

INDO TRADER AND EXPORTERS LIMITED
TERMS AND CONDITIONS OF APPOINTMENT OF INDEPENDENT DIRECTORS

1. APPOINTMENT & TENURE

The appointment of Independent Director for initial term is generally for a period of 5 (five) consecutive years unless vacated and/or terminated earlier, as per provisions of the applicable laws. This tenure is subject to meeting the criteria for being an Independent Director and not being disqualified to be a Director under applicable laws on a continuous basis.

Independent Director is not liable to retire by rotation.

The appointment and continuation of office of Independent Director is subject to the applicable provisions of the Companies Act, 2013 (the 'Act') and the SEBI Listing Regulations.

2. TIME COMMITMENT

Independent Director is expected to bring objectivity and independence of view to the Board's deliberations and to help the Board with effective overview of the Company's strategy, performance, social commitments and risk management and ensure high standards of financial integrity and governance. Independent Director is required to perform the duties expected including (without limitation) attending Board/ Committee meetings of which Independent Director is a member and shareholders meetings and to devote such time, as appropriate, for discharge of responsibilities and duties effectively.

3. ROLE & DUTIES

Role and duties of Independent Director will be as set-out under the Act and the SBI Listing Regulations including but not limited to the fiduciary duties associated with the office of an Independent Director. Independent Director (and without prejudice to the roles, functions and duties specified in Schedule IV of the Act), shall:

- (i) act in accordance with the AOA;
- (ii) act in good faith in order to promote the objectives of the Company for the benefits of its members as a whole and in the best interest of the Company;
- (iii) discharge responsibilities and duties with due and reasonable care, skill and diligence by exercising independent judgement;
- (iv) strive to attend every meeting of the Board and its Committee(s) of which Independent Director is a member

- and general meetings;
- (v) strive to attend any other meetings, where attendance is solicited;
 - (vi) provide strategic direction and also act as a constructive critic in evaluating the proposal and plans on strategic direction;
 - (vii) evaluate and scrutinise the performance of the management in meeting agreed goals and objectives;
 - (viii) satisfy on the integrity of financial information and that financial controls and systems of risk management are robust and compliant with applicable laws;
 - (ix) keep well informed about the Company and the external environment in which it operates; and
 - (x) ensure that the vigil mechanism policy of the Company is implemented and report concerns about any unethical behaviour, actual or suspected fraud or violation of the Code of Conduct.

4. ADHERENCE TO THE CODE OF CONDUCT

During the tenure, Independent Director of the Company is required to comply and abide with the provisions of the Act and the SEBI Listing Regulations including the following:

- (i) Code for Independent Directors outlined in Schedule IV of the Act and duties of Directors as provided in the Act including Section 166 of the Act and Regulation 17 of the SEBI Listing Regulations;
- (ii) Code of Conduct for Board and Senior Management framed under the SEBI Listing Regulations; and
- (iii) Code of Conduct to regulate, monitor and report trading by Insiders framed by the Company under the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 ("Insider Trading Code").

5. PROFESSIONAL CONDUCT AND CONFLICT OF INTEREST

Independent Director shall not:

- (i) participate in or vote at any meetings of the Board/ Committees wherein interested;
- (ii) achieve or attempt to achieve any undue gain or advantage either for self or for relatives, partners, or associates;
- (iii) allow any extraneous considerations to vitiate exercise of

objective independent judgment in the paramount interest of the Company as a whole, while concurring with or dissenting from the collective judgment of the Board in its decision making;

- (iv) abuse position to the detriment of the Company or its shareholders;
- (v) unfairly obstruct the functioning of the Board or Committee meeting(s);
- (vi) put in a position which results in a direct or indirect conflict of interest or possible conflict of interest with the Company; and
- (vii) assign office of an Independent Director and any assignments so made, shall be void.

6. CONFIDENTIALITY

- (i) All information including commercial secrets, operations, technologies, advertising and sales promotion plans related to the Company that is acquired or provided during the tenure is confidential to the Company and should not be released/ disclosed either during the tenure or following termination (by whatever means) to third parties without prior authorisation by the Board, unless such release/ disclosure is required by law or by the rules of any stock exchange or regulatory body/ authority. Accordingly, Independent Director is expected to maintain all agenda, notes, data, records and other documents in any way relating to the Company or the Company's business interest, as highly confidential and maintain them as inaccessible to others;
- (ii) Independent Director to adhere to the requirements under the applicable regulations and the Insider Trading Code in relation to the disclosure of unpublished price sensitive information and dealing in the securities of the Company. Consequently, Independent Director should avoid making any statements or performing any transaction that might risk a breach of these requirements without prior clearance from the Board; and
- (iii) At all times and notwithstanding ceasing to be an Independent Director of the Company, Independent Director is expected not to use such information for personal or professional benefit or disclose such confidential information to third parties who may use the same for their personal or professional benefit, or otherwise engage in any activity that would constitute insider trading.

