

SUCCESSION POLICY FOR THE BOARD & SENIOR MANAGEMENT

1. BACKGROUND

The Regulation 17(4) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “**Listing Regulations**”), requires that the board of directors of a listed entity is required to satisfy itself that plans are in place for orderly succession for appointment to the board of directors (the “**Board**”) and senior management.

The Nomination and Remuneration [the “**Committee**”] shall be responsible for implementing this Policy and its related procedures.

2. OBJECTIVE

Succession planning is required to ensure continuity and smooth functioning of the Company and to ensure that investors / stakeholders do not suffer due to sudden or unplanned gaps in leadership.

The objective of this Policy is to make a plan for orderly succession for appointment to the Board and Senior Management.

3. DEFINITIONS

- i. “Nomination and Remuneration Committee” or “Committee” means the Committee of the Board constituted/re-constituted, from time to time, under the provisions of Regulation 19 of the “Listing Regulations”, and Section 178 of the Companies Act, 2013, as amended from time to time.
- ii. “Board of Directors” or “Board” means the board of directors of the Company as constituted/re-constituted, from time to time.
- iii. “Company” means A.K. SPINTEX Limited
- iv. “Companies Act” means the Companies Act, 2013 and the rules framed there under, as amended from time to time.
- v. “Policy” means this succession policy.
- vi. “KMP” or “Key Managerial Personnel” in relation to the Company means :
 - i) the chief executive officer or the managing director or the manager;
 - ii) the company secretary;
 - iii) the whole-time director

- iv) the chief financial officer;
- v) such other officer, not more than one level below the directors who is in whole-time employment, designated as key managerial personnel by the Board and
- vi) such other officer as may be prescribed.
- vii. “senior management” shall mean officers/personnel of the listed entity who are members of its core management team excluding board of directors and normally this shall comprise all members of management one level below the “chief executive officer/managing director/whole time director/manager (including chief executive officer/manager, in case they are not part of the board) and shall specifically include company secretary and chief financial officer.

4. PROCEDURE FOR SUCCESSION

i. Succession Plan for the Board and the KMPs

The Committee shall identify suitable persons from among the existing top management personnel or from outside the Company to fill up the vacancy at the Board and KMP level.

The Committee shall apply a diligence process to determine the suitability of every person who is being considered for appointment or re-appointment as a director or KMP of the Company based on his/her educational qualifications, experience and track record.

The appointment, re-appointment or removal of the person at the Board and KMP level shall be recommended by the Committee and approved by the Board. Such appointment, re-appointment or removal shall be in accordance with the applicable provisions of the Companies Act, the Listing Regulations and other laws as applicable to the Company.

ii. Succession Plan for the Senior Management:

The Committee shall periodically review and consider the list of Senior Management due for retirement or resignation within the year. The Committee shall also consider new vacancies that may arise because of business needs or up-gradation of department(s). Accordingly, the Committee shall assess the availability of suitable candidates for the Company’s future growth and development.

The vacancy or fresh appointments at the Senior Management level shall be in line with the internal policy(ies) adopted by the management, keeping in view the organization’s mission, vision, values, goals and objectives.

The Chairperson, Managing Director, the Executive Directors and the Head – Human Resources shall also, from time to time, identify & recommend high-potential employees who merit faster career progression and formulate, administer, monitor and review the process of skill development and identify training requirements in respect of such employees.

The appointment of Senior Management shall be in accordance with the applicable provisions of the Companies Act, the Listing Regulations and other laws as applicable to the Company.

5. EMERGENCY SUCCESSION OR TEMPORARY CHANGE

If a director's slot/Senior Management's position suddenly becomes vacant by reason of death or other unanticipated occurrence, the Committee/ Executive Directors shall convene a special meeting as early as possible to implement the process described herein, subject to the necessity involved.

For a temporary change in executive leadership (i.e., illness or leave of absence for long time), the immediate junior officer, reporting to such executive, shall take charge in place of his/her senior until the senior executive re-joins the office or if he/she is not competent in the view of the Chairperson, Managing Director or the Committee, then such other person who is competent to take the charge as may be decided by the Managing Director or the Committee will take charge until the senior executive re-joins the office.

6. REVIEW AND MONITORING

The Board shall review and monitor the implementation of this Policy to ensure its effectiveness and for ensuing effective succession planning.

7. AMENDMENTS TO THE POLICY

The Board shall have the power to clarify any doubts or rectify any anomalies that may exist in connection with the effective execution of this Policy. The Board reserves the right to amend this Policy from time to time based on changing requirements as prescribed by the SEBI/Stock Exchange(s) or any other appropriate statutory authority.

8. DISCLOSURE OF THE POLICY

This Policy shall be posted on the website of the Company, if required under the Companies Act, 2013 and rules framed there under, "Listing Regulations" and any other regulatory requirements.

This Policy was framed on 30.06.2020