

**FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

**1. PREAMBLE:**

In terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 the Company is required to familiarize its independent Directors with the Company, nature of the industry in which the Company operates, business model of the Company including their roles and responsibilities through various programmes.

Schedule IV of the Companies Act, 2013 puts similar duties on Independent Directors' to be informed and familiarized with the Company and the external environment in which it operates.

**2. FAMILIARIZATION FRAMEWORK FOR INDEPENDENT DIRECTORS:**

1. The meetings of the Board of Directors are generally held at the registered office of the Company from where the centralized operations and strategic decision making are carried out. The departmental heads are called at the relevant meetings of Directors for interactions relating to their areas of activities.
2. The Company has been familiarizing the Independent Directors at its Board Meetings on a quarterly basis, with detailed presentations on the Company and its operations and business plans, the nature of industries in which the Company operates and the model of its respective businesses.
3. Apart from briefing / presentations on operations, business performance, market share, financial parameters, the Directors are also provided with the briefing / presentations on working capital management, fund flows, senior management changes, Risk Assessment and Management, Statutory compliances, subsidiary information etc.

4. The Directors are updated about major changes affecting areas of Companies Act, 2013, SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015, legal updates, major amendments of direct and indirect tax laws affecting the sector in which Company operates.

**3. DISCLOSURE:**

The Company shall make the necessary disclosure on its website as required under the SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015.

Web link of the familiarization programme will also be given in the Annual Report of the Company.

In terms of regulation 46(2) of the Listing Regulations the details of familiarization programmes imparted to independent directors as on March 31, 2025 is as follows:

Sr. No.	Name of the Independent Directors	No. of Programmes / Meetings attended		No. of Hours spent	
		During the FY 2024-25	Cumulative till date from April 1, 2022	During the FY 2024-25	Cumulative till date from April 1, 2022
1.	Mrs. Sandhya Malhotra*	5	12	2.5 hours	6 hours
2.	Mr. Chaitanya Dalal#	5	13	2.5 hours	6.5 hours
3.	Mr. Mukesh Jain#	5	12	2.5 hours	6 hours
4.	Mr. V. P. Shetty^	5	13	2.5 hours	6.5 hours

\*Appointed as an Independent Director w.e.f. April 1, 2019

#Appointed as an Independent Director w.e.f. September 18, 2021

^Appointed as an Independent Director w.e.f. November 11, 2021