

Date:

To,

.....  
.....  
.....

**Sub: - Appointment as Non-Executive Independent Director under Companies Act  
2013**

---

Dear Sir/Madam,

We are pleased to inform you that, the Board of Directors in its meeting held on ..... 20.., have approved your appointment as a Non – Executive Independent Director.

Your appointment as a Non-Executive Independent Director on the Board of Directors of the Company is subject to the provisions of the Companies Act, 2013 read Regulation 25 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any subsequent amendment thereof).

The Independent Directors shall abide by the “Code of Independent Directors” as outlined in Schedule IV to Section 149 (8) of the Companies Act, 2013 and duties of Directors as provided in the aforesaid Act. For your ready reference the relevant provisions have been extracted and attached to this letter as Annexure I.

We are confident that the Board and the Company will benefit immensely from your rich experience.

Please note that this is a contract for service and is not a contract of employment.

Kindly return the duplicate copy of this letter, and the terms of appointment enclosed herewith, duly signed by you in confirmation.

Thanking you,

**For Monica Electronics Limited**

**Sd/-  
Director**

---

**MONICA ELECTRONICS LIMITED**

Registered Office: Shop No. 21, C/O Ashiyaana Residency, Chaudhary Dharambir Market, Near Sabel Cinema,  
Badarpur, New Delhi – 110 044  
CIN: L51395DL1975PLC008005

## Annexure I

### TERMS OF APPOINTMENT OF INDEPENDENT DIRECTOR

- 1. Appointment:** Your initial period of appointment will be for period of Five (5) years. You shall not be liable to retire by rotation as per the relevant provisions of the Companies Act, 2013. Further the tenure is subject to your meeting the criteria for being an Independent Director and not being disqualified to be a Director under the applicable regulations.
- 2. Role on the Board:** You are expected to provide your expertise in the area of investment, economic and business policy, corporate governance and social contribution of business, and your experience in various sector, in the functioning of the Board and the Committees of the Board that you may be nominated. You may be requested to be a member/Chairman of any one or more Committees of the Board which may be constituted from time to time.
- 3. Code for Independent Director:** The duties, roles and functions to be performed by Independent Director that come with your appointment would be as per the Companies Act, 2013 and as per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

As an independent director you will be liable only in respect of such acts of omission or commission by the Company which had occurred with your knowledge, attributable through Board processes, and with your consent or connivance or where you had not acted diligently.

The Board of Directors of the Company inter alia has given due consideration to your declaration of being qualified as 'Independent' in accordance with the provisions of Companies Act, 2013. You are expected to continue to be qualified as 'Independent' during your tenure and provide periodic declaration to the effect as required by regulations. You will be identified as 'Independent Director' in the annual report and other documents and publications of the Company. If circumstances change and you believe it may not be possible for you to retain your independence you should inform to Board as soon as practicable.

You will apply the highest standards of confidentiality, and not disclose to any person or any company (whether during the course of the tenure as Independent Director or at any time after its cessation), any confidential information concerning the Company and any Group Companies with which you come into contact by virtue of your position as a Director, except as permitted by law or with prior clearance from the Managing Directors.

---

#### MONICA ELECTRONICS LIMITED

Registered Office: Shop No. 21, C/O Ashiyaana Residency, Chaudhary Dharambir Market, Near Sabel Cinema, Badarpur, New Delhi - 110 044  
CIN: L51395DL1975PLC008005

4. **Disclosures:** You are required to make disclosure of your interest as per the requirements of Section 184 of the Companies Act, 2013.

During your tenure as an independent director you are required to give a declaration that you meet the criteria of independent every financial year as provided under Section 149 of the Companies Act, 2013.

5. **Evaluation Process:** Your performance evaluation shall be done by the Board of Directors annually, without your participation.

You will participate in reviewing the performance of non-independent directors and the Board as a whole performance of the Chairman/Chairperson and other independent directors.

6. **Directors' Fees:** You may be paid a sitting fee as decided by the Board from time to time for attending each meeting of Board as well as the Committee meetings (if appointed) attended by you, as per the provisions of Section 197 of the Companies Act, 2013 and the Articles of Association of the Company.

The Company may reimburse you all travelling, hotel, and other incidental expenses properly and reasonably incurred by you in performance of duties as per provisions of the Companies Act, 2013 in conjunction with the Company rules and policies.

As an independent director you shall not be entitled to any stock option and shall not be covered by any pension scheme.

7. **General:** All the terms as mentioned above including your appointment, professional conduct, role and functions, duties and evaluation shall be governed by the Companies Act, 2013 and Rules made thereunder.

This Appointment Letter and any non-contractual obligations arising out of or in connection with this Appointment Letter are governed by, and shall be construed in accordance with the laws of India and subject to the exclusive jurisdiction of the Courts of India.

**For Monica Electronics Limited**

***Accepted***

**Sd/-  
Director  
DIN: -**

**Sd/-  
Independent Director  
DIN:**

---

**MONICA ELECTRONICS LIMITED**

Registered Office: Shop No. 21, C/O Ashiyaana Residency, Chaudhary Dharambir Market, Near Sabel Cinema, Badarpur, New Delhi – 110 044  
CIN: L51395DL1975PLC008005