

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTOR

[Pursuant to the provisions of Schedule IV of the Companies Act, 2013 and Regulation 34(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

1. Introduction:

Pursuant to the provision of Schedule IV to the Companies Act, 2013 and Schedule V sub schedule C (g) to the Regulation of SEBI (Listing Obligation and Disclosure Requirement) Regulation 2015, that the Company shall familiarize the Independent Directors about the company, their roles, rights, responsibilities in the Company, the nature of the industry in which the Company operates, business model of the Company, etc/ through various programmes.

2. Purpose and Objective of the Familiarisation Programmes:

To provide insights in to the company to enable the independent Director to understand the Company's business in depth that would facilitate their active participation in managing the Company.

3. Initiatives by the Company:

A. Initial Familiarisation:

- All the Independent Directors are made of their role, responsibilities and liabilities at the time of their appointment/ reappointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement.
- A new Independent Director is welcomed on the Board of the Company by sharing various documents of the Company for reference such as Annual Report and Policies of the Company.
- When a new Independent Director comes on Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Executive Director, Chief Financial officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.

B. Continual Familiarisation:

- The company has put in place a system to provide the Independent Director an insight into the Company so as to facilitate the independent Director to understand their roles, rights, responsibilities in the company and get updated on growth and progress of the Company.
- The Independent Director are advised from time to time, of the Compliances required from him/her under the Companies Act, 2013, Schedule V sub schedule C(g) of the Listing Obligation & Disclosure and other relevant regulations and requisite affirmations are taken with respect to the same.

- Member of the Board along with Independent Director meet key functional/ business heads separately to get themselves more familiarized with the business/operations and challenges faced by the industry on an ongoing basis.
- Independent Director are also free to meet separately without the presence of any management personnel and their meetings are conducted informally to enable the Independent Directors to discuss matters pertaining to the Company's affairs and put forth their combined view to the Board of Directors of the Company.