

Date: \_\_\_\_\_

To,  
(Name of Director)  
(Address of Director)

Dear (Name of Director),

**Subject: Your Appointment as a Non-Executive Independent Director of the Mangalam Global Enterprise Limited**

We are pleased to inform you that the Board of Directors at their meeting held on (Day and Date of Board Meeting) has appointed you as an Non-Executive Independent Director of the Company with effect from (Day and Date of Board Meeting) to hold office till the period as specified in the terms and Conditions of Appointment attached herewith as **Annexure- A**.

This letter will set out the terms of your appointment and your roles, duties, responsibilities and liability as Non-Executive Independent Director on the Board of our Company.

Thanking you,

With best wishes,

For, Mangalam Global Enterprise Limited

\_\_\_\_\_  
Director (Name of the Signatory)  
DIN:

Place:

**Terms and Conditions of Appointment of Non-Executive Independent Director**

The terms and conditions of appointment of the Independent Directors are subject to the extant provisions of the (i) applicable laws, including the Companies Act, 2013 ("Act") and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("LODR") and (ii) Articles of Association of the Company. The broad terms and conditions of appointment of Independent Directors are reproduced hereunder:

**1. TERM OF OFFICE:**

We have received your declaration as per Section 149(7) of the Act and feel that you are eligible for appointment as Independent Director till next General Meeting or other period as specified in LODR (as amended from time to time) from the date of appointment and regularized for 5 years or the Age reached up to 75 years whichever is earlier. You shall not be liable to retire by rotation as per the relevant provisions of the Act.

Your appointment is subject to the provisions of the Companies Act, 2013 & Rules made thereunder (as amended time to time) regarding appointment, fees, expenses, retirement, disqualification and removal of Directors or any such condition due to which you may cease to hold office as a Director.

At any time that you wish to resign, request you to provide a written notice, to the Managing Director by giving a reasonable forewarning of your intention to resign or to not seek reappointment where it is possible so that the Company can plan for succession of skills and experience on the Board; or in case you are required to vacate office for any reason pursuant to any of the provisions of the Companies Act, 2013.

Your performance as Non-Executive Independent Director will be reviewed during your tenure with the Company in accordance with processes agreed by the Board from time to time. You agree to participate in such reviews.

**2. COMMITMENTS**

**A) Independent Director:**

You will be expected to devote such time as is necessary for the proper performance of your duties and as Non-Executive Independent Director you will be involved in a number of Board and committee meetings each year. You should strive to attend all the scheduled quarterly board meetings, committee meetings, general meetings and other meetings or attendance as necessary.

**Mangalam Global Enterprise Limited**

CIN: L24224GJ2010PLC062434

Regd. Office: 101, Mangalam Corporate House, 42, Shrimali Society, Netaji Marg, Mithakhali, Navrangpura, Ahmedabad-380009, Gujarat (INDIA)  
Tel: +91 79 61615000 (10 Lines) E mail: [cs@groupmangalam.com](mailto:cs@groupmangalam.com); Website: [www.groupmangalam.com](http://www.groupmangalam.com);

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### **Terms and Conditions of Appointment of Non-Executive Independent Director**

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#### **1. TERM OF OFFICE:**

We have received your declaration as per Section 149(7) of the Act and feel that you are eligible for appointment as Independent Director till next General Meeting or within three months or other period as specified in LODR (as amended from time to time) from the date of appointment and regularized for further 5 years or the Age of appointee directors reached up to 75 years whichever is earlier. You shall not be liable to retire by rotation as per the relevant provisions of the Act.

Your appointment is subject to the provisions of the Companies Act, 2013 regarding appointment, fees, expenses, retirement, disqualification and removal of Directors or any such condition due to which you may cease to hold office as a Director.

At any time that you wish to resign, request you to provide a written notice, to the Managing Director by giving a reasonable forewarning of your intention to resign or to not seek reappointment where it is possible so that the Company can plan for succession of skills and experience on the Board; or in case you are required to vacate office for any reason pursuant to any of the provisions of the Companies Act, 2013.

Your performance as Non-Executive Independent Director will be reviewed during your tenure with the Company in accordance with processes agreed by the Board from time to time. You agree to participate in such reviews.

