



33 - Nariman Bhavan, 227 - Nariman Point,  
Mumbai - 400021 India  
T: +91-22-2202 6437 F: +91-22-2204 8009  
E: sales@modison.com W: www.modison.com  
Cin No.: L51900MH1983PLC029783



## LETTER OF APPOINTMENT

### **Shri Ashok Shantilal Jatia**

Independent Director – Modison Metals Limited  
212-B, Grand Paradi, August Kranti Marg,  
Kemps Corner, Cumballa Hill  
MUMBAI 400036

Dear Sir,

### **Sub: Re-Appointment as a Non-Executive Independent Director of Modison Metals Limited**

With reference to the captioned subject and declaration provided by you regarding your meeting criteria of Independence as provided under Section 149 (6) of the Companies Act, 2013 (the Act).

We are pleased to inform you that the shareholders at the Annual General Meeting held on September 8<sup>th</sup>, 2020 have approved your reappointment as an Independent Director for a second term to hold office for five consecutive years from November 2<sup>nd</sup>, 2020 to November 1<sup>st</sup>, 2025. This letter of appointment sets out the terms and conditions covering your appointment which are as follows:

### **TERM OF APPOINTMENT**

In terms of the resolution passed at the Thirty-Seventh Annual General Meeting, an Independent Director of Modison Metals Limited (the Company) is to hold the office of an Independent Director from November 2<sup>nd</sup>, 2020, up to the expiry of five consecutive years i.e. November 1<sup>st</sup>, 2025.

An Independent Director so appointed will not be subject to retirement by rotation during the above term.

Further, your tenure is subject to meeting the criteria for being an Independent Director and not being disqualified to be a Director under the Companies Act, 2013 (the Act) and Listing Agreement.

The Independent Director may be required to serve on one or more of the Board Committees as may be decided by the Board from time to time.



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## INDEPENDENCE

The Board of Directors of the Company *inter- alia* gives due consideration to the declaration made by an Independent Director of being qualified as 'Independent' in accordance with the provisions of the Act, and the Listing Agreement and will be identified and disclosed as such in the Annual Report and other documents and publications of the Company.

## ROLE, DUTIES AND RESPONSIBILITIES

The duties, responsibilities and liabilities that come with the appointment as an Independent Director would be as per the applicable laws, Company Policies and the Articles of Association of the Company. The laws that currently govern the duties, responsibilities and liabilities of an Independent Director are as per the Companies Act, 2013, and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 with the Stock Exchange. An Independent Director will follow "the Code for Independent Director" as per Schedule IV to the Companies Act, 2013, and "Modison Metals Limited Code of Conduct for Directors." An Independent Director is required to make disclosure of his interest as per the requirements of Section 184 of the Act.

## CODE OF BUSINESS CONDUCT

Each Independent Director will follow the 'Code of Conduct' adopted for the Directors of the Company and furnish an annual affirmation of the same.

The Independent Directors will apply the highest standards of confidentiality and not disclose to any person or Company (whether during the course of the tenure as an Independent Director at any time after its cessation), any confidential information concerning the Company and any Group Companies with you come into contact by virtue of your position as a Director, except for the compliance with any law or Court Order.

The attention of Independent Directors has also been drawn to the Securities Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and the Company's Code of Conduct for Prevention of Insider Trading, prohibition disclosure or use of unpublished price sensitive information.



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## **STATUS OF APPOINTMENT**

An Independent Director, you will be entitled to fee for attending Meetings of the Board or Committee thereof either personally or through video conference. The fee payable shall be subject to applicable tax deduction at source.

## **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 full cost of expenditure incurred in accordance with the Company's policy.

## **CONFLICT OF INTEREST**

It is accepted and acknowledged that you may have business interests other than those of the Company. As a condition to your appointment, you are required to declare any such directorships, appointments and interests to the Board in writing in the prescribed form at the time of your appointment.

## **EVALUATION PROCESSES**

Performance Evaluation of an Independent Directors as well as the performance of the entire Board and its Committees will be evaluated annually as may be required under the provisions of the Act. The criteria for evaluation will be determined by the Nomination and Remuneration Committee of the Board and will be disclosed in the Company's Annual Report as required under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

## **DISCLOSURE OF INTEREST**

Any material interest that a Director may have in any transaction or arrangement that the Company has entered into 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 contract with a particular person, firm or company is acceptable.

