



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 2020-21

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

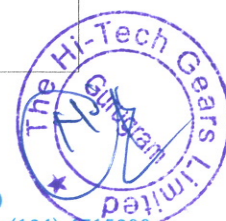
In the Familiarization Programme, at the time of appointment of an Independent Director, a formal letter of appointment is given, which inter alia explains the role, functions, duties and responsibilities expected from him/her as an Independent Director of the Company.

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. 2020-21 are as under:

Sl No.	Date	Attendance	Areas Covered	No. of hours spent
1	26.06.2020	Mr. Anil Kumar Khanna	Independent Directors & KMP's were familiarized with the relaxations/amendments in relation to various provisions SEBI (LODR) Regulations, 2015, SEBI (SAST) Regulations, 2011, SEBI (D&P) Regulations, 2018 and Companies Act, 2013 on account of COVID-19 pandemic. Mr. Naveen Jain, Company Secretary provided the insight on above topics.	1 hour
		Mr. Sandeep Dinodia		
		Mr. Vinit Taneja		
		Mr. Krishna Chandra Verma		
		Mrs. Malini Sud		
		Mr. Neville D'souza		
		Mr. Prosad Dasgupta		
		Mr. Vijay Mathur (CFO)		
Sl No.	Date	Attendance	Areas Covered	No. of hours spent
2	12.11.2020	Mr. Anil Kumar Khanna	Independent Directors & KMP's were familiarized with the amendments/changes in relation to CSR Activities in Schedule VII in terms of the activities which will be included in the Schedule	0.5 hour
		Mr. Sandeep Dinodia		
		Mr. Vinit Taneja		
		Mr. Krishna Chandra Verma		
		Mrs. Malini Sud		



www.thehitechgears.com

Work-I : A-589, Industrial Complex, Bhiwadi - 301 019 Rajasthan INDIA Tel.: +91 (01493) 265000
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

	Mr. Neville D'souza	VII. Mr. Naveen Jain, Company Secretary provided the insight on above topics.
	Mr. Prosad Dasgupta	
	Mr. Vijay Mathur (CFO)	

DETAILS OF FAMILIARISATION PROGRAM ATTENDED BY INDEPENDENT DIRECTORS:

NAME OF DIRECTORS	FINANCIAL YEAR 2020-21		CUMULATIVE TILL DATE	
	NO. OF PROGRAMMES	NO. OF HOURS	NO. OF PROGRAMMES	NO. OF HOURS
Mr. Anil Kumar Khanna	2	1.5	4	3.5
Mr. Sandeep Dinodia	2	1.5	5	4.5
Mr. Vinit Taneja	2	1.5	5	4.5
Mr. Krishna Chandra Verma	2	1.5	5	4.5
Mrs. Malini Sud	2	1.5	5	4.5
Mr. Prosad Dasgupta	2	1.5	4	3.5
Mr. Neville D' Souza	1	1.5	1	1.5

For and on behalf of The Hi-Tech Gears Limited



Naveen Jain
Company Secretary

