

**Draft Appointment Letter of Independent Director**

To,  
Mr./Mrs. ....  
Address.....

Date: .....

**Sub: Letter of Appointment as an Independent Director of Tarsons Products Limited (“the Company”)**

Dear Sir/Madam,

We are pleased to inform you that the Board of Directors of the Company in their meeting held on \_\_\_\_\_ and the shareholders of the Company at their Extra-Ordinary General Meeting held on \_\_\_\_\_ have passed the Resolution for your appointment as an Independent Director of the Company pursuant to the provision stated under the Companies Act, 2013 (Act) with effect from \_\_\_\_\_. As per the requirements of the Act, the above is being formalized through this letter of appointment. This letter sets out the terms of your appointment as an Independent Director. Your relationship with the Company will be that of an office-holder and not one of contract for employment in the Company.

The terms of your appointment, as set out in this letter, are subject to the extant provisions of the:

- i. applicable laws, including the Act and Regulation 16 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI Listing Regulations, 2015), as amended from time to time, and
- ii. Articles of Association of the Company

**1. Appointment and terms thereof:-**

Your appointment as a non-executive Independent Director on the Board of Directors (Board) of the company will be for an initial term of 5 (five) years and shall take effect from \_\_\_\_\_, unless terminated earlier or extended, as per the provisions of this letter or applicable laws. The word "term" should be construed as defined under the Act and the SEBI Listing Regulations, 2015.

As an Independent Director, you will not be liable to retire by rotation.

The Company has adopted the provisions with respect to appointment and term of independent Directors, which is in consistent with the Act and the SEBI Listing Regulations, 2015.

Re-appointment for the second term shall be based on recommendation of the Nomination & Remuneration Committee and subject to approval of the Board and the Shareholders. Your re-appointment would be considered by the Board, based on the outcome of the performance evaluation process and your continuing to meet independence criteria.

**2. Board Committees:-**

The Board may, if it deems fit, invite you for being appointed on one or more existing Board Committees or any such Committee that may be set up in the future. Your appointment on such Committee(s) will be subject to the applicable regulations.

### **3. Time Commitment:-**

As a non-executive director, you are expected to bring objectivity and independence of view to the Board's discussion and help provide the Board with effective leadership in relation to the Company's strategy, performance and risk management as well as ensuring high standards of financial probity and corporate governance. The Board meets at-least four times in a year. The Audit Committee also meets at-least four times in a year. Besides, there are also other Committees namely, Nomination and Remuneration Committee, Stakeholders Relationship Committee and Corporate Social Responsibility Committee, which meets at least once in a year and a Risk Management Committee, which meets at least twice in a year.

You are expected to attend Board, Board Committees, to which you may be appointed, separate meetings of Non-executive/Independent Directors, Meetings as per Board evaluation process and Shareholders' meetings and to devote such time to your duties as deemed appropriate for discharge of your duties effectively.

Ordinarily all meetings are held in Kolkata, unless determined otherwise.

By accepting this appointment, you confirm that you are able to allocate sufficient time to meet the expectations from your role to the satisfaction of the Board.

### **4. Roles, Duties and Responsibilities:-**

Your role and duties will be those normally required of a Non-Executive Independent Director under the Act and the SEBI Listing Regulations, 2015. There are certain duties prescribed for all Directors, both Executive and Non-Executive, which are fiduciary in nature and the same are specified under Section 166 of the Act.

In addition to the above requirements, you are also required to discharge the duties, roles and functions as applicable to independent Directors as stated under Schedule IV to the Act, as in force and as may be amended from time to time. While performing such duties, roles and functions, you will be required to abide by the 'Guidelines of Professional Conduct' as stated under the said Schedule.

### **5. Additional Applicable Statutory Requirements:-**

As a Non-Executive Director on the Board, you will be subject to all relevant provisions of the Act and the SEBI Listing Regulations, 2015.

### **6. Directors & Officers (D&O) Insurance:-**

The Company has a D&O liability insurance policy and you will be covered under the same, A copy of the same will be supplied to you on request.

### **7. Code of Conduct/Excluded Actions:-**

You will follow the Code of Conduct of the Company and furnish annual affirmation of the same.

You will apply the highest standards of confidentiality and not disclose to any person or company (whether during the course of the tenure as Independent Director or at any time after its cessation) any confidential information concerning the Company including any subsidiary or associate thereof with which you come into

contact by virtue of your position as a director, except as permitted by law or with prior clearance from the Chairman of the Board.

We would also like to draw your attention to the applicability of SEBI (Prohibition of Insider Trading) Regulations, 2015, which inter-alia prohibits disclosure or use of unpublished price sensitive information.

