

DRAFT LETTER OF APPOINTMENT TO INDEPENDENT DIRECTORS

Date:

To,
Independent Director
(Address)

Dear Sir,

Sub: Appointment as a Non-Executive Independent Director of Bajel Projects Limited(the “Company”)

Dear Sir,

We are pleased to confirm your appointment as a Non-Executive Independent Director of the Company (the “Appointment”) for a first term of five years with effect from (date), which is pursuant to the provisions of Companies Act, 2013 and the Rules made thereunder and as approved by the Board of Directors in their meeting held on (Date) and the shareholders of the Company vide their special resolution passed in the Annual General Meeting /Postal ballot.

This appointment is based on the information and the Declaration of Independence provided by you.

Further, as stipulated under the Companies Act, 2013, the appointment of Independent Directors shall be governed by the Schedule IV to the Companies Act, 2013 -‘Code for Independent Directors’, enclosed to this letter as **Annexure A**, which primarily covers –

- I. Guidelines of professional conduct
- II. Role and functions
- III. Duties
- IV. Manner of appointment
- V. Re-appointment
- VI. Resignation or removal
- VII. Separate meetings
- VIII. Evaluation mechanism

The terms of the Appointment, which shall in any event be subject to the Articles of Association of the Company, are set out below.

Appointment

1. The Appointment is for a term of five years, expiring at the conclusion of (date) (the “Termination Date”). The Appointment will be subject to the Company’s Articles of Association and approval of shareholders at the ensuing annual general meeting of the Company.
2. During your tenure as an Independent Director, you may be asked to serve on one or more of the Board Committees including Audit, Nomination & Remuneration, Stakeholders’ Relationship Committees. Copies of the terms of reference for each of those committees would be provided to you at the appropriate time.
3. You will strictly abide by the Code for Independent Directors referred to above.
4. The Company expects a commitment of sufficient time and attention as necessary in order to perform your duties under the Appointment. This will include attendance at regular and emergency Board meetings, any annual meeting of Independent Directors and the Annual General Meeting. You may also be required to attend regular meetings of any Board committee of which you are a member. In addition, you will be expected to devote appropriate preparation time ahead of each meeting.
5. By accepting the Appointment, you confirm that you are able to allocate sufficient time to perform your role.

Role

6. As a Non-Executive Independent Director you have the same general legal responsibilities to the Company as any other Director.
7. You will adhere to the following duties of directors, which are more specifically stipulated in Section 166 of the Companies Act, 2013 –
 - (1) Subject to the provisions of this Act, a director of a company shall act in accordance with the articles of the company.
 - (2) A director of a company 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 interests of the company, its employees, the shareholders, the community and for the protection of environment.
 - (3) A director of a company shall exercise his/her duties with due and reasonable care, skill and diligence and shall exercise independent judgment.

- (4) A director of a company shall not involve in a situation in which he/she may have a direct or indirect interest that conflicts, or possibly may conflict, with the interest of the company.
- (5) A director of a company shall not achieve or attempt to achieve any undue gain or advantage either to himself/herself or to his/her relatives, partners, or associates and if such director is found guilty of making any undue gain, he/she shall be liable to pay an amount equal to that gain to the company.
- (6) A director of a company shall not assign his/her office and any assignment so made shall be void.

Fees / Commission

- 8. You will be paid a sitting fee for your services as a Non-Executive Independent Director of Rs.1,00,000/- per meeting of the Board and Audit Committee and Rs.50,000/- for meetings of other Committees attended during the year. In addition, commission shall be payable by the Company at the rate of Rs.1,00,000/- per meeting of the Board and Audit Committee attended by you subject to an amount not exceeding 1% per annum of the net profits of the Company calculated in accordance with the provisions of Section 198 and other applicable provisions, if any, of the Companies Act, 2013 as approved by the shareholders of the Company at their 80th Annual General Meeting.
- 9. You will have no entitlement to any bonus during the Appointment and no entitlement to participate in any share scheme or stock options will be issued to you by the Company.

Reimbursement of Expenses

- 10. In addition to the fee described in 8 above, the Company will reimburse you for all reasonable and properly documented expenses you incur in performing your role. You may submit any details of expenses incurred to the Company Secretary.
- 11. During the Appointment, circumstances may arise in furtherance of your duties as a Director when it will be appropriate for you to seek advice from independent advisors at the Company's expense. The Company will reimburse such expenditure incurred as deemed necessary.

Other directorships and business interests

12. The Company acknowledges that you may have business interests other than those of the Company and that you have declared any conflicts that are apparent at present. In the event that you become aware of any potential conflicts of interest, these may be disclosed to the Chairman and Company Secretary as soon as they become apparent.
13. During the Appointment, you may please inform us prior to accepting any other (or further) directorships of publicly quoted companies or any major external appointments, to avoid any conflict of interest with your current position in the Company.

Code of Conduct & other compliances

14. During the Appointment, you will comply with any relevant regulations as may be issued by the Government of India and such other authorized bodies as set up by the Government on its behalf, including the Code for Independent Directors and such other requirements as the Board of Directors may from time to time specify.

Confidentiality

15. You must apply the highest standards of confidentiality and not disclose to any person or company (whether during the course of the Appointment or at any time after its termination) any confidential information concerning the Company and any Group Companies with which you come into contact by virtue of your position as a Non-Executive Independent Director of the Company.
16. Your attention is drawn to the requirements under both legislation and regulation as to the disclosure of price-sensitive information. Consequently, you should avoid making any statements that might risk a breach of these requirements without prior clearance from the Chairman or Company Secretary.
17. On termination of the Appointment, you will deliver to the Company all books, document, papers and other property of or relating to the business of the Company which are in your possession, custody or power by virtue of your position as a Non-Executive Independent Director of the Company.

Performance Review Process

18. The performance of individual Directors and the whole Board and its Committees shall be evaluated by the Remuneration & Nomination Committee. If, in the interim, there are any matters arising in connection with your role as a Non-Executive Independent Director which cause you concern you may discuss with us as soon as appropriate.

Insurance

19. The Company has directors' and officers' liability insurance and it is intended to maintain such cover for the full term of the Appointment. You have been provided with details of this insurance.

Publication of the letter of appointment

20. In line with the provisions of the Companies Act, 2013, the Company may make public a generic copy of this letter on its website at www.bajelprojects.com and may also arrange for your individual letter of appointment to be on display at the Company's Annual General Meeting.

This letter is 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 India.

This letter constitutes neither a contract for services nor a service contract.

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

Thanking you,

Yours sincerely,
For Bajel Projects Limited

Shekhar Bajaj
Director

I have read and agreed to the above terms regarding my appointment as a Non-Executive Independent Director of Bajel Projects Limited.

Signature:

Place:

Date: