



Date: 21/08/2023

To,  
Ms. Rujuta Jagtap  
45, Saint Patricks Town,  
Off Solapur Highway,  
Pune 411013.

Dear Ms. Rujuta,

**Sub: Appointment as Independent Director.**

I am pleased to inform you that upon the recommendation of the Nomination and Remuneration Committee, the Board of Directors ('the Board') of Praj Industries Ltd. ('the Company') have approved your appointment as an Independent Director of the Company ('Independent Director') as per the requirement of Section 149 (4) of the Companies Act, 2013 for a period of Three (3) years with effect from 21<sup>st</sup> August 2023 till 20<sup>th</sup> August, 2026. The appointment is subject to the approval of shareholders at the ensuing General Meeting of the Company. This letter sets out the terms of your appointment.

**1. Appointment**

In accordance with the provisions of the Companies Act, 2013 and other applicable laws, you will serve as an Independent Director of the Board who shall not liable to retire by rotation in terms of the provisions of Section 152(6) & (7) of the Companies Act, 2013.

**2. Board committees**

- 2.1. As advised by the Board, during the tenure of office, you may be required to serve on one or more of the Committees of the Board established by the Company. Upon your appointment to any one or more Committees, you will be provided with the appropriate Committee charter which sets out the functions of that Committee.
- 2.2 The Board is responsible for constituting, assigning, co-opting and fixing terms of service for committee members. The Chairman of the Board, in consultation with the Company Secretary and the Committee Chairperson, determines the frequency and duration of the committee meetings. Normally, the committees meet four times a year. Recommendations of the committees are submitted to the Board for approval. The quorum for meetings is as per the applicable laws, rules and legislations from time to time.

**Praj Industries Limited**

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### **3. Training of the Board**

Every new Independent Director of the Board attends an orientation program. In the said orientation program, presentations are made by Executive Directors / Senior Managerial Personnel. The presentations cover an overview of the profile of the Company, our strategy, operations and functions to familiarize the new inductee. The induction program will provide an opportunity to interact with the senior leadership of the Company and help the inductee understand the Company's product and service offerings, markets & organization structure.

### **4. Professional Conduct**

As an Independent Director, you shall:

- (a) Uphold ethical standards of integrity and probity.
- (b) Act objectively and constructively while exercising your duties.
- (c) Exercise your responsibilities in a bona fide manner in the interest of the Company.
- (d) Devote sufficient time and attention to your professional obligations for informed and balanced decision-making.
- (e) Not allow any extraneous considerations that may vitiate your exercise of objective independent judgment in the paramount interest of the Company as a whole, while concurring in or dissenting from the collective judgment of the Board in its decision-making.
- (f) Not abuse your position to the detriment of the Company or its shareholders or for the purpose of gaining direct or indirect personal advantage or advantage for any associated person.
- (g) Refrain from any action that could lead to a loss of your independence.
- (h) Ensure that if circumstances arise under which you may lose your independence, you will immediately inform the Board accordingly.
- (i) Assist the Company in implementing the best corporate governance practices.

### **5. D & O Insurance**

The Company has taken a Directors' and Officers' Insurance Policy (D & O policy) amounting to Rs 1000 million to pay for the personal liability of Directors and Officers for claims made against them while serving on the Board and / or as an officer of the Company.

A handwritten signature in blue ink, consisting of a stylized, cursive-like mark.

## **6. Memberships of other Boards**

It is expected that you will not serve on the Boards of competing Companies without previous written consent of the Chairman. Apart from the applicable law and good corporate governance practices, there are no other additional limitations.

## **7. Information on meetings**

### **7.1. Scheduling and selection of agenda items for Board meetings**

The Chairman of the Board / Committee and the Company Secretary, draft the agenda for each meeting, along with explanatory notes, and distribute it in advance to the Board / Committee members. Every Board / Committee member is free to suggest the inclusion of items on the agenda. Normally, the Board / Committees meet once a quarter to review the quarterly results and other items on the agenda. The Board also meets during the annual shareholders' meeting. Additional meetings are held based on need.

### **7.2. Availability of information to the Board**

The Board has full and unfettered access to any information of the Company, and to any employee of the Company. At Board meetings, the Board invites managers of the Company when additional details of the items being discussed are required.

### **7.3. Independent Directors' discussion**

The Company will have meetings of only "Independent Directors" as required under Companies Act 2013 to ensure full and frank discussion on the performance of the Company, risks faced by the Company. During these meetings the Chairman, any Executive Director and any senior management personnel may be invited to make presentations on relevant issues.

## **8. Retirement age**

The age of retirement for Non-Executive Directors and Independent Directors is 70 years.

It is a pleasure to have you on Board. I am confident that your association, expertise and advice will immensely benefit the Company and the Board.

Best regards,

Sincerely,

**For Praj Industries Ltd.**

  
**Dr. Pramod Chaudhari**  
Chairman

