

FAMILIRIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

1. Preamble

The Clause 49(II)(B)(7) of the Listing Agreement with the Stock Exchanges stipulates that:

- a) The Company shall familiarise 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., through various programmes.
- b) The details of such familiarisation programmes shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report.

2. Purpose and Objective of the Programmes

It aims to provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

3. Familiarization Program/module for Independent Directors

- a) At the time of appointing a Director, a formal letter of appointment is given to him, which inter alia explains the role, function, duties and responsibilities expected of him as an Independent Director of the Company.
- b) The company may conducts an introductory familiarisation program/presentation, when a new Independent Director comes on the Board of the company
- c) New Independent Directors are provided with copy Memorandum and Article of Association of the company, copy of latest Annual Report, the Code of Conduct, Code of Conduct for Prevention of Insider Trading, Schedule of upcoming Board and Committee meetings etc.
- d) The Company shall through its Executive Directors / Senior Managerial Personnel conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;

Such programs / presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team 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, facilities and risk management and such other areas as may arise from time to time;

- e) the programs / presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities;
- f) The Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time; and

4. Disclosure of the Policy

This Policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.

5. Amendment

The right to interpret/amend/modify this Policy vests with the Board of Directors of the Company.