

# ASSAM CARBON PRODUCTS LTD.

MANUFACTURERS OF **MORGANITE** ELECTRICAL & MECHANICAL  
CARBON MATERIALS & COMPONENTS

PHONE : 242089, 242091, 242239  
FAX : 0091-8455-242237  
E-mail : acplpat@ascarbon.com

2, INDL, DEV. AREA, PHASE-1  
PATANCHERU - 502 319.  
DIST.- MEDAK, A.P. (INDIA)

## Letter of Appointment

19<sup>th</sup> September, 2015

To,  
Mrs. RUPANJANA DE,  
Flat C and E,  
B/6 Bapujinagar,  
P. O. Regent Estate,  
Kolkata 700092

### Subject: Appointment as a Director

We are pleased to inform you that the Shareholders of the Company at the 52<sup>nd</sup> Annual General Meeting held on 18<sup>th</sup> September, 2015 have passed the resolution for your appointment as an Independent Director of the Company for a term of five consecutive years with effect from your appointment date as on 31<sup>st</sup> March, 2015.

This letter of appointment sets out the terms and conditions of your appointment as a Director of the Company. The terms of your appointment, as set out in this letter, are subject to the provisions of the applicable laws, including the Companies Act, 2013 and applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time and the Articles of Association of the Company. Please note that this is a contract for service and not a contract of employment.

### **Appointment**

Your appointment will commence from 31<sup>st</sup> March, 2015 for a term of five consecutive years.

Your tenure is subject to your meeting the criteria for being a Director and not being disqualified to be a Director under the applicable laws. Your appointment is also subject to the maximum permissible Directorships that one can hold as per the provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

### **Role on the Board and its Committees**

You are expected to provide your expertise and experience in the functioning of the Board and the Committees of the Board wherein you may be nominated. In addition to routine Board Meetings you should allow time for Committee Meetings, preparatory work and travel, and ensure that you are in a position to make the necessary overall time for commitment.

You may be nominated to one or more Committees of the Board and/or to accept additional appointments for or on behalf of the Company where best practice requirements dictate that an Independent, non-executive presence is required and in such event you will be provided with the relevant Committee's terms of reference.



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REGISTERED OFFICE BIRKUCHI, GUWAHATI - 781 026, ASSAM

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## Duties and Liabilities

You are expected to perform your fiduciary duties and exercise reasonable skill, care and diligence as expected from every Director, enumerated as under:

1. You shall act in accordance with the Company's Articles of Association.
2. You shall act in good faith in order to promote the objects of the Company for the benefit of its members as a whole, and in the best interest of the Company.
3. You shall discharge your duties with due and reasonable care, skill and diligence.
4. You shall not involve yourself in a situation in which you may have a direct or indirect interest that conflicts, or possibly may conflict, with the interest of the Company.
5. You shall not achieve or attempt to achieve any undue gain or advantage either to yourself or to your relatives, partners or associates.
6. You shall not assign your office as Director and any assignment so made shall be void.

You are required to make prompt disclosure of your interest as per the requirements of Section 184 and other applicable provisions of the Companies Act, 2013. During your term in the office as a Director, you shall promptly provide a declaration under Section 149 (7) of the Act or upon any change in circumstances that may affect your independence in relation to the Company.

You will apply the highest standards of confidentiality, and not disclose to any person or Company (whether during the course of the tenure as Director or at any time after its cessation), any confidential information concerning the Company and any Group Companies with which you come into contact by virtue of your position as a Director, except as permitted by law or with prior clearance from the Chairman.

In addition to the performance of the above functions and duties as a Director or the functions or duties of the Board collectively, you, as an Director, shall also perform duties of Independent Director detailed in "the Code for Independent Director" as per Schedule IV of the Companies Act, 2013 (including any statutory modification or re-enactment thereof, for the time being in force) and its corresponding Rules and shall also ensure adherence of other provisions of the said Schedule.

You are expected to follow the Company's Code of Conduct for Directors and Senior Management Personnel and furnish an annual affirmation of the same. You will also follow the Company's other applicable policies and codes, including the Code of Conduct for Prevention of Insider Trading on insider information and the requirements under the Companies Act, 2013 and SEBI Regulations, which Inter-alia requires that price-sensitive information is not used or transmitted and maintained securely. You should not make any statements that might risk a breach of these requirements without prior clearance from the Chairman of the Company.



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You shall not commit the Company in any way, nor shall you make any statements on the Company's behalf or concerning the Company to the media, financial institutions or anyone associated with the stock market or investor community without the express authorization of the Board.

The list of actions that you should not do while functioning as a Director in the Company includes the following:

- Any action that involves any violation of applicable laws;
- Any action that involves any breach, in letter and spirit, of the Company's Code of Conduct for Directors and Senior Management Personnel;
- Any action that involves the Directors' personal interest, except as disclosed as per applicable laws, or unduly compromises or conflicts with the interest of the Company.

You will be held liable, only in respect of such acts of omission or commission by the Company which have occurred with your knowledge, attributable through Board processes, and with your consent or connivance or where you have not acted diligently.

## Evaluation Processes

Your performance evaluation shall be done by the Board of Directors annually, without your participation. You will participate in reviewing the performance of non-independent Directors and the Board as a whole, performance of the Chairperson and other independent Directors.

## Remuneration

You will be entitled to sitting fees for attending the Meetings of the Board or Committee thereof or for any other purpose whatsoever as may be decided by the Board of Directors from time to time. The sitting fees payable shall be subject to applicable tax deduction at source.

In addition, you will be entitled to reimbursement of all expenses for participation in the Board and other Meetings of the Company.

## Termination

Your appointment will terminate automatically on the expiry of the term of appointment as above or vacation of office in terms of Section 167 of the Companies Act, 2013.

Your appointment may also be terminated in accordance with the provisions of the Articles of Association of the Company, as amended from time to time or may cease in accordance with the applicable laws.



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