



Indian Toners & Developers Ltd.

(A Govt. recognized Export House) CIN No.: L74993UP1990PLC015721
Corporate Office : 1223, DLF Tower B, Jasola, New Delhi - 110 025 (India)

Ref.: ITDL/AL-2020

Date: 23.08.2021

Mr. Sanjay Gupta.
D – 232, Krishna Vila,
Near Shri Viveka Nand Sadan,
Vikas Marg,
Delhi – 110 092.

Sir,

Sub.: Appointment as Non-Executive Independent Director under Companies Act, 2013

We are pleased to inform you that the shareholders of the Company at their 31st Annual General Meeting held on 23rd August, 2021 have passed the resolution for your appointment as an Independent Director of the Company, pursuant to the Companies Act, 2013.

As per the requirements of the Companies Act, 2013, the above is being formalised through this letter of appointment. Please note that this is a contract for service and is not a contract of employment.

Appointment

Your appointment for the time being is up to **21.06.2026**. This tenure is subject to your meeting the criteria for being an Independent Director and not being disqualified to be a Director under the applicable regulations.

Role on the Board

You are expected to provide your expertise and experience inter alia in the field relating to corporate governance, in the functioning of the Board and the committees of the Board 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 commitment.

You may be nominated on one or more committees of the Board and in such event you will be provided with the relevant Committee's terms of reference and any specific responsibilities.

Duties and Liabilities

The duties and liabilities that come with your appointment would be as per the applicable laws, ITDL policies and the Articles of Association of the Company. The laws that currently govern the duties and liabilities of an Independent Director are the Companies Act, 2013 (including Rules there under) and the Listing Agreement with the Stock Exchange, some of which are specifically outlined below.

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Phone: +91-595-2356271 (20 Lines) Fax : +91-595-2356273



You will follow the Code for Independent Director as per Schedule IV of the Companies Act, 2013. For your information, Regulations 15 of the Listing Regulations dealing with corporate governance framework has been applicable with effect from 1st October, 2014.

You are required to make disclosure of your interest as per the requirements of Section 184 of the Companies Act, 2013 and not participate in the meeting of the Board where any contract or arrangement in which you are interested is discussed. In case you so desire, Company would provide support to help you familiarise yourself with the relevant duties and obligations.

Independence

The Board of Directors of the Company *inter alia* has given due consideration to your declaration of being qualified as 'independent' in accordance with the provisions of Companies Act, 2013 and the Listing Agreement with the Stock Exchange. You are expected to continue to be qualified as 'independent' during your tenure and provide periodic declaration to the effect as required by regulations. You will be identified as 'Independent Director' in the annual report and other documents and publications of the Company. If circumstances change and you believe it may not be possible for you to retain your independence you should discuss this with the Chairman as soon as practicable.

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.

Code of Business Conduct

You will follow the **ITDL** Code of Business Conduct and furnish an annual affirmation of the same.

You will apply the highest standards of confidentiality, and not disclose to any person or company (whether during the course of the tenure as independent 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 or Company Secretary.

Prohibition on Insider Trading

You will follow the **ITDL** Policy 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 or Company Secretary.

Remuneration

You will be entitled to fee for attending the meetings of the Board or Committee thereof either personally or through Video Conference or other audio visual means or for any other purpose whatsoever as may be decided by the Board of Directors. The payment of fee payable shall be subject to applicable tax deduction at source.

General

All the terms as mentioned above including your appointment, remuneration, professional conduct, role and functions, duties and evaluation shall be governed by the Companies Act, 2013 and Rules made there under and Corporate Governance requirements under the Listing Agreement, as amended from time to time This Letter and any non-contractual obligations arising out of or in connection with this Letter are governed by, and shall be construed in accordance with the laws of India and subject to the exclusive jurisdiction of the Courts of Delhi

Yours sincerely
for Indian Toners & Developers Limited


Sushil Jain
Chairman