

## **Letter of Appointment to Independent Directors**

By Hand Delivery/Courier

[•] (Insert Date)

[•] (Insert Name)

[•] (Insert Address)

Dear [•],

Sub: Your Appointment as an Independent Director of HAWA ENGINEERS LIMITED

We are pleased to inform you that the Board of Directors of the Company, on the recommendation of the Nomination and Remuneration Committee, and subject to the approval of the members at the ensuing AGM, have approved your appointment as an Independent Director of the Company, to hold office for [•] consecutive years, w.e.f. [•], in terms of the provisions of Section 149 the Companies Act, 2013 and the rules made there under.

This letter of appointment setting the terms and conditions thereof including remuneration is being issued to you in terms of Clause IV(4) of Schedule IV to the said Act, detailed as under:

### **A. Tenure**

1. Your appointment as an Independent Director of the Company shall be for a period of [•] (five) consecutive years, for a term from [•] up to [•] (both days inclusive), unless otherwise terminated or determined earlier due to resignation or retirement or for any other reason at the discretion of either party, subject to intimation in writing.
2. Your appointment is subject to your continued adherence to the criteria prescribed for Independent Director under the said Act and provisions of SEBI Listing Regulations relating to corporate governance, as amended, from time to time. You shall endeavor to adhere to the said criteria at all times and provide a declaration confirming the same. In case, you are not likely to be in adherence to such criteria, you shall forthwith inform the Chairman of the Board of Directors of the Company.
3. Please note that based on such declaration you will be represented as an Independent Director of the Company in the financial Statement, records, disclosures and other documents of the Company, in the manner, as mandated under applicable laws, from time to time.

### **B. Role, Duties and Liabilities**

Registered office : Plot No. 129, Narol Road, Near Kashiram Textile Mill ,Ahmedabad ,Gujarat 382405

II Email : riyaz@hawaengltd.com II Website : www.hawaengltd.com II

II Phone : 079-25320781, 25320782 II CIN : L29120GJ1993PLC019199 II

I. Your role and duties will be those normally required of a Non-Executive Independent Director under the Companies Act, 2013. There are certain duties prescribed for all Directors, both Executive and Non- Executive, which are fiduciary in nature and are as under:

1. You shall act in accordance with the Company's Articles of Association as may be amended from time to time.
2. You 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 interest of the Company.
3. You shall discharge your duties with due and reasonable care, skill and diligence.
4. You shall not involve yourself in a situation in which you may have a direct or indirect interest that conflicts, or possibly may conflict, with the interest of the Company.
5. You shall not achieve or attempt to achieve any undue gain or advantage either to yourself or to your relatives, partners or associates.
6. You shall not assign your office as Director and any assignments so made shall be void.

II. As an independent director of the Company, you shall perform the following duties in terms of Part III to Schedule IV to the said Act, detailed hereinafter, for your reference and compliance.

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.

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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.

#### **C. Board Committees**

1. The Board may, if it deems fit, nominate you to be member or chairperson of the Committee of Directors, in terms of applicable corporate and securities laws.
2. Upon your appointment as aforesaid, you shall endeavour to exercise requisite diligence whilst discharging your fiduciary duties vis a vis the said terms of reference.

#### **D. Time Commitment**

1. As a Non-Executive Independent Director you are expected to bring objectivity and independence of view to the Board's discussions and to help provide the Board with effective leadership in relation to the Company's strategy, performance, and risk management as well as ensuring high standards of financial probity and corporate governance. The Board generally meets four times in a year. The Audit Committee generally meets at least four times in a year. Besides, there are other Committee meetings like Nomination and Remuneration Committee, Corporate Social Responsibility Committee, Stakeholder Relationship Committee, Finance Committee etc. meetings of which are ordinarily convened as per requirements. You will be expected to attend Board and Board Committees to which you may be appointed and Shareholders meetings and to devote such time to your duties, as appropriate for you to discharge your duties effectively.
2. By accepting this appointment, you confirm that you are able to allocate sufficient time to meet the expectations from your role to the satisfaction of the Board.

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**E. Evaluation**

1. The Board of Directors will carry out an evaluation of the performance of the Board as a whole, Board Committees and Directors on an annual basis as per Company's Policy. Your appointment and reappointment on the Board shall be subject to the outcome of the yearly evaluation process.

**F. Remuneration**

1. In accordance with the provision of Section 197 of the Companies Act, 2013, you shall be paid annual commission based on the performance of the company as approved by the Board of Directors, within the limits approved by the shareholders.

**G. Conflict Of Interest**

1. 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.
2. In the event that your circumstances seem likely to change and might give rise to a conflict of interest or, when applicable, circumstances that might lead the Board to revise its judgement that you are independent, this should be disclosed to both the Chairman and the Company Secretary.

**H. Insurance**

1. The Company proposes to take Directors' and Officers' liability insurance and it is intended that the Company will assume and maintain such cover for the full term of your appointment.

**I. Disclosure Of Interest**

1. 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.

**J. Confidentiality**

1. All information acquired during your appointment is confidential to the Company and should not be released, either during your appointment or following termination (by whatever means) to third parties without prior clearance from the Chairman unless required by law or by the rules of any stock exchange or regulatory body. On reasonable request, you shall surrender any documents and other materials made available to you by the Company.

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2. Your attention is also drawn to the requirements under the applicable regulations and the Company's Insider Trading Code which concern the disclosure of price sensitive information and dealing in the securities of the Company. Consequently you should avoid making any statements or performing any transactions that might risk a breach of these requirements without prior clearance from the Chairman or the Company Secretary.

**K. General**

1. 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 court of competent jurisdiction at Ahmedabad, India.
2. This appointment letter constitutes neither a contract for service nor a service for contract.

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

Thanking you.

Yours sincerely,

**For HAWA ENGINEERS LIMITED**

**ASLAM KAGDI**

**Chairman & Managing Director**

I have read and agree to the above terms.

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**[•] (Insert Name of Director)**

**Designation: Independent Director**

**DIN: [•] (Insert DIN)**

**Place: [•] (Insert Place)**

**Date: [•] (Insert Date)**