

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

The Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 states that the listed entity shall familiarise the independent directors through various programmes about the listed entity, such as nature of the industry in which the listed entity operates; business model of the listed entity; roles, rights responsibility of the independent Directors; and any other relevant information.

### **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**

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, services and product offerings, organization structure, finance, sales and marketing, human resources, technology, quality of products, facilities and risk management and such other areas as may arise from time to time.

The above programme will also include the familiarisation on statutory compliances as a Board member including their roles, rights and responsibilities.

The Company may also circulate news and articles related to the industry from time to time and may provide specific regulatory updates.

The above programmes will be conducted for new and continuing Independent Directors of the Company.

### 3. Disclosure of the Programme

Details of Familiarization Programmes imparted to Independent Directors during the financial year 2015-16:

<b>Date on which Programmes attended by Independent Directors</b>	<b>Time spent by Independent Directors in such Programmes</b>	<b>Purpose of Programme</b>
13 <sup>th</sup> August, 2015	Half an hour approx	To familiarize Independent Directors of the Company regarding business activities carried by the Company and subsidiaries of the Company.
9 <sup>th</sup> November, 2015	Half an hour approx	Presentation on the New Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Details of Familiarization Programmes imparted to Independent Directors during the financial year 2016-17:

<b>Date on which Programmes attended by Independent Directors</b>	<b>Time spent by Independent Directors in such Programmes</b>	<b>Purpose of Programme</b>
27 <sup>th</sup> May, 2016	One hour approx	Presentation on "Internal Financial Control System"
		Annual Operating Plan and Budget for the financial year 2016-17 of the Wholly Owned Subsidiaries of the Company
12 <sup>th</sup> August, 2016	Half an hour approx	To familiarize Independent Directors of the Company regarding business activities carried by the Company and subsidiaries of the Company.
14 <sup>th</sup> November, 2016	Half an hour approx	To familiarize Independent Directors of the Company regarding business activities carried by the Company and subsidiaries of the Company.
13 <sup>th</sup> February, 2017	Half an hour approx	To familiarize Independent Directors of the Company regarding business activities carried by the Company and subsidiaries of the Company.

Details of Familiarization Programmes imparted to Independent Directors during the financial year 2017-18:

<b>Date on which Programmes attended by Independent Directors</b>	<b>Time spent by Independent Directors in such Programmes</b>	<b>Purpose of Programme</b>
24 <sup>th</sup> May, 2017	Half an hour approx	Updation on the policies and codes of the Company.
17 <sup>th</sup> July, 2017	Half an hour approx	Review of business of Wholly Owned Subsidiary.

Details of Familiarization Programmes imparted to Independent Directors during the financial year 2018-19:

<b>Date on which Programmes attended by Independent Directors</b>	<b>Time spent by Independent Directors in such Programmes</b>	<b>Purpose of Programme</b>
25 <sup>th</sup> May, 2018	Half an hour approx	Annual Operating Plan and Budget for the financial year 2018-19 of the Wholly Owned Subsidiaries of the Company.
14 <sup>th</sup> August, 2018	Half an hour approx	To familiarize Independent Directors of the Company regarding business activities carried by the Company and subsidiaries of the Company.

Details of Familiarization Programmes imparted to Independent Directors during the financial year 2019-20:

<b>Date on which Programmes attended by Independent Directors</b>	<b>Time spent by Independent Directors in such Programmes</b>	<b>Purpose of Programme</b>
29 <sup>th</sup> May, 2019	Half an hour approx	Annual Operating Plan and Budget for the financial year 2019-20 of the Wholly Owned Subsidiaries of the Company.
29 <sup>th</sup> August, 2019	Half an hour approx	To familiarize Independent Directors of the Company regarding business activities carried by the Company and subsidiaries of the Company.

Details of Familiarization Programmes imparted to Independent Directors during the financial year 2020-21:

<b>Date on which Programmes attended by Independent Directors</b>	<b>Time spent by Independent Directors in such Programmes</b>	<b>Purpose of Programme</b>
23 <sup>rd</sup> May, 2020	Half an hour	To consider, identify and approve list of core skills/ expertise/ competencies and name of the Directors having relevant skills/expertise/competencies as required in the context of business and sector(s) of the company
5 <sup>th</sup> September, 2020	Half an hour approx	Annual Operating Plan and Budget for the financial year 2019-20 of the Wholly Owned Subsidiaries of the Company.
5 <sup>th</sup> September, 2020	Half an hour approx	To familiarize Independent Directors of the Company regarding business activities carried by the Company and subsidiaries of the Company.

Details of Familiarization Programmes imparted to Independent Directors during the financial year 2021-22:

<b>Date on which Programmes attended by Independent Directors</b>	<b>Time spent by Independent Directors in such Programmes</b>	<b>Purpose of Programme</b>
22 <sup>nd</sup> June, 2021	Half an hour approx	Annual Operating Plan and Budget for the financial year 2021-22 of the Wholly Owned Subsidiaries and Subsidiary of the Company.
13 <sup>th</sup> August, 2021	Half an hour approx	To familiarize Independent Directors of the Company regarding business activities carried by the Company and subsidiaries of the Company.
30 <sup>th</sup> September, 2021	20 Minutes	36 <sup>th</sup> e-Annual General Meeting of the Company
9 <sup>th</sup> February, 2022	Half an hour approx	To familiarize Independent Directors of the Company regarding amendments in the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements), Regulations, 2015 related to related party transactions.

Details of Familiarization Programmes imparted to Independent Directors during the financial year 2022-23:

<b>Date on which Programmes attended by Independent Directors</b>	<b>Time spent by Independent Directors in such Programmes</b>	<b>Purpose of Programme</b>
27 <sup>th</sup> May, 2022	Half an hour approx	To familiarize Independent Directors of the Company regarding Risk Management Policy of the Company.
4 <sup>th</sup> July, 2022	Half an hour approx	Annual Operating Plan and Budget for the financial year 2022-23 of the Wholly Owned Subsidiaries and Subsidiary of the Company.
9 <sup>th</sup> August, 2022	Half an hour approx	To familiarize Independent Directors of the Company regarding Management Discussion & Analysis (MDA) Report and Business Responsibility Report.
29 <sup>th</sup> September, 2022	20 Minutes	37 <sup>th</sup> e-Annual General Meeting of the Company