

POLICY ON FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTOR

PREAMBLE

Regulation 25 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred as “Listing Regulations”) requires that the Company shall familiarizes the Independent Directors through various programmes about the Company including the followings:

- a) nature of the Industry in which the listed entity operates;
- b) business model of the listed entity;
- c) roles, right, responsibility of independent directors; and
- d) any other relevant information Regulation 46(2)(i) of Listing Regulations requires the Company to disseminate the details of the Familiarisation programme for Independent Directors on the website of the Company.

PURPOSE AND OBJECTIVE

The Policy provides the basic insights into the Company to enable the Independent Directors to understand the Company’s business in depth that would facilitate their active participation in managing the affairs Company.

FAMILIARIZATION PROCESS

The Company shall through its Executive Directors/ Key Managerial Personnel conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;

Such programs / presentations will provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company’s strategy, business model, operations, service and organization structure, finance, human resources, technology and risk management and such other areas as may arise from time to time;

The programmes/presentations also familiarises the Independent Directors with their roles, rights and responsibilities;

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;

When a new Independent Director comes on the Board of the Company, the Company may conduct an introductory familiarization program / presentation and meetings with KMPs to discuss the functioning of the Board and the nature of the operation of the Company's business activities;

New Independent Directors are provided with copy of latest Annual Report, Code of Conduct, Code of Conduct for Prevention of Insider Trading and Related Party Transaction Policy;

A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors;

Quarterly presentations on operations if any made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, risk management, subsidiary information, regulatory scenario, etc.

REVIEW OF THE PROGRAMME

The independent directors of the Company being persons of great eminence and expertise were already well conversant with the business and functioning of the Company, as also with the other aspects referred to in the above-said regulation. Further, considering the variety of programmes conducted for the independent Directors, the particulars of number of programmes, number of hours spent in such programme & such other details of familiarization programmes are not being provided separately.