

## ❖ Details of Familiarization Programme imparted to Independent Directors:

In terms of Regulation 25(7) of the SEBI-(Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarize independent directors with the Company, their own roles, rights, responsibilities in the Company, nature of industry in which the Company operates, business model of the Company, etc., through various programmes.

### Purpose

The Familiarisation Programme is aimed at familiarising independent directors with the Company, their roles, responsibilities in the Company, nature of industry in which the Company operates and business model of the Company through means considered by the Company, including by way of lectures, questions, and answers.

### Familiarization Process

The Company through its Managing Directors and/or Key Managerial Personnel conducts programmes/presentations periodically to familiarize Independent Directors with the operations and functions of the Company;

Such programmes / presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them understand the Company's business model, operations, service, product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.

The Company may conduct an introductory familiarization programme, when a new Independent Director comes on board.

### Overview of Familiarization Programmes

In a Familiarisation Programme, Independent Directors are made aware of their role and responsibilities and liabilities at the time of their appointment through a formal letter of appointment, which also stipulates their roles and responsibilities and various terms and conditions of their appointment as have been mandated by statute.

Briefings on relevant statutory and regulatory changes are regularly done typically at the end of each Audit Committee Meeting or Board Meeting.

Details of familiarisation sessions held have been as follows:

Date of programme	Area covered
30/04/2019	Familiarising with Corporate operations, dimensions of Business, Roles, Rights and Duties of Independent Director as per Companies Act, 2013

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12/05/2020	Brief Information about Company, Role of Independent Directors, Business Model of the Company, Impact of the New Listing Regulations issued by SEBI
21/05/2021	Familiarising with the means adopted by the Company for reorganizing and realigning its Business and its impact on the capital structure of the Company.
12/05/2022	Familiarising the Directors with the various amendments in the Companies Act, 2013 and SEBI Regulations and its impact on the Company and with topics related to strategic alternatives, progress of ongoing strategic initiatives, risks to strategy execution and the need for new strategic programs required to achieve the Company's long-term objectives.

These briefings were made either after a Board Meeting or after an Audit Committee Meeting.

Details of attendance of Independent Directors in Familiarization Sessions have been as follows:

S. No.	Name of Independent Directors	No. of sessions attended		No. of hours spent in the sessions attended	
		FY 2022-23	Cumulative till date	FY 2022-23	Cumulative till date
1.	Mr. Prashant Dattatray Lowlekar	1	4	3	13
2.	Mr. Kshitij Negi	1	2	3	6



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