

TATA COFFEE LIMITED

Tata Coffee Limited - Familiarization programme for Independent Directors

1. Prior to joining the Board, an Independent Director is provided with an induction programme to enable the director to familiarize himself / herself with the business and operations of the Company which include the Company's Corporate Profile, its Mission, Vision and Values Statement, Organizational structure, the Company's history and milestones, latest Annual Report Code of Conduct applicable to Directors , the 'Tata Code of Conduct for Prevention of Insider Trading and Tata Code of Corporate Disclosure Practices' alongwith a summary on do's and don'ts pertaining to Insider Trading issues. The programme generally covers the following:
 - Initial Meeting with the Managing Director and CEO, the Executive Directors
 - Meeting with the Heads of Marketing, Sales and Distribution, Human Resources, Legal and Secretarial, ICD Factories (Theni & Toopran) and Plantation units at Coorg region and Anamallais region - These meeting will cover detailed functional aspects of the Business
 - Visit to ICD manufacturing locations at Theni and Toopran

2. Post Joining the Board

At quarterly board meetings held to consider financial results, a detailed Board Report is circulated to all directors which cover the following:

- Financial highlights including legal entity wise financials and region wise financials including performance against the budgets
- Operational Highlights -Unit/ Division wise
- Forex and Treasury Highlights
- Corporate Social Responsibility
- Business Excellence
- Business Strategies
- Operational highlights of Subsidiary Companies
- CSR Activities

3. In addition to the Board report, a detailed presentation is made by the Managing Director & CEO, Executive Director - Finance & CFO, Divisional/Unit Heads at the Board meeting covering the above areas.
4. A separate Board meeting is held to present the Annual Business Plan.
5. Members of the Audit Committee travel to different locations once a year wherein they are presented with the business and operations of the region in detailed manner.
6. Specific training provided to directors as and when requested.

Details of Familiarisation Programme imparted to Independent Directors

Sr. No	Subject matter of the Programmes	No. of programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2018-19	Cumulative till date	FY 2018-19	Cumulative till date
1.	Risk Management Framework	1	5	2	2
2.	Business Reviews	1	7	3	3
3.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	2	9	1	5
4.	CSR Activity	1	5	1	3
5.	Digital Imperatives & Opportunities	1	1	1	1

In addition to the above, a detailed presentation on the Company's operations - consolidated and standalone is presented quarterly to the Board which covers all Departments/Units. Further the independent directors are familiarized with the risk management, HR processes, CSR, safety and sustainability initiatives of the Company at their respective committee meetings on which they are members.

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Details of Familiarisation Programme imparted to Independent Directors

Sr. No	Subject matter of the Programmes	No. of programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2017-18	Cumulative till date	FY 2017-18	Cumulative till date
1.	Risk Management Framework	1	4	1	4
2.	Business Reviews	1	6	1	7
3.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	1	7	1	4
4.	CSR Activity	1	4	1	3

Details of Familiarisation Programme imparted to Independent Directors

Sr. No	Subject matter of the Programmes	No. of programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2016-17	Cumulative till date	FY 2016-17	Cumulative till date
1.	Risk Management Framework	1	3	1	3
2.	Business Reviews	1	5	1	6
3.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	1	8	1	3
4.	CSR Activity	1	3	1	2

Details of Familiarisation Programme imparted to Independent Directors

Sr. No	Subject matter of the Programmes	No. of programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2015-16	Cumulative till date	FY 2015-16	Cumulative till date
1.	Risk Management Framework	2	2	2	2
2.	Business Reviews	2	4	2	5
3.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Code of Conduct and Insider Trading Regulations, RBI Regulations etc.	5	7	1	2
4.	CSR Activity	1	2	30 minutes	1

Details of Familiarisation Programme imparted to Independent Directors

Sr. No	Subject matter of the Programmes	No. of programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2014-15	Cumulative till date	FY 2014-15	Cumulative till date
1.	Business Reviews	2	2	3	3
2.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	2	2	1	1
3.	CSR Activity	1	1	30 Minutes	30 Minutes