7. DISCLOSURES OF INTEREST

- (i) It is accepted and acknowledged that Independent Director may have business interests other than those of the Company. As a condition of appointment, Independent Director is required to submit various disclosures/ declarations under applicable laws and as per Company's policies including declarations with respect to any directorships, appointments and interests to the Board in writing. In no event Independent Director will serve as a Director in more than eight listed entities with effect from April 1, 2019 and in not more than seven listed entities with effect from April 1, 2020 and if Independent Director is to be appointed as a whole-time director in any listed company, he/ she will not serve as an Independent Director in more than three listed companies including the Company. Further, in no event Independent Director shall hold directorship in companies beyond the limits specified in Section 165 of the Act;
- (ii) During the term of appointment, Independent Director to promptly notify the Company of any change in directorships and provide such disclosure and information as may be required under the applicable laws; and
- (iii) Independent Director shall refrain from any action that would lead to loss of independence. In the event that the circumstances of Independent Director seem likely to change which might give rise to conflict of interest or such change in circumstances could lead the Board to revise its judgement regarding independence, such changes or possible changes in circumstances should be disclosed to the Board promptly.

8. EVALUATION

The Company shall carry out an evaluation of the performance of the Board as a whole and of the Committees and Directors of the Board on an annual basis as per the Company's policy. The performance evaluation of Independent Directors shall be done by the entire Board, excluding the Director being evaluated. The appointment/ re-appointment on the Board shall be subject to the outcome of the annual evaluation process.

9. INDEPENDENT DIRECTORS' MEETING

A separate meeting of the Independent Directors will be held at least once every year without the attendance of the non-Independent Directors and the members of the management.

The Company expects all the Independent Directors to strive to be present at this meeting.

10. LIABILITY UNDER THE ACT

Pursuant to the provisions of the Act, an Independent Director will be liable only in respect of such acts of omission or commission by the Company which had occurred with his/ her knowledge, attributable through Board processes and with his/ her consent or connivance or where he/she had not acted diligently.

11. REMUNERATION

Independent Director on the Board shall be entitled to:

- (i) Such fee as decided by the Board for attending each Board meeting and meetings of the Committee(s) thereof.
- (ii) Fixed Commission, including additional commission based on participation in meetings and Committee positions subject to applicable laws, including the Act. The commission to the Non-executive Directors would be within the ceiling of 1% of the net profits of the Company as computed under the applicable provisions of the Act.
- (iii) Payment or reimbursement of such fair and reasonable expenditure, as may have been incurred while performing role as an Independent Director of the Company, which could include reimbursement of expenditure for attending Board/ Committee meetings, General Meetings, court convened meetings, meetings with shareholders/ creditors/ management, site visits, induction and training organized by the Company for its Directors, subject to prior consultation with Board, in the furtherance of duties as an Independent Director.

12. TERMINATION

- (i) Independent Director may resign from the position at any time by giving a notice in writing to the Company stating reasons of 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 in the notice, whichever is later.

- (ii) Independent Director shall cease to hold office of Independent Director if fails to meet the criteria for an Independent Director mentioned in the Act and/or the SEBI Listing Regulations and/or if otherwise disqualified and shall forthwith intimate the Company of such an event and promptly submit resignation to the Company with effect from date of such change.
- (iii) The Company can also terminate the directorship in accordance with the procedure set-out in Section 169 of the Act and other applicable law. Apart from the grounds of termination as specified in the Act, the directorship may be terminated for violation of any provisions of the appointment letter.

13. COOPERATION

In the event of any claim or litigation against the Company, based upon any alleged conduct, act or omission on the part of Independent Director during the tenure, Independent Director shall render all reasonable assistance and cooperation to the Company and provide such information and documents as are necessary and reasonably required by the Company or its counsels.

14. PUBLICATION OF THE LETTER OF APPOINTMENT

The Company shall disclose the terms and conditions of appointment on the website of the Company.

15. CHANGES IN PERSONAL DETAILS

During the tenure, an Independent Director shall promptly intimate the Company in the prescribed manner, of any change in address or other contact or personal details.