

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

1. Preamble

In accordance with the requirements of Regulation 25(7) of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 and Schedule IV of the Companies Act, 2013 the Listed entity shall familiarize the independent directors through various programmes about the listed entity, including the following:

- a) nature of the industry in which the listed entity operates;
- b) business model of the listed entity;
- c) roles, rights, responsibilities of independent directors; and
- d) any other relevant information.

2. Purpose and Objective

The program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

3. Overview of Familiarization Process

At the time of appointment of an Independent Director, the Company shall share the following for their reference:

- a) Memorandum of Association and Articles of Association of the Company
- b) Annual Reports of last three consecutive years
- c) Code of Conduct for Directors and Senior Managerial Personnel
- d) Note on Directors roles and responsibilities
- e) Organizational Chart of the Company and the profile of all the Directors and the Senior Managerial Personnel of the Company
- f) List of Contact details of the Directors, Senior Managerial Personnel and their personal / executive assistants.
- g) Details about the range of products, services and solutions offered by the Company to its clients

The company has orientation/induction program for its Independent Directors (ID). Independent Directors have complete access to the information within the Company. In addition, periodically, business heads and CFO make detailed presentation on business models, nature of industry, organization structure, finance, risk management, technology, quality, etc. The Company also ensures that specific matters like Company's business plans and future outlook are reviewed and discussed at Board Meetings.

4. Disclosure

This Policy 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.

5. Review of the Programme

The familiarization program for the Independent Director will be reviewed from time to time and revised as required.



6. Familiarisation Programmes organised by the Company

Particulars	During the period April 01, 2021 to December 31, 2021	Cumulative upto March 31, 2022
No. of familiarization programmes organized by the Company	6	7
Number of hours spent by Independent Directors in aggregate	10	12