## **POLICIES**

In line with the SEBI norms, the Company has uploaded various policies on the Company's website [www.modison.com](http://www.modison.com) (in Investor tab), you are requested to comply with the same.

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METALS LIMITED**

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## **PUBLICATION OF THE LETTER OF APPOINTMENT**

In line with the provision of Schedule IV, under Companies Act, 2013, the Company will make public the terms and conditions of your appointment and will also arrange for it to be displayed on the Company's website.

## **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. In terms of provisions of the Companies Act, 2013, you are required to file a copy of your resignation letter with the Registrar of Companies, Mumbai.

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.

## **GENERAL**

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 the parties agree to submit to the exclusive jurisdiction of the courts of Mumbai.

Please confirm your acceptance and to the above by signing and returning to me the enclosed duplicate of this letter.

Yours sincerely,

For **Modison Metals Limited**

**RAJKUMAR MODI  
JOINT MANAGING DIRECTOR**

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To,

Modison Metals Limited

I have read and I agreed to the above terms regarding my appointment as a Non -Executive Independent Director of Modison Metals Limited as set out in this letter.

Sd/-

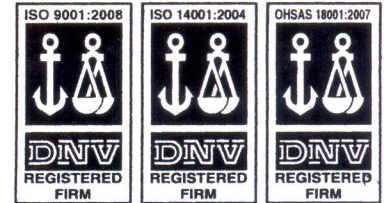
**Ashok Jatia**

Place: Mumbai

Date :

**MODISON**  
**METALS LIMITED**

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MML: 2014: 640  
September 10, 2014

Mr. R.A. Goenka  
131- C, Grand Paradi Apartments,  
August Kranti Marg,  
Mumbai- 400 036.

**Appointment as Independent Director of Modison Metals Ltd.**

Dear Sir,

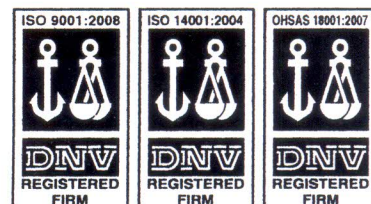
In terms of Section 149(4) read with Schedule IV of the Companies Act, 2013, we hereby, advise that, the Members of Modison Metals Ltd., at the 31<sup>st</sup> Annual General Meeting held on Sept 09, 2014, have approved your appointment as Independent Director on the Board of the Company on the following terms and conditions:

- (i) Your initial term as Independent Director will be for 5 (five) consecutive years beginning w.e.f. 1<sup>st</sup> April, 2014. You will however be eligible for reappointment for not more than one term of consecutive 5 (five) years subject to passing of a Special Resolution in this regard at a General Meeting and on the basis of your annual performance evaluation to be conducted by the Board of Directors. As Independent Director, you will not be able to retire by rotation.
- (ii) You will be a member/ chairman of following Board Committees of the Company (committee membership shall be subject to change by the Board from time to time):

<u>Name of Committee</u>	<u>Position</u>	<u>Brief Terms of Reference</u>
Audit Committee of the Board	Member	The Audit Committee acts as an intermediary between the management and the Statutory and Internal Auditors overseeing the internal audit functions of the Audit Committee are set out under the Companies Act, 2013 and clause 49 of the listing agreement.
Finance Committee	Member	Finance Committee takes into account the matters other than policies and those specifically required to be considered by the board. It also considers and exercises such other powers as delegated to it by the Board.

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Remuneration & Nomination Committee	Chairman	Remuneration and Nomination Committee undertakes a process of due diligence to determine the 'fit and proper' status of existing Directors elected, and the persons to be elected as Directors, by shareholders. It also carries out functions given under Section 178 of the Companies Act, 2013. Remuneration and Nomination Committee will also consider and approve the payment of Directors Remuneration for Managing Director and Wholetime Director as well as carry on other functions given in Section 178 of the Companies Act, 2013.
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- (iii) The Board expects you to follow the Professional Conduct for the Independent Directors provided under Schedule IV of the Companies Act, 2013 during your tenure in the Bank as an Independent Director (Copy of the extracts from Schedule IV is enclosed at Annexure I), and not to do any act contrary to the professional conduct.
- (iv) You are also requested to kindly read the Roles and Functions as well as Duties of Independent Directors as given under Schedule IV of the Companies Act, 2013 (copy at Annexure I), and follow the same during your tenure as Independent Director of Modison Metals Limited.
- (v) In terms of the Remuneration Policy of the Company, you will be paid sitting fees for attending the Board and Board Committee meetings at the rate of ₹ 10,000/- for each meeting of the Board, and Committee meetings, in case you are a member of these committees. The expenses on your travel, local transport as well as accommodation for attending the meetings will be borne by the Company. Apart from the above, you will not be entitled to any other remuneration as Independent Director of the Company.

