



Career Point Ltd.

Familiarization Program for Independent Directors

Corporate Identification Number

L72200RJ2000PLC016272

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This Familiarization Program (“**the Program**”) for Independent Directors of Career Point Limited (“**the Company**”) has been adopted by the Board of Directors pursuant to Clause 49 of the Listing Agreement.

“In terms of Clause 49(I)(D-3-d) and 49(II)(B-7) of the Listing Agreement, the Company should conduct the Familiarization Program for Independent Directors about their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc”

1. Object of the Program

The object of the Program is to provide insights into the Company to enable the Independent Directors to understand its business and industry in depth and contribute significantly to the Company. This policy will be applicable to the Company with effect from October 1, 2014.

2. Definitions

The capitalized terms used but not defined herein shall have the meaning ascribed to such terms in the Companies Act 2013, Rules framed there under and the Listing Agreement (Statutory Provisions), as the case may be. In case any provisions of this Policy are contrary to or inconsistent with the Statutory Provisions, the Statutory Provisions shall prevail.

3. Familiarization Process

3.1 On appointment of new Director, the Company will share the following documents of the Company for his/her references:

- a. Memorandum of Association and Articles of Association of the Company
- b. Annual Reports of the Company
- c. Code of Conduct for Directors and Senior Managerial Personnel
- d. Note on Directors roles and responsibilities
- e. Organizational Chart of the Company and the profile of all the Directors and the Senior Managerial Personnel of the Company
- f. List of Contact details of the Directors, Senior Managerial Personnel
- g. Publicity material of the Company that explains the range of services offered by the Company

3.2 The Company shall through its Key Managerial Personnel conduct programs/presentations periodically to familiarize the Independent Directors with the business, strategy, operations and functions of the Company. The Company also provides all documents sought by them for enabling them a good understanding of the Company and its various operations.

- 3.3 Such programs/presentations will provide an opportunity to the Independent Directors to interact with the senior management team of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, quality, facilities and risk management and such other relevant areas from time to time;
- 3.4 The programs/presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities towards the Company;
- 3.5 In addition to the above, the Company has a web based information portal which is available to all Directors. This has sections on Company matters such as Company's quarterly, half yearly and annual progress etc.
- 3.6 The Company may update its directors on the matters related to the industry on a regular basis and may provide specific regulatory updates from time to time;
- 3.7 The Company may conduct an introductory familiarization program/presentation, when a new Independent Director comes on the Board of the Company.
- 3.8 The Managing Director or such other authorized officer(s) of the Company shall lead the Familiarization Program on aspects relating to business/industry. The Chief Financial Officer or such other authorized officer(s) of the Company may participate in the program for providing inputs on financial performance of the Company and budget, control process, etc.

4. Disclosure of the Program

This Program shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.

5. Review of the Program

The Board will review this Program and make revisions as may be required.

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