

FAMILIARISATION PROGRAMME FOR
INDEPENDENT DIRECTORS

Preamble:

The Regulation 25(7) of the SEBI (Listing Obligation Disclosure Requirements) Regulation 2015 (“the Regulation”) with the Stock Exchanges inter-alia stipulates that the Company shall familiarise the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

Familiarisation Programme for Independent Directors:

- The Independent Directors are provided with the documents such as Profile of the Company, Memorandum and Articles of Association, Annual Reports etc to become familiar with the Company’s background.
- A copy of the Code of Conduct for the Directors is also shared with them for information and adherence.
- Presentation covering various inputs relating to overall business operation, division wise performance etc., are being made periodically at the Board Meetings which would enable Directors to familiarize with the activities and business operations of the Company.
- The Minutes of meetings of various committees are periodically circulated to the Board. Independent Directors have the freedom to interact with the Company’s management. Interactions happen during Board / Committee meetings, where at senior members of the management of the company inter-alia make presentations about performance of the Company, Business Development etc.
- The Independent Directors are made aware of their role and responsibilities and liabilities at the time of their appointment through a formal letter of appointment.
- Which also stipulates their roles and responsibilities and various terms and conditions of their appointment.
- The Chairman of the Board depending on the business needs may also nominate independent directors for relevant external training programs; and
- The Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time

- Directors are also informed of the various developments.
- The Company may conduct introductory programmes when a new Independent Director is inducted on the Board of the Company.

All efforts are made to ensure that the directors are fully aware of the current state of affairs of the company and the industry in which it operates.

Details of total number of familiarization programmes attended by the Independent Directors during the FY 2023-24

Number of Independent Directors	For the Financial Year 2023-24		Cumulative	
	No. of programmes during the Financial Year 2023-24	No. of hours attended	No. of Programmes attended	No. of hours attended
Five	4 programmes conducted during 4 Board meetings	Approx. 8 hours	28	Approx. 200 hours

Details of total number of familiarization programmes attended by the Independent Directors during the FY 2022-23

Number of Independent Directors	For the Financial Year 2022-23		Cumulative	
	No. of programmes during the Financial Year 2022-23	No. of hours attended	No. of Programmes attended	No. of hours attended
Five	4 programmes conducted during 4 Board meetings	Approx. 8 hours	24	Approx. 192 hours