



IS/ISO 9001:2015 Certified

MITCON

**CONSULTANCY & ENGINEERING
SERVICES LTD.**

TERMS AND CONDITIONS OF APPOINTMENT FOR INDEPENDENT DIRECTORS

Pursuant to the provisions of Section 149, 150 and 152 of the Companies Act, 2013 (“Act”), the terms and conditions for the appointment of Independent Directors are as follows:

The terms of your appointment, as set out in this letter, are subject to the extent provisions of the applicable laws, including the Act and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Articles of Association of the Company.

1.Appointment

The appointment will be for the period mentioned against their respective names (“Term”). The Company may disengage Independent Directors prior to completion of the Term subject to compliance of relevant provisions of the 2013 Act.

The word “term” should be construed as defined under Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. The Company has adopted the provisions with respect to appointment and term of Independent Directors, which is in consistent with the Act and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. Re-appointment for the second term shall be based on recommendation of the Nomination & Remuneration Committee and subject to approval of the Board and the shareholders. Your re-appointment would be considered by the Board, based on the outcome of the performance evaluation process and continuing to meet independence criteria.

2.Committees

The Board of Directors (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 the future. Your appointment on such Committee(s) will be subject to the applicable regulations.

3. Time 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. The Board meets at least four times in a year. The Audit Committee also meets at least four times in a year. Besides, there is other Committee/s under the requirement of Company Act 2013. You will be expected to attend Board, Board Committees to which you may be appointed and Shareholders meetings and to devote such time to your duties, as appropriate for you to discharge your duties effectively. Ordinarily, all meetings are held at registered office.

Regd. Office: 1st Floor, Kubera Chambers, Shivajinagar, Pune 411 005. (INDIA) Tel: +91-20-25533309, 25534322, Fax: +91-20-25533206,
Email: mitconmail@gmail.com CIN : L74140PN1982PLC026933

Branches: New Delhi | Mumbai | Bangalore | Ahmedabad | Chennai | Nagpur

www.mitconindia.com



IS/ISO 9001:2015 Certified

MITCON

**CONSULTANCY & ENGINEERING
SERVICES LTD.**

By accepting this appointment, you confirm that you are able to allocate sufficient time to meet the expectations from your role to the satisfaction of the Board.

4. Role and Duties

Your role and duties will be those normally required of a Non-Executive Independent Director under the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. There are certain duties prescribed for all Directors, both Executive and Non- Executive, which are fiduciary in nature and are as under:

- i. You shall act in accordance with the Company's Articles of Association.
- ii. 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.
- iii. You shall discharge your duties with due and reasonable care, skill and diligence.
- iv. You will abide by the guidelines of professional conduct, role, function and duties as an Independent Directors provided in Schedule IV of the Companies Act, 2013
- v. You are expected to stay updated on how best to discharge your roles, responsibilities, and duties and liabilities, as an Independent Director of the Company under applicable law, including keeping abreast of current changes and trends in economic, political, social, financial, legal and corporate governance practices.
- vi. 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.
- vii. You shall not achieve or attempt to achieve any undue gain or advantage either to yourself or to your relatives, partners or associates.
- viii. You shall not assign your office as Director and any assignments so made shall be void.
- ix. You will not hold office as a Director or any other office in a competing firm/entity.

5. Additional Applicable Statutory Requirements

As an Independent Director on the Board, you will be subject to all relevant provisions of the Act and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Regd. Office: 1st Floor, Kubera Chambers, Shivajinagar, Pune 411 005. (INDIA) Tel: +91-20-25533309, 25534322, Fax: +91-20-25533206,
Email: mitconmail@gmail.com CIN : L74140PN1982PLC026933

Branches: New Delhi | Mumbai | Bangalore | Ahmedabad | Chennai | Nagpur

www.mitconindia.com



IS/ISO 9001 :2015 Certified

MITCON

**CONSULTANCY & ENGINEERING
SERVICES LTD.**

6. Remuneration

You will not be an employee of the Company and this letter shall not constitute a contract of employment. You will be paid such remuneration by way of setting fees for meetings of the Board and its Committees as may be decided by the Board from time to time. Further, you will also be paid remuneration by way of sitting fees as may be approved by the Board and the Shareholders from time to time.

