

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

In terms of Reg. 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company should conduct the Familiarization Program for Independent Directors about their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company to facilitate their active participation in the management of the company.

At the time of Independent director appointment the company share the following for their reference:

- a) Memorandum of Association and Articles of Association of the Company
- b) Annual Reports of last three consecutive years
- c) Code of Conduct for Directors and Senior Managerial Personnel
- d) Note on Directors roles and responsibilities
- e) Organizational Chart of the Company and the profile of all the Directors and the Senior Managerial Personnel of the Company
- f) List of Contact details of the Directors, Senior Managerial Personnel and their personal / executive assistants.
- g) Details about the range of products, services and solutions offered by the Company to its clients

The company has orientation/induction program for its Independent directors (ID). Independent Directors have complete access to the information within the Company. In addition, periodically, Business heads & CFO make detailed presentation on business models, nature of industry, organization structure, finance, risk management, technology, quality, etc.

Further, business updates and industry updates are made available to IDs, especially to the Audit Committee members by the company on quarterly basis.

## **DISCLOSURE**

The policy shall be disclosed in the website of the company.

Following information will be disclosed on the Website of the Company:

- a. Details of familiarization programmes imparted to Independent Directors.
- b. Number of Programmes attended by the Independent Directors (during the year and on cumulative basis till date)
- c. Number of hours spent by the Independent Directors in such programmes (during the year and on cumulative basis till date)
- d. Other relevant details