#### **2. COMMITMENTS**

##### **A) Independent Director:**

You will be expected to devote such time as is necessary for the proper performance of your duties and as Non-Executive Independent Director you will be involved in a number of Board and committee meetings each year. You should strive to attend all the scheduled quarterly board meetings, committee meetings, general meetings and other meetings or attendance as necessary.

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As Non-Executive Independent Director you should strive to hold and present in at least one meeting in a year without the presence of non-independent directors and members of the management with the sole objective of:-

- (a) Review the performance of non - Independent directors and the Board as a whole;
- (b) Review the performance of the Chairperson of the Company, taking into account the views of executive directors and non-executive directors;
- (c) Assess the quality, quantity and timeliness of flow of information between the company management and the Board that is necessary for the Board to effectively and reasonably perform their duties.

By accepting this appointment, you have confirmed that you are able to allocate sufficient time to meet the expectations of your role.

#### **B) The Company**

The Company shall provide you with adequate notice of the dates of proposed Board Meeting, general meetings and meetings of board committees. As per the provision of the Companies Act, 2013, the Company is expected to give you an advance notice of minimum 7 days of every board and committee meetings. A meeting of the Board may be called at shorter notice to transact urgent business subject to the condition that at least one independent director shall be present at the meeting and in case of absence of independent directors from such a meeting of the Board, decisions taken at such a meeting shall be circulated to all the directors and shall be final only on ratification thereof by at least one independent director. The notice of the Board/Committee meetings will be provided along with the agenda of the Board/Committee meetings.

### **3. CODE OF CONDUCT**

During the tenure of your appointment, you are required to comply with the code of conduct adopted by the Board of Directors and to comply with Schedule IV of the Companies Act, 2013 and other related issues from time to time.

The provisions of Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, prohibiting disclosure or use of unpublished price sensitive information, would be applicable to the Independent Directors.

Additionally, they shall not participate in any business activity which might impede the application of their independent judgment in the best interest of the Company

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#### 4. ROLES, FUNCTIONS AND DUTIES

As members of the Board along with the other Directors, You will be collectively responsible for meeting the objectives of the Board which include:

- Requirements under the Act,
- “Responsibilities of the Board” as outlined in the Corporate Governance requirements as prescribed under the SEBI Listing Regulations, and
- Accountability under the Director’s Responsibility Statement.

You are particularly requested to provide guidance in their area of expertise.

#### 5. CONFLICT OF INTEREST

By accepting this appointment you will be deemed to have confirmed that any other position you hold including your directorships in other organisations shall not give rise to any conflict of interest in relation to your appointment as Non-Executive Independent Director of the company. Should you become aware of any conflict or potential conflict during your appointment, you are expected to notify the Company Secretary.

#### 6. REMUNERATION:

1) Your annual remuneration will be as under:

(a) sitting fees for attending each meeting of the Board and its Committees as may be determined by the Board from time to time, and

2) You will be entitled to reimbursement of expenses incurred by you in connection with attending the Board meetings, Board Committee meetings, general meetings and in relation to the business of the Company towards hotel accommodation, travelling and other out of pocket expenses.

#### 7. CONFIDENTIALITY AND ACCESS TO COMPANY RECORDS

Under Company law, Directors have a right of access to Company's documents and records, including financial records, Any confidential information which may come to your knowledge in the performance of your duties as a director of the Company must not be divulged, except so far as:

a. may be necessary in connection with the proper performance of your duties to the Company;

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- b. the Company may from time to time authorise you to disclose such information as may be required by you with the condition that you will take all reasonable precautions as may be necessary to maintain the secrecy and confidentiality of all confidential information of the Company; or
- c. you may be required by law to disclose.

#### 8. CHANGES OF PERSONAL DETAILS

During the Term, they shall promptly intimate the Company Secretary and the Registrar of Companies in the prescribed manner, of any change in address or other contact and personal details provided to the Company.

#### 9. APPLICABLE LAW:

This letter of appointment shall be governed by the laws of India.

Kindly confirm your agreement to the terms set out above by signing the endorsement on the enclosed copy of this. Please return the copy to me at the registered office of the Company. In returning this letter duly signed, you agree that the Company may make this letter publicly available.

રત્ન મંગલમ ગ્લોબલ એન્ટરપ્રાઇસીસ લિમિટેડ

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