7. Reimbursement of Expenses

In addition to the remuneration, the Company will for the period of your appointment, reimburse you for travel, hotel and other incidental expenses incurred by you in the performance of your role and duties.

8. Disclosures, other directorships and business interests

During the Term, you agree to promptly notify the Company of any change in their directorships, and provide such other disclosures and information as may be required under the applicable laws. They also agree that upon becoming aware of any potential conflict of interest with their position as Independent Directors of the Company, they shall promptly disclose the same to the Chairman and the Company Secretary. During their Term, they agree to promptly provide a declaration under Section 149(7) of the 2013 Act, upon any change in circumstances which may affect their status as an Independent Director.

9. Training and Development

The Company may, if required, conduct formal training program for its Independent Directors. The Company may, as may be required, support Directors to continually update their skills and knowledge and improve their familiarity with the Company and its business. The Company will fund/ arrange for training on all matters which are common to the whole Board.

10. Performance Appraisal / Evaluation Process

As Members of the Board, their performance as well as the performance of the entire Board and its Committees will be evaluated annually. Evaluation of each Director shall be done by all the other directors. Your appointment and re appointment on the Board shall subject to the outcome of the yearly evaluation process. However, the actual evaluation process shall remain confidential and shall be a constructive mechanism to improve the effectiveness of the Board / Committee.



IS/ISO 9001:2015 Certified

MITCON

**CONSULTANCY & ENGINEERING
SERVICES LTD.**

11. Independent Professional Advice

There may be occasions when you consider that you need professional advice in furtherance of your duties as a Director and it will be appropriate for you to consult independent advisers at the Company's expense. The Company will reimburse the full cost of expenditure incurred in accordance with the Company's policy.

12. Disclosure of Interest

The Company must include in its Annual Accounts a note of any material interest that a Director may have in any transaction or arrangement that the Company has entered into. Such interest should be disclosed no later than when the transaction or arrangement comes up at a Board meeting so that the minutes may record your interest appropriately and our records are updated. A general notice that you are interested in any contracts with a particular person, firm or company is acceptable.

13. Code of Conduct

As Independent Directors of the Company, they agree to comply with the Code of Conduct for Independent Directors (IDs).

Unless specifically authorized by the Company, they shall not disclose company and business information to constituencies such as the media, the financial community, employees, shareholders, agents, franchisees, dealers, distributors and importers.

Their obligation of confidentiality shall survive cessation of their respective directorships with the Company.

The provisions of both, Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and the Code of Conduct on Prevention of Insider Trading, 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.

All Directors are required to sign a confirmation of acceptance of the Code of Conduct as adopted by the Board from time to time on an annual basis.

14. Termination

- You may resign from your position at any time and should you wish to do so, you are requested to serve a reasonable written notice on the Board.
- Continuation of your appointment is contingent on your getting re-elected by the Shareholders in accordance with provisions of Companies Act, 2013 and the Articles

Regd. Office: 1st Floor, Kubera Chambers, Shivajinagar, Pune 411 005. (INDIA) Tel: +91-20-25533309, 25534322, Fax: +91-20-25533206,
Email: mitconmail@gmail.com CIN : L74140PN1982PLC026933

Branches: New Delhi | Mumbai | Bangalore | Ahmedabad | Chennai | Nagpur

www.mitconindia.com



IS/ISO 9001 :2015 Certified

MITCON

**CONSULTANCY & ENGINEERING
SERVICES LTD.**

of Association of the Company, from time to time in force. You will not be entitled to compensation if the shareholders do not re-elect you at any time.

- Your appointment may also be terminated in accordance with the provisions of the Articles of Association of the Company from time to time in force.

Regd. Office: 1st Floor, Kubera Chambers, Shivajinagar, Pune 411 005. (INDIA) Tel: +91-20-25533309, 25534322, Fax: +91-20-25533206,
Email: mitconmail@gmail.com CIN : L74140PN1982PLC026933

Branches: New Delhi | Mumbai | Bangalore | Ahmedabad | Chennai | Nagpur

www.mitconindia.com