

Details of Familiarization Programmes held:

Date of the program	Program details	Areas covered
Financial Year 2017-18		
7th April 2017 Mumbai	Familiarization Programme presentation by BPRL	Exploration activities, Blocks
19th May 2017 Mumbai	Sectoral Programme/ Presentation by International Trade (IT) Dept.	Presentation on crude oil trading, products trading, shipping and risk management
30th June 2017 Jammu	One-day Orientation Programme for Directors of CPSEs	Audit Committee
5-6th October 2017 Gangtok	Orientation Programme for Capacity Building of newly appointed non-official Directors of CPSEs	Roles & Responsibilities of Independent Directors in the context of Companies Act, 2013
16-17th November 2017 New Delhi	15 <sup>th</sup> Corporate Governance Program	Corporate Governance
8-9th January 2018 Andhra Pradesh	Orientation Programme for Capacity Building of newly appointed non-official Directors of CPSEs	Roles & Responsibilities of Independent Directors in the context of Companies Act, 2013
Financial Year 2016-17		
28th & 29th November, 2016 Mumbai	Familiarization program by Corporate Treasury, Corporate Finance and Marketing organised by Company at its Registered office	Presentations on Financial and Marketing facets of the Corporation
22nd December, 2016 Mumbai	Familiarization program organised by Company at its Registered office	Presentation on Subsidiary and Status update on all assets and future plans
16-17th February, 2017, 3rd, 21st and 30th March, 2017, Mumbai	Familiarization program organised by Company at its Registered office	Presentations by strategic business units of the Company

27th & 28th February, 2017 Raipur	Two-day Orientation Program for capacity building of newly appointed Independent Director organized by Department of Public Enterprises	Roles & Responsibilities of Independent Directors in the context of Companies Act, 2013;Regulatory Perspectives, Corporate Social Responsibility; Emerging role of Independent Directors in the Board Room, Internal Financial Controls, Frauds & Corporate Governance, Understanding Corporate Strategy and Business Risks
2nd March, 2017 Uran	Visit to Company's LPG Bottling Plant	Presentation and Plant visit
7th March, 2017 Noida	Visit to Corporate R & D centre	Presentation and location visit
11th, 16th March, 2017 Jaipur	Visit to Retail outlets, Jobner Installations, LPG plant, Pradhan Mantri Ujjwala Yojana (PMUY) Customers at villages	Presentation on Rajasthan Oil Industry overview, visit to BP Jaipur COCO all women's petrol pump, retail outlet where vehicle identification system was launched, Met and spoke with 5-6 PMUY Customers at villages etc.
30th March, 2017 Mumbai	Visit to Mumbai Refinery and Plant visit	Presentation and location visit
Financial Year 2015-16		
28th & 29th December, 2015 Goa	One and half-day workshop for Capacity Building of non-official Directors of CPSEs organized by Department of Public Enterprises	Companies Act, 2013 and its implications for Government Companies; Roles & responsibilities of Independent Directors; Sub-Committees of Board: functions & importance.

27th January, 2016 Mumbai	Familiarization program for Independent Directors organised by Company at its Registered office	Various facets of the Corporation
21st & 22nd March, 2016 New Delhi	Two-day Training Programme on Governance, Risk Management and Compliance (GRC) organized by Indian Institute of Corporate Affairs	GRC: Concept, mapping assurance universe, enterprise risk management, enterprise performance management, secretarial standards, internal audit, Corporate governance and integrated reporting, SEBI Regulations, CSR for risk management etc.
29th & 30th March, 2016 Mumbai	Two-day workshop for Capacity Building of non-official Directors of CPSEs organized by Department of Public Enterprises	Roles & responsibilities of Independent Directors; CSR perspectives etc; understanding Corporate Strategy and business risks ; Regulatory perspectives for Independent Directors, due diligence etc; understanding MoU system, financial issues in CPSEs, financial statements, etc;
Financial Year 2014-15		
24 <sup>th</sup> September, 2014 New Delhi	Half-day workshop for Capacity Building of non-official Directors of CPSEs organized by Department of Public Enterprises	Roles and responsibilities of Independent Directors in context of Companies Act, 2013
8 <sup>th</sup> & 9 <sup>th</sup> January, 2015 New Delhi	Re-orientation Programme for Independent Directors	Companies Act, 2013, key provisions for Independent Directors etc; Board Committees, role etc; building ethical corporation; managing Boardroom conflicts/relationships etc; Board process;

		stakeholder management & CSR etc; Board evaluation etc.
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Details of attendance of Independent Directors in above Programmes:

Sr.No	Name of Independent Director	No. of Programmes attended		No. of hours/minutes spent in the Programmes attended	
		FY 17-18	Cumulative till date	FY 17-18	Cumulative till date
1	Shri Rajesh Kumar Mangal	2	6	16.45	45.30
2	Shri Deepak Bhojwani	1	6	02.00	38.45
3	Shri Gopal Chandra Nanda	1	4	02.00	20.00
4	Shri Vishal V Sharma	4	18	29.45	63.15
5	Shri Vinay Sheel Oberoi	1	1	16.00	16.00
6	Smt. Shanti Sundharam	1	1	08.00	08.00