We wish you all the best for your role as Independent Director of the Company.

Thanking you,

Yours faithfully,  
For **MODISON METALS LIMITED**,

  
**G.L. Modi**  
Managing Director

## SCHEDULE IV

[See section 149(8)]

**CODE FOR INDEPENDENT DIRECTORS**

The Code is a guide to professional conduct for independent directors. Adherence to these standards by independent directors and fulfilment of their responsibilities in a professional and faithful manner will promote confidence of the investment community, particularly minority shareholders, regulators and companies in the institution of independent directors.

**I. Guidelines of professional conduct:**

An independent director shall:

- (1) uphold ethical standards of integrity and probity;
- (2) act objectively and constructively while exercising his duties;
- (3) exercise his responsibilities in a *bona fide* manner in the interest of the company;
- (4) devote sufficient time and attention to his professional obligations for informed and balanced decision making;
- (5) not allow any extraneous considerations that will vitiate his exercise of objective independent judgment in the paramount interest of the company as a whole, while concurring in or dissenting from the collective judgment of the Board in its decision making;
- (6) not abuse his position to the detriment of the company or its shareholders or for the purpose of gaining direct or indirect personal advantage or advantage for any associated person;
- (7) refrain from any action that would lead to loss of his independence;
- (8) where circumstances arise which make an independent director lose his independence, the independent director must immediately inform the Board accordingly;
- (9) assist the company in implementing the best corporate governance practices.

**II. Role and functions:**

The independent directors shall:

- (1) help in bringing an independent judgment to bear on the Board's deliberations especially on issues of strategy, performance, risk management, resources, key appointments and standards of conduct;
- (2) bring an objective view in the evaluation of the performance of board and management;
- (3) scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
- (4) satisfy themselves on the integrity of financial information and that financial controls and the systems of risk management are robust and defensible;
- (5) safeguard the interests of all stakeholders, particularly the minority shareholders;
- (6) balance the conflicting interest of the stakeholders;
- (7) determine appropriate levels of remuneration of executive directors, key managerial personnel and senior management and have a prime role in appointing and where necessary recommend removal of executive directors, key managerial personnel and senior management;
- (8) moderate and arbitrate in the interest of the company as a whole, in situations of conflict between management and shareholder's interest.

**III. Duties :**

The independent directors shall—

- (1) undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the company;
- (2) seek appropriate clarification or amplification of information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of the company;
- (3) strive to attend all meetings of the Board of Directors and of the Board committees of which he is a member;
- (4) participate constructively and actively in the committees of the Board in which they are chairpersons or members;
- (5) strive to attend the general meetings of the company;
- (6) where they have concerns about the running of the company or a proposed action, ensure that these are addressed by the Board and, to the extent that they are not resolved, insist that their concerns are recorded in the minutes of the Board meeting;
- (7) keep themselves well informed about the company and the external environment in which it operates;
- (8) not to unfairly obstruct the functioning of an otherwise proper Board or committee of the Board;
- (9) pay sufficient attention and ensure that adequate deliberations are held before approving related party transactions and assure themselves that the same are in the interest of the company;
- (10) ascertain and ensure that the company has an adequate and functional vigil mechanism and to ensure that the interests of a person who uses such mechanism are not prejudicially affected on account of such use;
- (11) report concerns about unethical behaviour, actual or suspected fraud or violation of the company's code of conduct or ethics policy;
- (12) acting within his authority, assist in protecting the legitimate interests of the company, shareholders and its employees;
- (13) not disclose confidential information, including commercial secrets, technologies, advertising and sales promotion plans, unpublished price sensitive information, unless such disclosure is expressly approved by the Board or required by law.

**IV. Manner of appointment:**

- (1) Appointment process of independent directors shall be independent of the company management; while selecting independent directors the Board shall ensure that there is appropriate balance of skills, experience and knowledge in the Board so as to enable the Board to discharge its functions and duties effectively.
- (2) The appointment of independent director(s) of the company shall be approved at the meeting of the shareholders.
- (3) The explanatory statement attached to the notice of the meeting for approving the appointment of independent director shall include a statement that in the opinion of the Board, the independent director proposed to be appointed fulfils the conditions specified in the Act and the rules made thereunder and that the proposed director is independent of the management.

