

## LETTER OF APPOINTMENT AS INDEPENDENT DIRECTOR

To,

Date:-27<sup>th</sup> September, 2021

**Ms. Ravita Punwani**

**DIN:** 08990767

**Address:-**C-4/4, Kripa Nagar, S.V. Road, Irla, Vile Parle West, Mumbai- 400056

Dear Sir,

On behalf of all the Board members of Transrail Lighting Limited (hereinafter referred to as Company), I am pleased to inform you that the shareholders of the Company in their meeting held on 27<sup>th</sup> September, 2021 have approved your appointment as a Non-Executive Independent Director on the Board of the Company w.e.f. 15<sup>th</sup> December, 2020.

As per the Companies Act, 2013, this letter of appointment sets out the terms and conditions covering your appointment which are as follows:-

1. **Appointment:-**You are appointed for a period of 3 years i.e. up to 14<sup>th</sup> December, 2023.
2. **Committee:-**You shall continue to be a member of the Nomination & Remuneration Committee & the Corporate Social Responsibility Committee. The Board may, if it deems fit invite you for being appointed on one or more existing Board Committees or any such Committee that is set up in future.

Your appointment on such Committee(s) will be subject to the applicable regulations.

3. **Status of appointment:-**You will not be an employee of the Company and this letter shall not constitute a contract of employment.

You may be paid such remuneration by way of sitting fees for meetings of the Board and its Committees as decided by the Board.

4. **Commitment:-**As an Independent Director you are expected to bring objectivity and independence of view to the Board's discussions and to help provide the Board with effective leadership in relation to the Company's strategy, performance and risk management as well as ensuring high standards of financial probity and corporate governance.

You will be expected to attend meetings of the Board, Board Committees to which you may be appointed and shareholder's meetings and to devote such time to your duties, as appropriate for you to discharge your duties effectively.

5. **Code of Conduct, Functions and Duties:-**You will be expected to perform your duties, whether statutory or fiduciary in a faithful, efficient and diligent manner. You will have all the usual duties of an Independent Director under Company law and other applicable law for the time being in force.

In addition to the above requirements, you shall abide by the Code of Conduct for Independent Director as laid down under Schedule IV of the Companies Act, 2013 (a copy of which is attached for ready reference).

6. **Liability:-**As an Independent Director you will be liable only in respect of such acts which had occurred with your knowledge, attributable through board processes and with your consent or connivance or where you had not acted diligently.
7. **Governing Law:-**This Letter of Appointment is governed by and will be interpreted in accordance with Indian law and your engagement shall be subject to the jurisdiction of the Indian courts.

If you are willing to accept these terms of appointment relating to your appointment as a Non-Executive Independent Director of Transrail Lighting Limited, kindly confirm your acceptance of these terms by signing and returning to us the enclosed copy of this letter.

Yours sincerely,

For **Transrail Lighting Limited**

**Digambar Bagde**  
**Managing Director**

Encl: Code of Conduct for Independent Director as per Companies Act, 2013 for your ready reference.

I hereby acknowledge receipt of and accept the terms set out in this letter.

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**Ravita Punwani**

Date: 27<sup>th</sup> September, 2021

**Schedule IV**  
**Section 149 (8) of the Companies Act, 2013**  
**Code for Independent Directors**

Code is a guide to professional conduct for independent directors. Adherence to these standards by independent directors and fulfillment of their responsibilities in a professional and faithful manner will promote confidence of the investment community, particularly minority shareholders, regulators and companies in the institution of independent directors.

**I. Guidelines of professional conduct:**

An independent director shall:

1. uphold ethical standards of integrity and probity;
2. act objectively and constructively while exercising his/her duties;
3. exercise his/her responsibilities in a bona fide manner in the interest of the company;
4. devote sufficient time and attention to his/her professional obligations for informed and balanced decision making;
5. not allow any extraneous considerations that will vitiate his/her 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;
6. not abuse his/her 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;
7. refrain from any action that would lead to loss of his/her independence;
8. where circumstances arise which make an independent director lose his/her independence, the independent director must immediately inform the Board accordingly;
9. assist the company in implementing the best corporate governance practices.

