



## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

(Disclosure under Regulation 25 And 46 Of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)

### **Preamble**

The Schedule IV of the Companies Act, 2013 and Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“the Listing Regulations”) mandates the Company to familiarize the independent Directors with the Company.

The Company familiarizes the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the Industry in which the Company operates, business model of the Company, etc., by way of presentations/interaction at the various meetings and the programmes.

### **Continuing Education Process**

The Independent Directors of the Company are professional and have detailed knowledge and understanding of the Industry, business model & Operations and also of their roles, responsibilities and duties. During the year 2019-20, no new independent Director was appointed on the Board of the Company. Mr. Ashish Madan has been re-appointed as an independent director for a second term of five consecutive years from 7<sup>th</sup> August, 2019.

The Company through its Managing Director, CFO, Key Managerial Personnel and senior management personnel makes presentations in Board Meetings to familiarize the Independent Directors with the strategy, financial performance, budgets, overview of performance, Statutory reporting including Internal Audit Reports, SEBI Audit Reports, Secretarial Audit Report and various other compliances of the Company.

Apart from these, there could be additional meetings or sessions on demand on specific topics. One such familiarization Programme was conducted during the year 2019-20.



**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS.**

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| <p>Details of Familiarization Programmes imparted to Independent Directors Number of programmes attended by Independent Directors (during the year and on a cumulative basis till date)</p> | <p>One Programme during 2017-18<br/>i) 19<sup>th</sup> February, 2018</p> <p>One Programme during 2018-19<br/>i) 6<sup>th</sup> February, 2019</p> <p>One Programme during 2019-20<br/>i) 12<sup>th</sup> November, 2019</p> <p>Total 3 (three) programmes on cumulative basis</p>  |
| <p>Number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date)</p>  | <p>i) Approx. 2 hours during 2017-18</p> <p>ii) Approx. 4 hours during 2018-19</p> <p>iii) approx. 4 hours during 2019-20</p> <p>Approx. 10 hours on cumulative basis.</p>  |
| <p>Purpose of Programme</p>   | <p>1) To update Independent Directors of the Company scale and details of its operations,</p> <p>2) regulatory changes and its impact on the Company,</p> <p>3) challenges and opportunities ,</p> <p>4) general industry development, discussion on the state of economy ,</p> <p>5) Rights and Responsibility of Independent Directors.</p> |