



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

**FAMILIARISATION PROGRAMME MODULE
FOR
INDEPENDENT DIRECTORS**

OIL INDIA LTD

FAMILIARISATION PROGRAMME MODULE FOR INDEPENDENT DIRECTORS

Preamble

The Familiarization Program (“the Program”) for Independent Directors (“ID”) of Oil India Limited (“the Company”) has been put in place pursuant to Securities and Exchange Board of India vide Circular no. CIR/CFD/POLICY CELL/7/2014 dated September 15, 2014

As per the requirement of Clause 49(II)(B)(7) of the Listing Agreement, the company is required to familiarize the Independent Directors with the company, their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc. through this programmes.

The program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

Familiarization Programme

1. The Company shall organize familiarization programme for the Independent Directors to appraise them with their professional conduct, roles, functions and duties of the Independent director as per the provisions of Listing agreement and Companies Act, 2013.
2. Independent Director shall be familiarized with the Company in the following areas by the department heads and shall be updated with changes in the company related to the policies, procedures, business and strategies of the company as and when required:

a. Secretarial, Legal & Human Resource:

It will include the following:-

- i. About history of the Company, current profile and vision and mission of the Company;
- ii. Shareholding pattern, Board structure, Board Committees and their functions, policies applicable to the director, their roles, responsibilities, duties, rights as a director;
- iii. Laws applicable to the Company and their monitoring and compliance process;
- iv. Details of important legal cases, their status and impact, etc.
- v. Duties, roles and functions of Independent directors as per Companies Act, 2013 and Listing Agreement

b. Products & Sales:

It will include the following:-

- i. Covering details of nature of industry;
- ii. Regular update on types of products, position of the Company in the industry;
- iii. Sales and distribution system, etc.
- iv. Keep well informed about the company and external environment in which it operates

c. Finance :

It will include the following:-

- i. Covering details of the business model of the Company, financial details, risk management, treasury management, etc;
- ii. Modes of arranging funds for the Company.
- iii. Internal control systems

d. Operations and/or Research & Development:

It will include the following

- i. Visit to all the units explaining about various stages of exploration development & production process, etc.
- ii. If Independent director is interested in meeting the employees of any specific department or functional heads or getting any further detail, the same will also be arranged.

Disclosure of the Programmes

The details of such familiarization programmes shall be disclosed on the Company's website and a web link for the same shall also be provided in the Annual Report of the Company.