

TRANSPORT CORPORATION OF INDIA LIMITED

Familiarization Programme for Independent Directors (IDs)

Transport Corporation of India Limited (“TCI”) 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
- Compliance Matrix in TCI
- 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 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 and milestones, 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 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 to Independent Directors on matters which are relevant for the Board’ effective performance. Such training/education is provided in a variety of forms including external/internal training & education programs, seminars held by CII, ASSOCHAM, FICCI etc. from time to time on varied issues, presentations or briefing on particular topics, education materials & visit to TCI branches & warehouses etc.

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.