- (4) The appointment of independent directors shall be formalised through a letter of appointment, which shall set out :
  - (a) the term of appointment;
  - (b) the expectation of the Board from the appointed director; the Board-level committee(s) in which the director is expected to serve and its tasks;
  - (c) the fiduciary duties that come with such an appointment along with accompanying liabilities;
  - (d) provision for Directors and Officers (D and O) insurance, if any;
  - (e) the Code of Business Ethics that the company expects its directors and employees to follow;
  - (f) the list of actions that a director should not do while functioning as such in the company; and
  - (g) the remuneration, mentioning periodic fees, reimbursement of expenses for participation in the Boards and other meetings and profit related commission, if any.
- (5) The terms and conditions of appointment of independent directors shall be open for inspection at the registered office of the company by any member during normal business hours.
- (6) The terms and conditions of appointment of independent directors shall also be posted on the company's website.

**V. Re-appointment:**

The re-appointment of independent director shall be on the basis of report of performance evaluation.

**VI. Resignation or removal:**

- (1) The resignation or removal of an independent director shall be in the same manner as is provided in sections 168 and 169 of the Act.
- (2) An independent director who resigns or is removed from the Board of the company shall be replaced by a new independent director within a period of not more than one hundred and eighty days from the date of such resignation or removal, as the case may be.
- (3) Where the company fulfils the requirement of independent directors in its Board even without filling the vacancy created by such resignation or removal, as the case may be, the requirement of replacement by a new independent director shall not apply.

**VII. Separate meetings:**

- (1) The independent directors of the company shall hold at least one meeting in a year, without the attendance of non-independent directors and members of management;
- (2) All the independent directors of the company shall strive to be present at such meeting;
- (3) The meeting shall:
  - (a) review the performance of non-independent directors and the Board as a whole;

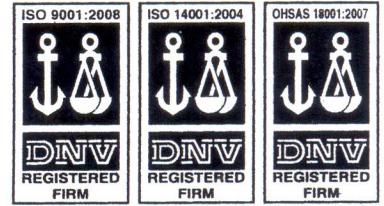
- (b) review the performance of the Chairperson of the company, taking into account the views of executive directors and non-executive directors;
- (c) assess the quality, quantity and timeliness of flow of information between the company management and the Board that is necessary for the Board to effectively and reasonably perform their duties.

**VIII. Evaluation mechanism:**

- (1) The performance evaluation of independent directors shall be done by the entire Board of Directors, excluding the director being evaluated.
- (2) On the basis of the report of performance evaluation, it shall be determined whether to extend or continue the term of appointment of the independent director.

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**METALS LIMITED**

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MML: 2014: 641  
September 10, 2014

Mr. L.P. Aggarwal  
Flat No. 502,  
Primrose Apartments,  
Near SNTD, Juhu Road,  
Santacruz (W),  
Mumbai- 400 049

**Appointment as Independent Director of Modison Metals Ltd.**

Dear Sir,

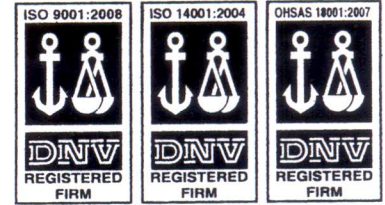
In terms of Section 149(4) read with Schedule IV of the Companies Act, 2013, we hereby, advise that, the Members of Modison Metals Ltd., at the 31<sup>st</sup> Annual General Meeting held on Sept 09, 2014, have approved your appointment as Independent Director on the Board of the Company on the following terms and conditions:

- (i) Your initial term as Independent Director will be for 5 (five) consecutive years beginning w.e.f. 1<sup>st</sup> April, 2014. You will however be eligible for reappointment for not more than one term of consecutive 5 (five) years subject to passing of a Special Resolution in this regard at a General Meeting and on the basis of your annual performance evaluation to be conducted by the Board of Directors. As Independent Director, you will not be able to retire by rotation.
- (ii) You will be a member/ chairman of following Board Committees of the Company (committee membership shall be subject to change by the Board from time to time):

<u>Name of Committee</u>	<u>Position</u>	<u>Brief Terms of Reference</u>
Audit Committee of the Board	Member	The Audit Committee acts as an intermediary between the management and the Statutory and Internal Auditors overseeing the internal audit functions of the Audit Committee are set out under the Companies Act, 2013 and clause 49 of the listing agreement.

