

Purpose

AS per the provisions of Schedule IV to the Companies Act, 2013 and Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, it is required that the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes to enable them to discharge their duties effectively.

Scope of the familiarisation program

- Understanding the company's business model and operations.
- Knowledge about the industry the company operates in.
- Clarification on the roles, rights, and responsibilities of directors.
- Awareness of relevant company policies and procedures.
- Familiarity with the company's financial statements and key performance indicators.
- The various regulations applicable to the company.

Schedules of the various programs

- Upon appointment as a director.
- Regularly thereafter at periodic intervals.

Overview of the familiarisation program-

Induction Program

- New Independent Director on being appointment shall be provided with the following documents of the Company for his / her references:
- Formal letter of appointment as Director of the Company
- Memorandum and Articles of Association of the Company
- Annual Reports of last three consecutive years.
- Criteria of Independence applicable to Independent Directors as per Regulation 16 of the SEBI (LODR) Regulations, 2015 and Section 149 of the Companies Act, 2013.
- Copies of code of conduct for Board of Directors and Senior Management.
- internal policies to enable the directors to familiarize with the Company's procedures and practices.
- In case the Independent Director is a part of any of the Board Committee(s), he shall be provided with the Terms of reference of Committee(s).
- Presentations on various business of the company to familiarize the Independent Directors with the strategy, operations and functions of the Company.

Familiarization Program for Independent Directors

Ongoing Programs

- The Company, on a quarterly basis, makes detailed presentations to the entire Board including Independent Directors on the various performance of its operations and its business plans.
- Board Members are promptly updated on any change and new development regarding relevant applicable regulatory requirement such as SEBI regulations, Companies Act etc DPDP Act, Cybersecurity regulations etc.
- The Board members are also made aware about the compliances applicable on the Company by way of quarterly compliances report.

Review

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

Summary of familiarization programs imparted to Independent Directors

Financial Year	Hours spent by Independent Directors
2023-24	8
2024-25	4