



LEADER IN EXPRESS

TCI Express Limited

Familiarization Programme for Independent Directors(IDs)

TCI Express Limited (“TCI EXPRESS”) has put in place a structured programme for orientation and training of Independent Directors at the time of their joining with an aim to familiarise them with the knowledge of:

- Company’s vision & strategic direction,
- Core values including ethics,
- Business model of the Company,
- Nature of the industry in which it operates,
- Its Management & organizational Matrix
- The Directors’ roles, rights and responsibilities in the Company
- Process of Board Meeting in TCI EXPRESS
- Compliance Matrix in TCI EXPRESS
- Corporate governance practices; and
- Other key policies and practices

All the Independent Directors of the Company are made aware of their role, responsibilities and liabilities at the time of their appointment/reappointment, through a formal letter of appointment, which also stipulates various terms and conditions of their engagement.

Whenever a new Director is inducted, he is introduced to the TCI EXPRESS Management Team, Executive Committee members and other relevant personnel. Detailed presentation is made covering the Company’s Corporate Profile, its Mission, Vision and Values Statement, Organizational Structure, the Company’s history, the Business Strategy, latest Annual Report, Code of Conduct applicable to Directors/employees of the Company & relevant policies of the Company to be adhered to.

TCI EXPRESS undertakes various measures to update the Directors, from time to time, of any significant changes in the ongoing events and development relating to the Company.

The Company provides suitable training & education including various presentations or briefing on particular topics, education materials to Independent Directors on matters which are relevant for the Board effective performance.

The Company also provides visit of Independent Directors to TCI EXPRESS branches & warehouses etc. for better understanding of the Company’s business and the Board Members are given complete access to any information relating to the Company, whenever they so request.

The Internal Auditor gives a detailed presentation covering his areas of audit and significant findings made by internal Audit Team during the course of audit. Directors are made aware of significant changes having taken place in the Corporate and other commercial laws, etc., which affect the Company and the Directors.