



# Familiarization Program

*Ref. – Reg. 25(7) of SEBI (Listing Obligations and Disclosure Requirements). Regulations, 2015*

# Familiarization Program for Independent Directors

- In terms of Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarize an independent directors about the company, their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc., through various programs.
- The Company has conducted such programs / presentations / meetings to provide an opportunity to Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality and risk management and such other areas as may arise from time to time.
- New Independent Directors are provided, amongst other documents, with copy of constitutional documents of the Company, latest Annual Report, the Company's Code of Conduct, Code of Conduct for Prevention of Insider Trading, Whistle Blower Policy and Schedule of upcoming Board and Committee meetings, etc.

Contd.

# Familiarization Program for Independent Directors

- An Independent Director is also provided with brief profile of all Board Members and terms of reference of the Board Committees
- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration (if applicable) and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.
- Apart from Independent Directors, Non-Executive Directors are also eligible to attend the familiarization programs.
- Quarterly Comprehensive Business update on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, subsidiary information, regulatory scenario, etc.
- Further, at various Board meetings during the year, presentations are made to the Board on company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates and other relevant issue.

Contd.

# Familiarization Program for Independent Directors

Details of attendance of Independent Directors in Familiarization Programs are as follows:

S. No.	Name of Independent Director	No. of the Sessions/ meetings attended		No. of hours spent in the Sessions attended	
		FY 2022-23	Cumulative till date (Since December 1, 2015)	FY 2022-23 (Hours approx)	Cumulative hours till date (Since December 1, 2015)
1	Mr. Ramesh L. Adige	5	33	4.83	26.50
2	Mr. Ravi Rajagopal*	1	10	1.67	9.34
3	Ms. Shailaja Chandra**	5	7	4.83	9.33

\*Mr. Ravi Rajagopal was appointed w.e.f. October 23, 2019.

\*\* Ms. Shailaja Chandra was appointed w.e.f. March 10, 2021.

**Thank You**