



Ref: Ho-463

Dated: September 17, 2021

To,
Mr. Arvind Sagar
1602/2, The Palms,
South City-1,
Gurgaon, Haryana-122001

Dear Sir,

APPOINTMENT LETTER AS AN INDEPENDENT DIRECTOR

1. The Shareholders in the Annual General Meeting held on September 17, 2021, were pleased to appoint you as an Independent Director of the Company for a term of 5 (Five) years with effect from the conclusion of the Board Meeting on June 28, 2021 up to and including June 27, 2026 and that he shall not be liable to retire by rotation.
2. A copy of the Resolution passed by the Annual General Meeting is enclosed for your information and record.
3. As an Independent Director of the Company you will be entitled to following remuneration:-
 - (a) Board Meeting Fee: Rs. 1,00,000/- (Rupees One Lakh only) for each meeting to be attended.
 - (b) TA & DA for attending the Board Meeting outside your Headquarter.
 - (c) Commission: Rs. 25,000/- (Rupees Twenty Five Thousand only) per annum, subject to commission payable to all Non-Executive Director shall not exceed 1 % of the Net Profit for the financial year.
4. As an Independent Director you are required to abide by the provisions specified in paragraphs I, II & III of Schedule-IV of the Companies Act, 2013, with regard to professional conduct, rules and functions and duties. A copy of paragraphs I, II & III of Schedule-IV is enclosed for ready reference.
5. In accordance with the Companies Act, 2013, Independent Directors are required to hold at least one meeting in a financial year. The meeting shall review:-



- (a) The performance of non-independent directors and the Board as a whole;
- (b) 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.

By Order of the Board

S.K. Khorana
Executive Director & Company Secretary

Encl: Copy of paragraphs 1, 2 & 3 of Schedule IV of Companies Act, 2013.



Copy of paragraphs I, II & III of Schedule IV of the Companies Act, 2013

SCHEDULE IV

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 judgement 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, in 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 Board's Deliberations especially on issues of strategy, performance, risk management, resources, key appointments and standard of conduct;
- (2) bring an objective view in the evaluation of the performance of board and management;
- (3) scrutinize 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 the 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 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 all meetings of the Board of Directors and of the Board committees of which he is a member;
- (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.



Copy of Resolution passed by the Shareholders of Isgpec Heavy Engineering Limited in Annual General Meeting held on September 17, 2021

“RESOLUTION THAT, pursuant to the provisions of Section 149, 150, 152 and any other applicable provisions of the Companies Act, 2013 (“Act”) and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modifications or re-enactments thereof for the time being in force) read with Schedule IV to the Act and Regulation 16 (1) (b), Regulation 17 and Regulation 25(2A) of the SEBI (Listing Obligations and Disclosure Requirements) (LODR) Regulations, 2015, as amended, Mr. Arvind Sagar (DIN: 09210612), who, on the recommendation of the Nomination and Remuneration Committee, was appointed as an Additional Director (Independent) by the Board of Directors at its meeting held on June 28, 2021, in terms of Section 161 (1) of the Act and whose term of office expires at this Annual General Meeting (AGM) and in respect of whom a notice has been received from a member in writing, under Section 160 of the Act, proposing his candidature for the office of Director and who has submitted a declaration that he meets with the criteria of independence as provided in Section 149 (6) of the Act and Regulation 16 (1) (b) of SEBI (LODR) Regulations, 2015, be and is hereby appointed as an Independent Director of the Company to hold the office for a term of 5 (Five) years with effect from the conclusion of the Board Meeting on June 28, 2021 up to and including June 27, 2026 and that he shall not be liable to retire by rotation.

RESOLVED FURTHER THAT, Mr. Aditya Puri, Managing Director and Mr. S. K. Khorana, Executive Director & Company Secretary, be and are hereby, severally, authorized to do the necessary acts, deeds, and things for the aforesaid appointment including e-filing of requisite forms with the Registrar of Companies.”

Certified to be true copy

(S. K. Khorana)
Executive Director & Company Secretary
Membership No. FCS-1872
Address: B-83, Sector-56, Noida-201301, U.P.