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Remuneration & Nomination Committee	Member	Remuneration and Nomination Committee undertakes a process of due diligence to determine the 'fit and proper' status of existing Directors elected, and the persons to be elected as Directors, by shareholders. It also carries out functions given under Section 178 of the Companies Act, 2013. Remuneration and Nomination Committee will also consider and approve the payment of Directors Remuneration for Managing Director and Wholetime Director as well as carry on other functions given in Section 178 of the Companies Act, 2013.
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- (iii) The Board expects you to follow the Professional Conduct for the Independent Directors provided under Schedule IV of the Companies Act, 2013 during your tenure in the Bank as an Independent Director (Copy of the extracts from Schedule IV is enclosed at Annexure I), and not to do any act contrary to the professional conduct.
- (iv) You are also requested to kindly read the Roles and Functions as well as Duties of Independent Directors as given under Schedule IV of the Companies Act, 2013 (copy at Annexure I), and follow the same during your tenure as Independent Director of Modison Metals Limited.
- (v) In terms of the Remuneration Policy of the Company, you will be paid sitting fees for attending the Board and Board Committee meetings at the rate of ₹ 10,000/- for each meeting of the Board, and Committee meetings, in case you are a member of these committees. The expenses on your travel, local transport as well as accommodation for attending the meetings will be borne by the Company. Apart from the above, you will not be entitled to any other remuneration as Independent Director of the Company.

We wish you all the best for your role as Independent Director of the Company.

Thanking you,

Yours faithfully,  
For **MODISON METALS LIMITED**,

  
**G.L. Modi**  
Managing Director

## SCHEDULE IV

[See section 149(8)]

**CODE FOR INDEPENDENT DIRECTORS**

The Code is a guide to professional conduct for independent directors. Adherence to these standards by independent directors and fulfilment of their responsibilities in a professional and faithful manner will promote confidence of the investment community, particularly minority shareholders, regulators and companies in the institution of independent directors.

**I. Guidelines of professional conduct:**

An independent director shall:

- (1) uphold ethical standards of integrity and probity;
- (2) act objectively and constructively while exercising his duties;
- (3) exercise his responsibilities in a *bona fide* manner in the interest of the company;
- (4) devote sufficient time and attention to his professional obligations for informed and balanced decision making;
- (5) not allow any extraneous considerations that will vitiate his exercise of objective independent judgment in the paramount interest of the company as a whole, while concurring in or dissenting from the collective judgment of the Board in its decision making;
- (6) not abuse his position to the detriment of the company or its shareholders or for the purpose of gaining direct or indirect personal advantage or advantage for any associated person;
- (7) refrain from any action that would lead to loss of his independence;
- (8) where circumstances arise which make an independent director lose his independence, the independent director must immediately inform the Board accordingly;
- (9) assist the company in implementing the best corporate governance practices.

**II. Role and functions:**

The independent directors shall:

- (1) help in bringing an independent judgment to bear on the Board's deliberations especially on issues of strategy, performance, risk management, resources, key appointments and standards of conduct;
- (2) bring an objective view in the evaluation of the performance of board and management;
- (3) scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
- (4) satisfy themselves on the integrity of financial information and that financial controls and the systems of risk management are robust and defensible;
- (5) safeguard the interests of all stakeholders, particularly the minority shareholders;
- (6) balance the conflicting interest of the stakeholders;
- (7) determine appropriate levels of remuneration of executive directors, key managerial personnel and senior management and have a prime role in appointing and where necessary recommend removal of executive directors, key managerial personnel and senior management;
- (8) moderate and arbitrate in the interest of the company as a whole, in situations of conflict between management and shareholder's interest.

