



THE HI-TECH GEARS LTD.

CIN - L29130HR1986PLC081555

Corporate Office : Millennium Plaza, Tower-B, Sushant Lok-1, Sector-27, Gurugram - 122009,
Haryana, INDIA Tel. : +91-(124) 4715100

Particulars of Familiarization Programme pursuant to Regulation 25(7) of The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") for Financial Year 2019-20

The Company regularly conducts various familiarization programmes pursuant to Regulation 25(7) of The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

In the Familiarization Programme, at the time of appointment of an Independent Director, a formal letter of appointment is given, which inter alia explains the role, functions, duties, and responsibilities expected from him/her as an Independent Director of the Company.

Further in case of any changes in the Rules & Regulations or any business development which needs specialized insight, each Director is familiarized with full details and the effects of it.

During such programme, interactive sessions were also conducted, wherein the doubts of Directors were taken up and settled. The programmes were conducted normally at the end of scheduled board meetings, which lasted for considerable time. In the programme Executive Directors & other Directors were also invited, who imparted and shared their experiences as training & Value addition.

The details of familiarization programmes during the F.Y. 2019-20 are as under:

Sl No.	Date	Attendance	Areas Covered	No. of hours spent
1	27.05.2019	Mr. Sandeep Dinodia Mr. Vinit Taneja Mr. Krishna Chandra Verma Mrs. Malini Sud Mr. Prosad Dasgupta Mr. Vijay Mathur (Sr. General Manager, Finance)	Directors & KMP's were familiarized with the amendments in relation to amendments in SEBI (LODR) Regulations, 2015 effective from April 01, 2019. They were informed that the Kotak Committee on Corporate Governance under the Chairmanship of Shri Uday Kotak made several recommendations to SEBI on October 05, 2017. Certain recommendations were accepted by SEBI which were incorporated in the SEBI (LODR) Regulations, 2015 vide notification dated May 09, 2018 and May 10, 2018 also apprised by Mr. Shital Kumar Khatri, Company Secretary.	1 hour

www.thehitechgears.com

Work-I : A-589, Industrial Complex, Bhiwadi - 301 019 Rajasthan INDIA Tel.: +91 (01493) 265005
Regd. Office & Works-II : Plot No. 24 - 26 Sector-7, IMT Manesar, 122 050 Gurugram, Haryana INDIA Tel.: +91 (124) 4715200

Work-III : Plot No. SP-146A, Industrial Complex, Bhiwadi - 301019 Rajasthan INDIA

Head Office : C-41/B, Kalkaji, New Delhi - 110019 INDIA

Subsidiaries : The Hi-Tech Gears Canada. Inc. 361, Speedvale Ave W. Guelph, ON N1H 1C7, CANADA
Teutech LLC. 227, Barton St. Emporium. PA 15834, USA



Sl No.	Date	Attendance	Areas Covered	No. of hours spent
2.	14.08.2019	Mr. Anil Kumar Khanna Mr. Sandeep Dinodia Mr. Vinit Taneja Mr. Krishna Chandra Verma Mrs. Malini Sud Mr. Prosad Dasgupta Mr. Vijay Mathur (Sr. General Manager, Finance)	Directors & KMP's were familiarized with the amendments in relation to various provisions SEBI (LODR) Regulations, 2015, and Companies Act, 2013. Mr. Shital Kumar Khatri, Company Secretary, provided the insight on above topics.	1 hour

Sl No.	Date	Attendance	Areas Covered	No. of hours spent
3	07.02.2020	Mr. Sandeep Dinodia Mr. Vinit Taneja Mr. Anil Kumar Khanna Mr. Krishna Chandra Verma Mrs. Malini Sud Mr. Vijay Mathur (Sr. General Manager, Finance)	Directors & KMP's were familiarized with the changes in SEBI (Prohibition of Insider Trading) Regulations, 2015, in which new chapter III-A has been inserted in the aforesaid regulation which mainly related to information confidentiality, Protection of informant against retaliation and victimization etc. Mr. Naveen Jain, Company Secretary provided the insight on above topics.	1 hour

DETAILS OF FAMILIARISATION PROGRAM ATTENDED BY INDEPENDENT DIRECTORS:

NAME OF DIRECTORS	FINANCIAL YEAR 2019-20		CUMULATIVE TILL DATE	
	NO. OF PROGRAMMES	NO. OF HOURS	NO. OF PROGRAMMES	NO. OF HOURS
Mr. Anil Kumar Khanna	2	2	2	2
Mr. Sandeep Dinodia	3	3	3	3
Mr. Vinit Taneja	3	3	3	3
Mr. Krishna Chandra Verma	3	3	3	3
Mrs. Malini Sud	3	3	3	3
Mr. Prosad Dasgupta	2	2	2	2

For and on behalf of The Hi-Tech Gears Limited


Naveen Jain
Company Secretary

