

Familiarisation programme

Background

In terms of Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the Listing Regulations") the Company is required to familiarise its Independent Directors through various programmes about the Company, including the following:

- a. nature of the industry in which the company operates;
- b. business model of the company;
- c. roles, rights, responsibilities of independent directors; and
- d. any other relevant information.

Further, Regulation 46(2) of the Listing Regulations requires the Company to disseminate on its website the details of familiarisation programmes imparted to independent directors including the following details:

- a. number of programmes attended by independent directors (during the year and on a cumulative basis till date);
- b. number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date); and
- c. other relevant details.

Objectives

- a. To adopt a structured programme for orientation and training of Directors at the time of their joining so as to enable them to understand the Company - its operations, business, industry and environment in which it functions; and
- b. To update the Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

Orientation programme upon induction of new directors

The Directors on their appointment are taken through a detailed induction programme, which covers the history, culture and background of the Company and its growth over the last several decades, various milestones in the Company's existence since its incorporation, the present structure and an overview of the businesses.

The Independent Directors are provided with an appointment letter during their appointment. The appointment letter issued to Independent Director inter alia sets out the expectation of the Board from the appointed director, their role, duties, responsibilities and the accompanying liabilities that come with the appointment as a director of the Company along with the Code of Conduct for acceptance by the Director. Additionally, an Independent Director is made aware of various compliances required under the Companies Act, 2013, Listing Regulations and other applicable Acts, Laws, Rules and Regulations.

Continual Familiarisation Programme

On regular basis, the Company familiarises the Independent Directors of the Company with their roles, rights, responsibilities in the company, nature of the industry in which the

company operates, business model of the company, etc., through:

- Industry overview and Business model of the Company and the regulatory framework in which the Company operates.
- Operations overview.
- Financial Performance and budget & control processes.
- Monthly information pack on business trends and performance of the Company.
- Familiarisation on statutory compliances as a Board Member.

Further, quarterly results are presented during Board and Committee meetings held from time to time. Regulatory Updates and Compliances are placed before the Board. 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 all documents sought by them for enabling a good understanding of the Company.

Details of Familiarisation programmes / sessions attended by Independent Directors as on date

Particulars	Financial Year	Mr. Nirmal Kumar Jain*	Mr. Pankaj Kulkarni**	Mrs. Anuradha Bajpai***
No. of Programme(s) attended	2021-22	2	-	-
	2022-23	2	-	-
	2023-24	2	2	1
	2024-25	2	2	2
	2025-26	2	2	2
	Cumulative till date	10	6	5
No. of Hours spent in the Programme(s) attended	2021-22	00:45	-	-
	2022-23	02:00	-	-
	2023-24	01:00	01:00	0:30
	2024-25	01:00	01:00	01:00
	2025-26	01:30	01:30	01:30
	Cumulative till date	06:15	03:30	03:00

* Mr. Nirmal Kumar Jain appointed as an independent Director w.e.f. 01-06-2021

** Mr. Pankaj Kulkarni appointed as an independent Director w.e.f. 04-08-2023

*** Mrs. Anuradha Bajpai appointed as an independent Director w.e.f. 21-03-2024.