**III. Duties :**

The independent directors shall—

- (1) undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the company;
- (2) seek appropriate clarification or amplification of information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of the company;
- (3) strive to attend all meetings of the Board of Directors and of the Board committees of which he is a member;
- (4) participate constructively and actively in the committees of the Board in which they are chairpersons or members;
- (5) strive to attend the general meetings of the company;
- (6) where they have concerns about the running of the company or a proposed action, ensure that these are addressed by the Board and, to the extent that they are not resolved, insist that their concerns are recorded in the minutes of the Board meeting;
- (7) keep themselves well informed about the company and the external environment in which it operates;
- (8) not to unfairly obstruct the functioning of an otherwise proper Board or committee of the Board;
- (9) pay sufficient attention and ensure that adequate deliberations are held before approving related party transactions and assure themselves that the same are in the interest of the company;
- (10) ascertain and ensure that the company has an adequate and functional vigil mechanism and to ensure that the interests of a person who uses such mechanism are not prejudicially affected on account of such use;
- (11) report concerns about unethical behaviour, actual or suspected fraud or violation of the company's code of conduct or ethics policy;
- (12) acting within his authority, assist in protecting the legitimate interests of the company, shareholders and its employees;
- (13) not disclose confidential information, including commercial secrets, technologies, advertising and sales promotion plans, unpublished price sensitive information, unless such disclosure is expressly approved by the Board or required by law.

**IV. Manner of appointment:**

- (1) Appointment process of independent directors shall be independent of the company management; while selecting independent directors the Board shall ensure that there is appropriate balance of skills, experience and knowledge in the Board so as to enable the Board to discharge its functions and duties effectively.
- (2) The appointment of independent director(s) of the company shall be approved at the meeting of the shareholders.
- (3) The explanatory statement attached to the notice of the meeting for approving the appointment of independent director shall include a statement that in the opinion of the Board, the independent director proposed to be appointed fulfils the conditions specified in the Act and the rules made thereunder and that the proposed director is independent of the management.

- (4) The appointment of independent directors shall be formalised through a letter of appointment, which shall set out :
  - (a) the term of appointment;
  - (b) the expectation of the Board from the appointed director; the Board-level committee(s) in which the director is expected to serve and its tasks;
  - (c) the fiduciary duties that come with such an appointment along with accompanying liabilities;
  - (d) provision for Directors and Officers (D and O) insurance, if any;
  - (e) the Code of Business Ethics that the company expects its directors and employees to follow;
  - (f) the list of actions that a director should not do while functioning as such in the company; and
  - (g) the remuneration, mentioning periodic fees, reimbursement of expenses for participation in the Boards and other meetings and profit related commission, if any.
- (5) The terms and conditions of appointment of independent directors shall be open for inspection at the registered office of the company by any member during normal business hours.
- (6) The terms and conditions of appointment of independent directors shall also be posted on the company's website.

**V. Re-appointment:**

The re-appointment of independent director shall be on the basis of report of performance evaluation.

**VI. Resignation or removal:**

- (1) The resignation or removal of an independent director shall be in the same manner as is provided in sections 168 and 169 of the Act.
- (2) An independent director who resigns or is removed from the Board of the company shall be replaced by a new independent director within a period of not more than one hundred and eighty days from the date of such resignation or removal, as the case may be.
- (3) Where the company fulfils the requirement of independent directors in its Board even without filling the vacancy created by such resignation or removal, as the case may be, the requirement of replacement by a new independent director shall not apply.

**VII. Separate meetings:**

- (1) The independent directors of the company shall hold at least one meeting in a year, without the attendance of non-independent directors and members of management;
- (2) All the independent directors of the company shall strive to be present at such meeting;
- (3) The meeting shall:
  - (a) review the performance of non-independent directors and the Board as a whole;

- (b) review the performance of the Chairperson of the company, taking into account the views of executive directors and non-executive directors;
- (c) assess the quality, quantity and timeliness of flow of information between the company management and the Board that is necessary for the Board to effectively and reasonably perform their duties.

**VIII. Evaluation mechanism:**

- (1) The performance evaluation of independent directors shall be done by the entire Board of Directors, excluding the director being evaluated.
- (2) On the basis of the report of performance evaluation, it shall be determined whether to extend or continue the term of appointment of the independent director.

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E-MAIL : sales@modison.com WEB : www.modison.com  
CIN NO : L51900MH1983PLC029783



MML: 2015: 311  
November 2<sup>nd</sup>, 2015

MR. ASHOK JATIA  
212-B, GRAND PARADI,  
AUGUST KRANTI MARG,  
KEMPS CORNER,  
Mumbai, 400036.

