

## **FAMILIARISATION PROGRAMMES FOR INDEPENDENT DIRECTORS**

### **Preamble**

Regulations 25(7) and 46(2) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, inter-alia, stipulates that the Company shall familiarize the independent directors with the nature of the industry in which the Company operates, business model of the Company, their roles, rights, responsibilities in the Company, etc., through various programmes and the details of such familiarisation programmes shall be disseminated on the website of the Company.

### **Overview of the Familiarisation process**

All Independent Directors are aware and further updated about their roles, rights, responsibilities in the Company. A Directors' kit containing information about the Company, Memorandum and Articles of Association, Annual Reports for previous 3 years, recent Media Releases etc. is handed over to the new director. The appointment letter issued to Independent Directors, inter-alia, sets out the expectation of the Board from the appointed director, their fiduciary duties and the accompanying liabilities that come with the appointment as a director of the Company.

Independent Directors are provided with applicable documents, reports and internal policies to enable them to familiarize with the Company's procedures and practices.

Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, business strategy and risks involved.

Quarterly updates on relevant statutory changes and landmark judicial pronouncements encompassing important laws are regularly circulated to the Directors.

Each director of the Company has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company's management. They are given relevant documents for enabling them to have a good insight of the Company's operations. Further, they meet without the presence of the Company's management to discuss matters pertaining to the Company's affairs and put forth their combined views to the Chairman of the Board.

Visits to the Company's sites are organized for the Directors to enable them to have a better understanding of the activities of the Company.

**Familiarisation Programmes imparted by the Company to Independent Directors during the Financial Year 2020-21 are detailed below:**

1. Number of Programmes attended by the Independent Directors during the Financial year ended 31<sup>st</sup> March, 2021 (i.e., from 14<sup>th</sup> September, 2020 up to 31<sup>st</sup> March, 2021) were 13.
2. Number of hours spent by the Independent Directors in such Programmes during the Financial Year ended 31<sup>st</sup> March, 2021 (i.e., from 14<sup>th</sup> September, 2020 up to 31<sup>st</sup> March, 2021) were more than 26 man hours.

**Familiarisation Programmes imparted by the Company to Independent Directors during the Financial Year 2021-22 are detailed below:**

1. Number of Programmes attended by the Independent Directors during the Financial Year ended 31<sup>st</sup> March, 2022 (i.e., from 1<sup>st</sup> April, 2021 up to 31<sup>st</sup> March, 2022) were 18 and on a cumulative basis from 14<sup>th</sup> September, 2020 up to 31<sup>st</sup> March, 2022 were 31.
2. Number of hours spent by the Independent Directors in such Programmes during the Financial Year ended 31<sup>st</sup> March, 2022 (i.e., from 1<sup>st</sup> April, 2021 up to 31<sup>st</sup> March, 2022) were more than 30 man hours and on a cumulative basis from 14<sup>th</sup> September, 2020 up to 31<sup>st</sup> March, 2022 were 56 man hours.

**Familiarisation Programmes imparted by the Company to Independent Directors during the Financial Year 2022-23 are detailed below:**

1. Number of Programmes attended by the Independent Directors during the Financial Year ended 31<sup>st</sup> March, 2023 (i.e., from 1<sup>st</sup> April, 2022 up to 31<sup>st</sup> March, 2023) were 15 and on a cumulative basis from 14<sup>th</sup> September, 2020 up to 31<sup>st</sup> March, 2023 were 46.
2. Number of hours spent by the Independent Directors in such Programmes during the Financial Year ended 31<sup>st</sup> March, 2023 (i.e., from 1<sup>st</sup> April, 2022 up to 31<sup>st</sup> March, 2023) were more than 23 man hours and on a cumulative basis from 14<sup>th</sup> September, 2020 up to 31<sup>st</sup> March, 2023 were 79 man hours.