial Familiarization	11 th October, 2014	1.00	1.00
Ongoing Familiarization	21 st March, 2015	1.30	2.30
Ongoing Familiarization	07 th November, 2015	1.00	3.30
Ongoing Familiarization	30 th March, 2016	2.00	5.30



VANI COMMERCIALS LIMITED

The details of programs attended by Mr. Divesh Kumar Bajaj are as follows:

Type of Program	Date of Program	No. of Hours	Cumulative Total (in hours)
Initial Familiarization	11 th October, 2014	1.00	1.0
Ongoing Familiarization	21 st March, 2015	1.30	2.30

The details of programs attended by Mr. Gaurav Mutreja are as follows:

Type of Program	Date of Program	No. of Hours	Cumulative Total (in hours)
Initial Familiarization	12 th September, 2015	1.00	1.0
Ongoing Familiarization	07 th November, 2015	1.30	2.30
Ongoing Familiarization	30 th March, 2016	2.00	4.30