**II. Role and functions:**

The independent directors shall:

1. help in bringing an independent judgment to bear on the Board's deliberations especially on issues of strategy, performance, risk management, resources, key appointments and standards of conduct;
2. bring an objective view in the evaluation of the performance of board and management;
3. satisfy themselves on the integrity of financial information and that financial control and the systems of risk management are robust and defensible;
4. safeguard the interests of all stakeholders, particularly the minority shareholders;
5. balance the conflicting interest of the stakeholders;
6. Moderate and arbitrate in the interest of the company as a whole, in situations of conflict between management and shareholder's interest.

### III. Duties:

The independent directors shall—

1. undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the company;
2. seek appropriate clarification or amplification of information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of the company;
3. strive to attend all meetings of the Board of Directors and of the Board committees of which he is a member;
4. participate constructively and actively in the committees of the Board in which they are chairpersons or members;
5. strive to attend the general meetings of the company;
6. where they have concerns about the running of the company or a proposed action, ensure that these are addressed by the Board and, to the extent that they are not resolved, insist that their concerns are recorded in the minutes of the Board meeting;
7. keep themselves well informed about the company and the external environment in which it operates;
8. not to unfairly obstruct the functioning of an otherwise proper Board or committee of the Board;
9. pay sufficient attention and ensure that adequate deliberations are held before approving related party transactions and assure themselves that the same are in the interest of the company;
10. ascertain and ensure that the company has an adequate and functional vigil mechanism and to ensure that the interests of a person who uses such mechanism are not prejudicially affected on account of such use;
11. report concerns about unethical behavior, actual or suspected fraud or violation of the company's code of conduct or ethics policy;
12. acting within their authority, assist in protecting the legitimate interests of the company, shareholders and its employees;
13. not disclose confidential information, including commercial secrets, technologies, advertising and sales promotion plans, unpublished price sensitive information, unless such disclosure is expressly approved by the Board or required by law.

### IV. Manner of appointment:

1. Appointment process of independent directors shall be independent of the company management; while selecting independent directors the Board shall ensure that there is appropriate balance of skills, experience and knowledge in the Board so as to enable the Board to discharge its functions and duties effectively.
2. The appointment of independent director(s) of the company shall be approved at the meeting of the shareholders.
3. The explanatory statement attached to the notice of the meeting for approving the appointment of independent director shall include a statement that in the opinion of the Board, the independent director proposed to be appointed fulfils the conditions specified in the Act and the rules made there under and that the proposed director is independent of the management.

4. The appointment of independent directors shall be formalized through a letter of appointment.
5. The terms and conditions of appointment of independent directors shall be open for inspection at the registered office of the company by any member during normal business hours.
6. The terms and conditions of appointment of independent directors shall also be posted on the company's website.

#### V. Re-appointment:

If considered fit, the Board may re-appoint the Independent Director on the basis of report of performance evaluation.

#### VI. Resignation or removal:

1. The resignation or removal of an independent director shall be in the same manner as is provided in sections 168 and 169 of the Act.
2. An independent director who resigns or is removed from the Board of the company shall be replaced by a new independent director within a period of three months from the date of such resignation or removal, as the case may be.
3. Where the company fulfils the requirement of independent directors in its Board even without filling the vacancy created by such resignation or removal, as the case may be, the requirement of replacement by a new independent director shall not apply.

#### VII. Separate meetings:

1. The independent directors of the company shall hold at least one meeting in a financial year, without the attendance of non-independent directors and members of management;
2. All the independent directors of the company shall strive to be present at such meeting;
3. The meeting shall:
  - 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

#### VIII. Evaluation mechanism:

1. The performance evaluation of independent directors shall be done by the entire Board of Directors, excluding the director being evaluated.
2. On the basis of the report of performance evaluation, it shall be determined whether to extend or continue the term of appointment of the independent director.