

**FAMILIARISATION
PROGRAMME FOR
INDEPENDENT
DIRECTORS**

PREAMBLE

The basic philosophy behind an endeavour towards better corporate governance is to achieve business excellence. Induction, orientation or familiarisation programmes are part of our Culture and are applicable to independent directors of the Company.

Guided by the principles laid down on the Corporate Governance under Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Companies Act 2013, the familiarisation programs and trainings aim to provide insights of the Company, including nature of Industry in which the Company operates, Business Model of the Company, Relevant information on Business Processes and Roles, Responsibilities, Duties and Rights of the Directors including Independent Directors.

INDUCTION OF INDEPENDENT DIRECTORS

At the time of appointment, a formal letter of appointment is given to the Independent Director, which inter alia states the function, duties, business model and role and responsibilities, which an Independent director is expected to perform.

Independent Directors are provided with necessary documents / brochures, Memorandum & Articles of Association and copies of internal policies, Shareholding patterns, information on promoters and Group, to enable them to familiarize with the Company's procedures, policies, guidelines and practices, with which Company does its operations.

FAMILIARISATION AND TRAININGS TO DIRECTORS

The Directors including Independent Directors are apprised through presentations / discussions, on periodical basis on the Business performance, Economic and Industry Trend, global business environment, business strategy, Risks & Compliance Management System and Critical Business Processes. Further, all Directors are provided trainings through various programs and workshops relating to the business of the Company.

The Directors of the Company have access to the information relating to the Company. They interact with the Key Managerial Personnel and seek any information they need to discharge their functions effectively.

POLICY REVIEW

The Board may subject to applicable laws is entitled to amend, suspend or rescind this Policy at any time. Any difficulties or ambiguities in the Policy will be resolved by the Board in line with the broad intent of the Policy. The Board may also establish further rules and procedures, from time to time, to give effect to the intent of this Policy. In the event of any conflict between the provisions of this policy and of the applicable law, such applicable law in force from time to time shall prevail over this Policy.

DISCLOSURE

The details of the Programmes 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.

During the financial year 2024-25, following subject matters were covered under the familiarization programmes:

Subject matter of the programmes

- Operational performance of the Company and its subsidiaries
- Business updates & Strategy Plan for the group and Industry outlook
- Risk Management
- Regulatory aspect and Compliance process

The subject matters of familiarization programmes are covered through separate programmes or with the Board/Committee meetings to suit the convenience of Directors. Various business heads and functional heads (including those of key subsidiaries) are invited for interaction with the Independent Directors to enable them to get a better understanding of the business and operations.

Name of Directors	No. of programmes / meetings attended		No. of hours spent	
	During FY 2024-25	Cumulative	During FY 2024-25	Cumulative
Mr. Gopalakrishnan J	6	6	6	6
Mr. Neeraj Sagar	5	5	5.5	5.5
Ms. Sujata Bogawat	5	5	5.5	5.5
Ms. Bala C Deshpande	5	5	5.5	5.5