

## PERFORMANCE EVALUATION POLICY

OF

### CASPIAN CORPORATE SERVICES LIMITED (FORMERLY KNOWN AS INTELLIVATE CAPITAL ADVISORS LIMITED)

#### 1. CRITERIA FOR PERFORMANCE APPRAISAL/ EVALUATION PROCESS OF INDEPENDENT DIRECTORS AND BOARD

##### 1 Guiding principles:

- 1.1 The **performance of the Independent Directors** as well as the performance of the entire Board shall be evaluated annually.
- 1.2 Performance evaluation of Independent Directors shall be done by the entire Board of Directors (excluding the director being evaluated).
- 1.3 The Independent Directors shall at the separate meeting without the attendance of non-independent directors and members of management shall:
  - (a) Review the performance of non-independent directors and the Board as a whole;
  - (b) Review 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 which is necessary for the Board to effectively and reasonably perform their duties.

S. No	Assessment Criteria
1	Attendance, participations in the Meetings and timely inputs on the minutes of the meetings.
2	Contribution towards growth of the Company including actual vis-à-vis budgeted performance.
3	Leadership initiative, like new ideas and planning towards growth of the Company and steps initiated towards Branding of the Company.
4	Adherence to ethical standards & code of conduct of Company
5	Compliance with policies, Reporting of frauds, violation etc. and disclosure of interest
6	Safeguarding of interest of whistle blowers under vigil mechanism and Safeguard of confidential information

Based on the above criteria each of the Independent Directors has to be assessed by the

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other directors (including other Independent Directors) by giving a rating of Surpasses Expectations (3) or Meets Expectations (2) or Below Expectations (1). The total of the ratings so awarded will be averaged over the number of persons who have awarded the rating.

Assistance in conducting the process of evaluation shall be provided by a person as authorized by the Board and for this purpose, such person shall report to Board.

- 1.4 An indicative list of factors that may be considered while evaluating the **performance of directors** are as follows:

S. No	Assessment Criteria
1	Is the composition of the board appropriate with the right mix of knowledge and skills required to drive organizational performance in the light of future strategy?
2	Members of the board meet all applicable independence requirements.
3	The Board of Directors is effective in establishing a corporate environment that promotes timely and effective disclosure, fiscal accountability, high ethical standards and compliance with applicable laws and regulations.
4	The Board of Directors is effective in developing a corporate governance structure that allows and encourages the Board to fulfill its responsibilities
5	The Company's systems of control are effective for identifying material risks and reporting material violations of policies and law and The Board is provided with sufficient information about material risks and problems that affects the Company's business and prospects.
6	The Board receives regular financial updates and takes all necessary steps to ensure the operations of the organization are sound and reviews the organization's performance in carrying out the stated mission on a regular basis.
7	Are sufficient numbers of board meetings, of appropriate length, being held to enable proper consideration of issues?
8	The information provided to directors prior to Board meetings meets expectations in terms of length and level of detail and Board members come prepared to meetings and ask appropriate questions of management and address issues that might present a conflict of interest.
9	Board meetings are conducted in a manner that encourages open communication, meaningful participation, and timely resolution of issues

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<b>10</b>	The Chairman of the Board effectively and appropriately leads and facilitates the Board meetings and the policy and governance work of the Board.
<b>11</b>	Nomination and appointment of Board members and their Remuneration follow clearly established procedures using known criteria as laid down by the Nomination and Remuneration Committee
<b>12</b>	The Board oversees the role of the independent auditor from selection to termination and has an effective process to evaluate the independent auditor's qualifications and performance (through its Audit Committee).
<b>13</b>	Company has a system for Stakeholder Relationships and for prohibition of insider trading
<b>14</b>	Company has necessary Committees which are required and these Committees are working effectively

**REVIEW**

The performance evaluation process and related tools will be reviewed by the "Nomination and Remuneration Committee" on need basis and the Committee may periodically seek independent external advice in relation to the process.

The, committee may amend the Policy, if required, to ascertain its appropriateness as per the needs of the Company. The Policy may be amended by passing a resolution at a meeting of the Nomination and Remuneration Committee.