**Appointment as Independent Director of Modison Metals Ltd.**

Dear Madam,

In terms of Section 149(4) read with Schedule IV of the Companies Act, 2013, we hereby, advise that, the Board of Directors of Modison Metals Ltd. at its meeting held on 02.11.2015 has appointed you as Independent Director on the Board of the Company on the following terms and conditions:

- (i) Your initial term as Independent Director will be for 5 (five) consecutive years beginning w.e.f. 2<sup>nd</sup> November, 2015. You will however be eligible for reappointment for not more than one term of consecutive 5 (five) years subject to the approval of members at General Meeting and on the basis of your annual performance evaluation to be conducted by the Board of Directors. As Independent Director, you will not be liable to retire by rotation.
- (ii) You will be a member/ chairman of following Board Committees of the Company (committee membership shall be subject to change by the Board from time to time):

<u>Name of Committee</u>	<u>Position</u>	<u>Brief Terms of Reference</u>
Audit Committee of the Board	Member	The Audit Committee acts as an intermediary between the management and the Statutory and Internal Auditors overseeing the internal audit functions of the Audit Committee are set out under the Companies Act, 2013 and clause 49 of the listing agreement.

**MODISON**  
**METALS LIMITED**

33 - NARIMAN BHAVAN, 227 - NARIMAN POINT,  
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Remuneration & Nomination Committee	Member	Remuneration and Nomination Committee undertakes a process of due diligence to determine the 'fit and proper' status of existing Directors elected, and the persons to be elected as Directors, by shareholders. It also carries out functions given under Section 178 of the Companies Act, 2013. Remuneration and Nomination Committee will also consider and approve the payment of Directors Remuneration for Managing Director and Wholetime Director as well as carry on other functions given in Section 178 of the Companies Act, 2013.
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- (iii) The Board expects you to follow the Professional Conduct for the Independent Directors provided under Schedule IV of the Companies Act, 2013 during your tenure in the Company as an Independent Director (Copy of the extracts from Schedule IV is enclosed at Annexure I), and not to do any act contrary to the professional conduct.
- (iv) You are also requested to kindly read the Roles and Functions as well as Duties of Independent Directors as given under Schedule IV of the Companies Act, 2013 (copy at Annexure I), and follow the same during your tenure as Independent Director of Modison Metals Limited.
- (v) In terms of the Remuneration Policy of the Company, you will be paid sitting fees for attending the Board and Board Committee meetings at the rate of ₹ 10,000/- for each meeting of the Board, and Committee meetings, in case you are a member of these committees. The expenses on your travel, local transport as well as accommodation for attending the meetings will be borne by the Company. Apart from the above, you will not be entitled to any other remuneration as Independent Director of the Company.

We wish you all the best for your role as Independent Director of the Company.

Thanking you,

Yours faithfully,  
For **MODISON METALS LIMITED**,

*G.L. Modi*  
**G.L. Modi**  
Managing Director

## SCHEDULE IV

[See section 149(8)]

**CODE FOR INDEPENDENT DIRECTORS**

The Code is a guide to professional conduct for independent directors. Adherence to these standards by independent directors and fulfilment of their responsibilities in a professional and faithful manner will promote confidence of the investment community, particularly minority shareholders, regulators and companies in the institution of independent directors.

**I. Guidelines of professional conduct:**

An independent director shall:

- (1) uphold ethical standards of integrity and probity;
- (2) act objectively and constructively while exercising his duties;
- (3) exercise his responsibilities in a *bona fide* manner in the interest of the company;
- (4) devote sufficient time and attention to his professional obligations for informed and balanced decision making;
- (5) not allow any extraneous considerations that will vitiate his exercise of objective independent judgment in the paramount interest of the company as a whole, while concurring in or dissenting from the collective judgment of the Board in its decision making;
- (6) not abuse his position to the detriment of the company or its shareholders or for the purpose of gaining direct or indirect personal advantage or advantage for any associated person;
- (7) refrain from any action that would lead to loss of his independence;
- (8) where circumstances arise which make an independent director lose his independence, the independent director must immediately inform the Board accordingly;
- (9) assist the company in implementing the best corporate governance practices.

**II. Role and functions:**

The independent directors shall:

- (1) help in bringing an independent judgment to bear on the Board's deliberations especially on issues of strategy, performance, risk management, resources, key appointments and standards of conduct;
- (2) bring an objective view in the evaluation of the performance of board and management;
- (3) scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
- (4) satisfy themselves on the integrity of financial information and that financial controls and the systems of risk management are robust and defensible;
- (5) safeguard the interests of all stakeholders, particularly the minority shareholders;
- (6) balance the conflicting interest of the stakeholders;
- (7) determine appropriate levels of remuneration of executive directors, key managerial personnel and senior management and have a prime role in appointing and where necessary recommend removal of executive directors, key managerial personnel and senior management;
- (8) moderate and arbitrate in the interest of the company as a whole, in situations of conflict between management and shareholder's interest.

