

SHERATON PROPERTIES & FINANCE LIMITED

Regd. Off.: Bhansali House, A-5, Off Veera Desai Road, Andheri (West), Mumbai- 400 053.
Tel No.: 022-2673 1779 | Fax No.: 022-2673 1796 | E-mail Id: sheratonproperties@gmail.com
Website: www.sheratonproperties.in | CIN: L45202MH1985PLC036920

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Sheraton Properties & Finance Limited ("the Company") has put in place a system to familiarize its Independent Directors about their role, rights, responsibility in the Company, nature of industry in which it operates, its products and business model.

All the Independent Directors of the Company are made aware of their roles and responsibilities, expectations of the Board their fiduciary roles and liabilities attached thereto at the time of their appointment/ re-appointment, through a formal letter of appointment and a Company kit containing brochure, Reports, Internal Policies, substantial information about the Company, Memorandum and Articles of Association, Annual Reports for previous three years, and Media Releases etc, if any, and to enable them to familiarize with Company's procedures and practices which contains the terms and conditions of their engagement, their role and responsibility in the Company and Code of Conduct etc.

Presentations are made to the Board, whenever required, which, inter alia, covers business matters, including management structure, management development and succession planning, quarterly and annual results and budgets, review of Internal Audit Reports, risk management framework and the Independent Director(s) have freedom to interact with the Company's management on any matters related to Company operations.

The Board members have complete access to information within the Company. They have freedom to interact with Senior Management Personnel. They are provided all documents / information sought by them for enabling them to have good understanding of the Company, its operations, and scope of activities etc. The Directors are also informed of the various developments in the Company. In addition to this, the minutes of Committees viz. Nomination & Remuneration Committee, Audit Committee, Stakeholders Relationship Committee, are circulated to the Board for their information.

Details of Familiarization Programme:

The Company conducts Familiarization Programme for Independent Directors from time to time at the registered office of the Company. The senior officials of the Company arrange Familiarization Programme by way of Presentation made at the registered office to make them aware about the nature of industry in which Company operates and business model including their roles, rights and responsibilities in the Company.

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Details of Programmes conducted and attended by the Independent Directors are given in the table below:

Name of Independent Director	Number of Programmes attended by Independent Director	Number of hours spent by Independent Directors in such programme
Mr. Aditya Srivastava	2	2
Mr. Dipesh Sanghvi	2	2

For Sheraton Properties & Finance Limited

Sd/-
Meenakshi J. Bhansali
Director
(DIN: 06936671)