



## FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

### **PREAMBLE:**

In terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time, the Company shall familiarize the Independent Directors with the Company, nature of the industry in which the Company operates, business model of the Company, their roles, rights, responsibilities in the Company, etc. through various programmes.

### **OBJECTIVE:**

The familiarisation programme for the Independent Directors of the Company is designed to help the Independent Directors to gain a comprehensive understanding of the Company and its business models.

### **OVERVIEW:**

Initial familiarisation: As a part of initial familiarisation, a formal letter of appointment is given to the newly inducted Director *inter-alia* mentioning the terms of appointment, roles, responsibilities, functions and fiduciary duties expected of him/her.

An introductory familiarisation programme is thereafter conducted for such Director to apprise him/her about the Company, its long term vision, product offerings, organizational structure, material policies, annual operating plan and its other group companies. Independent Directors are also provided with necessary brochures, annual reports and internal policies to enable them to acquaint with the Company's procedures and practices.

Continual familiarisation: At the respective Board and Committee meetings, the Company on an on-going basis presents an update on Company's operations, financials, business performance, risk management framework, strategies, regulatory changes and other related matters to keep the Independent Directors abreast of the significant developments in the Company and its corporate environment.

**DETAILS OF FAMILIARISATION PROGRAMMES HELD:**

The details of familiarization programmes organized for the Independent Directors (ID's) are as follows:

Financial year in which sessions were held	Date of sessions	Subject matter of orientation	No. of sessions attended by ID's	No. of hours spent in the sessions by ID's
FY 2014-15	16/10/2014	Key aspects of Companies Act, 2013	1	1
FY 2015-16	15/10/2015	Key aspects of SEBI (Listing Obligations & Disclosures Requirements) Regulations, 2015	1	30 mins
FY 2016-17	19/01/2017	Industry & regulatory trends	1	30 mins
FY 2017-18	18/01/2018	<ul style="list-style-type: none"> <li>• Key aspects of The Companies (Amendment) Act, 2017;</li> <li>• Prevailing market environment and marketing strategies executed by management to tackle growth rate.</li> </ul>	1	1
FY 2018-19	23/01/2019	<ul style="list-style-type: none"> <li>• Specified Companies (Furnishing of information about payment to micro and small enterprise suppliers) Order, 2019 notified by MCA mandating disclosure of outstanding payments to MSMEs;</li> <li>• Key aspects of the SEBI PIT regulations as amended vide notification dt. 31 Dec 2018;</li> <li>• Prevailing market environment and marketing strategies executed by management to tackle growth rate.</li> </ul>	1	45 mins
FY 2019-20	23/01/2020	<ul style="list-style-type: none"> <li>• Prevailing Industry trends and company's strategies to achieve targets as budgeted.</li> <li>• Legal and Regulatory updates including the latest amendments in Schedule VII of CSR Rules, Resignation of statutory auditors from listed entities and their material subsidiaries, Companies (Creation and Maintenance of Databank of Independent Directors) Rules, 2019 and Extension of the deadline for splitting the roles of the Chairman and the Managing Director for Top 500 Listed companies to 1 April, 2022</li> </ul>	1	45 mins
<b>Cumulative</b>			<b>6</b>	<b>4 hr 30 min</b>