**III. Duties :**

The independent directors shall—

- (1) undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the company;
- (2) seek appropriate clarification or amplification of information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of the company;
- (3) strive to attend all meetings of the Board of Directors and of the Board committees of which he is a member;
- (4) participate constructively and actively in the committees of the Board in which they are chairpersons or members;
- (5) strive to attend the general meetings of the company;
- (6) where they have concerns about the running of the company or a proposed action, ensure that these are addressed by the Board and, to the extent that they are not resolved, insist that their concerns are recorded in the minutes of the Board meeting;
- (7) keep themselves well informed about the company and the external environment in which it operates;
- (8) not to unfairly obstruct the functioning of an otherwise proper Board or committee of the Board;
- (9) pay sufficient attention and ensure that adequate deliberations are held before approving related party transactions and assure themselves that the same are in the interest of the company;
- (10) ascertain and ensure that the company has an adequate and functional vigil mechanism and to ensure that the interests of a person who uses such mechanism are not prejudicially affected on account of such use;
- (11) report concerns about unethical behaviour, actual or suspected fraud or violation of the company's code of conduct or ethics policy;
- (12) acting within his authority, assist in protecting the legitimate interests of the company, shareholders and its employees;
- (13) not disclose confidential information, including commercial secrets, technologies, advertising and sales promotion plans, unpublished price sensitive information, unless such disclosure is expressly approved by the Board or required by law.

**IV. Manner of appointment:**

- (1) Appointment process of independent directors shall be independent of the company management; while selecting independent directors the Board shall ensure that there is appropriate balance of skills, experience and knowledge in the Board so as to enable the Board to discharge its functions and duties effectively.
- (2) The appointment of independent director(s) of the company shall be approved at the meeting of the shareholders.
- (3) The explanatory statement attached to the notice of the meeting for approving the appointment of independent director shall include a statement that in the opinion of the Board, the independent director proposed to be appointed fulfils the conditions specified in the Act and the rules made thereunder and that the proposed director is independent of the management.

- (4) The appointment of independent directors shall be formalised through a letter of appointment, which shall set out :
  - (a) the term of appointment;
  - (b) the expectation of the Board from the appointed director; the Board-level committee(s) in which the director is expected to serve and its tasks;
  - (c) the fiduciary duties that come with such an appointment along with accompanying liabilities;
  - (d) provision for Directors and Officers (D and O) insurance, if any;
  - (e) the Code of Business Ethics that the company expects its directors and employees to follow;
  - (f) the list of actions that a director should not do while functioning as such in the company; and
  - (g) the remuneration, mentioning periodic fees, reimbursement of expenses for participation in the Boards and other meetings and profit related commission, if any.
- (5) The terms and conditions of appointment of independent directors shall be open for inspection at the registered office of the company by any member during normal business hours.
- (6) The terms and conditions of appointment of independent directors shall also be posted on the company's website.

**V. Re-appointment:**

The re-appointment of independent director shall be on the basis of report of performance evaluation.

**VI. Resignation or removal:**

- (1) The resignation or removal of an independent director shall be in the same manner as is provided in sections 168 and 169 of the Act.
- (2) An independent director who resigns or is removed from the Board of the company shall be replaced by a new independent director within a period of not more than one hundred and eighty days from the date of such resignation or removal, as the case may be.
- (3) Where the company fulfils the requirement of independent directors in its Board even without filling the vacancy created by such resignation or removal, as the case may be, the requirement of replacement by a new independent director shall not apply.

**VII. Separate meetings:**

- (1) The independent directors of the company shall hold at least one meeting in a year, without the attendance of non-independent directors and members of management;
- (2) All the independent directors of the company shall strive to be present at such meeting;
- (3) The meeting shall:
  - (a) review the performance of non-independent directors and the Board as a whole;

- (b) review the performance of the Chairperson of the company, taking into account the views of executive directors and non-executive directors;
- (c) assess the quality, quantity and timeliness of flow of information between the company management and the Board that is necessary for the Board to effectively and reasonably perform their duties.

**VIII. Evaluation mechanism:**

- (1) The performance evaluation of independent directors shall be done by the entire Board of Directors, excluding the director being evaluated.
- (2) On the basis of the report of performance evaluation, it shall be determined whether to extend or continue the term of appointment of the independent director.