

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

The Clause 49 II B (7) of the Listing Agreement entered into with the stock exchanges, mandates the Company to familiarize the Independent Directors with the Company, their roles, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc. through various programmes.

### **1. Objective**

The programme aims to provide insight into the Company to enable the Independent Directors to understand its business and operations in depth and contribute significantly to the growth of the Company.

### **2. Familiarization Process**

- a. All independent directors of the Company are made aware of their role, responsibilities and liabilities at the time of appointment/re-appointment through Formal Letter of Appointment, which also stipulates various terms and conditions of their engagement.
- b. Each member of the Board, including the independent director have been given complete access to any information relating to the Company, whenever they so request.
- c. The Company provides necessary documents/reports and internal policies to enable them to familiarize with the Company's procedure and practices.
- d. The Company shall through its Managing Director/Whole time Director/Senior Managerial Personnel conduct programmes/presentations periodically to familiarize the Independent Directors with the strategy, business and operations of the Company. Such programmes / presentation will provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, organization structure, finance, accounts, sales and marketing, human resources, facilities and risk management and such other areas as may arise from time to time. The above programme will also include the familiarization on statutory compliances as a Board member including their roles, rights and responsibilities.
- e. The Company provides specific regulatory updates, from time to time, and circulate news and articles related to the industry.
- f. The Company conduct an introductory familiarization programme/presentation whenever a new Independent Director comes on the Board.

### **3. Programme and Disclosure**

Familiarization Programme will be conducted on "need-basis" during the year. The Programme shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company as required under the Listing Agreement.

### **4. Review / Amendment of the Programme**

The Board of Directors will review / amend this programme and make changes as and when it deems necessary.