You should not make any statement(s) that might risk a breach of the requirements specified under the said statute unless the same is required under any law or the same is required for the purpose of compliance of any direction, order, etc. issued/given by any judicial authority. Additionally, you shall not participate in any business activity which might impede the application of your independent judgement in the best interest of the Company.

#### **8. Induction and Development:-**

The Company shall, if required, conduct formal induction program for its Independent Directors. The Company shall, as may be required, support Directors to continually update their skills and knowledge and improve their familiarity with the Company and its business. The Company will fund/arrange for training on all matters which are common to the whole Board.

#### **9. Performance Appraisal/Evaluation Process:-**

As a member of the Board, your performance shall be evaluated annually. Evaluation shall be done by all the other Directors. The criteria for evaluation shall be determined by the Nomination & Remuneration Committee and disclosed in the Company's Annual Report. However, the actual evaluation process shall remain confidential and shall be a constructive mechanism to improve the effectiveness of the Board/Committee.

#### **10. Disclosures, other Directorships and Business Interests:-**

During the Term, you agree to promptly notify the Company of any change in your Directorships and provide such other disclosures and information as may be required under the applicable laws. You also agree that upon becoming aware of any potential conflict of interest with your position as Independent Director of the Company, you shall promptly disclose the same to the Company. Please confirm that as on date of this letter, you have no such conflict of interest issues with your existing Directorships, if any.

During your Term, you agree to promptly provide a declaration under Section 149(7) of the Act, upon any change in circumstances which may affect your status as an Independent Director.

#### **11. Changes of Personal Details:-**

During the Term, you shall promptly intimate the Company and the Registrar of Companies in the prescribed manner, of any change in address or other contact and personal details provided to the Company.

#### **12. Fees/Remuneration:-**

You will be paid such remuneration by way of sitting fees for attending the meetings of the Board and the Committees as may be decided by the Board from time to time, subject to approval of the shareholders, if required.

Further, the Company may pay or reimburse to you such fair and reasonable expenditure and/or remuneration, for performing your role as an Independent Director of the Company from time to time as may be decided by the Board, subject to a maximum of Rs. 12,00,000 p.a (Rupees Twelve Lakh per Annum) inclusive of sitting fees payable to you for attending board meetings/committee meetings of the Company.

### **13. Termination:-**

Your Directorship on the Board of the Company shall terminate or cease in accordance with law. Apart from the grounds of termination as specified in the Act, your Directorship may be terminated for violation of any provision of the Code of Conduct of the Company. You may resign from the Directorship of the Company by giving a notice in writing to the Company stating the reasons for resignation. The resignation shall take effect from the date on which the notice is received by the Company or the date, if any, specified by you in the notice, whichever is later. If, at any stage during the Term, there is a change that may affect your status as an Independent Director as envisaged in Section 149(6) of the Act, or if applicable, you fail to meet the criteria for "independence" under the provisions of Regulation 16 of the SEBI Listing Regulations, 2015, you agree to promptly submit your resignation to the Company with effect from the date of such change.

### **14. Cooperation:-**

In the event of any claim or litigation against the Company, based upon any alleged conduct, act or omission on your part during your Term, you agree to render all reasonable assistance and cooperation to the Company and provide such information and documents as are necessary and reasonably requested by the Company or its counsel.

### **15. Governing Law:-**

This document is governed by and will be interpreted in accordance with Indian Law and your engagement shall be subject to the jurisdiction of the Indian courts. If you are willing to accept these terms of appointment relating to your appointment as a Non-Executive Independent Director of the company, kindly confirm your acceptance of these terms by signing and returning to us the enclosed copy of this letter.

### **16. Miscellaneous:-**

This letter represents the entire understanding and constitutes the whole agreement, in relation to your appointment and supersedes any previous agreement between yourself and the Company with respect thereto and, without prejudice to the generality of the foregoing, excludes any warranty, condition or other undertaking implied at law or by custom.

No waiver or modification of this letter shall be valid unless made in writing and signed by you and the Company.

As per Regulation 46 of the SEBI Listing Regulations, 2015, if applicable, this letter along with your detailed profile shall be disclosed on the website of the Company and the relevant Stock Exchange.

### **17. Acceptance of Appointment:-**

We are confident that the Board and the Company will benefit immensely from your rich experience and we are eager to have you as an integral part of the growth of our Company. If these terms of appointment are acceptable to you, please confirm your acceptance by signing and returning the enclosed copy of this letter.



An ISO 9001 & ISO 13485 Certified Company

**For Tarsons Products Limited**

**Director/Authorised Signatory**

I, hereby acknowledge the receipt of and accept the terms set out in this letter.

\_\_\_\_\_  
**(Name of the Independent Director)**  
**DIN:**