



# Familiarisation programme for Independent Directors

## Preamble

In terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarize 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.

## Purpose

The Familiarization Programmes are aimed to familiarize the independent directors with the company, their roles responsibilities in the company, nature of industry in which the company operates and business model of the company by imparting suitable training sessions.

## Overview of Familiarization Programmes

Details of Familiarisation Programme for Independent Directors In accordance with Familiarization Programmes for Independent Directors of the Company, the Independent Director s have complete access to the information within the Company. As a part of Agenda of Board / Committee Meetings presentations are regularly made to the Independent Directors on various matter inter -alia covering the Company's strategy, business model, operations, markets, organization structure, product offerings, finance, risk management framework, quarterly and annual financial results, human resources, technology, quality, role, rights, responsibilities of the Independent Directors and such other areas as may arise from time to time, where Directors get an opportunity to interact with the Company's management (Familiarization Programmes).

The Independent Directors are made aware of their role and responsibilities and liabilities at the time of their appointment through a formal letter of appointment, which also stipulates their roles and responsibilities and various terms and conditions of their appointment.

Regular updates on relevant statutory and regulatory changes are regularly circulated to the Directors.

At the below mentioned meeting of Board of Directors, the Directors of the company were familiarised about, their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc. through various presentations.

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

Sr. No	Name of Independent Director	Meeting date	Duration Hrs
1	Ms Kishori Udeshi	25/04/2017	1
		25/05/2017	0.5
		09/08/2017	0.5
		25/09/2017	1
		06/11/2017	0.5
		02/02/2018	1

		01/03/2018	0.5
		26/03/2018	0.5
		29/05/2018	0.5
		07/08/2018	0.5
		01/11/2018	1
		01/02/2019	0.5
		27/05/2019	0.5
		06/08/2019	0.5
		07/11/2019	0.5
2.	Mr. Sunil Mathur	25/04/2017	0.5
		25/05/2017	1
		09/08/2017	0.5
		06/11/2017	0.5
		21/12/2017	0.5
		02/02/2018	1
		01/03/2018	1
		26/03/2018	0.5
		07/08/2018	0.5
		01/11/2018	1
		01/02/2019	0.5
		27/05/2019	0.5
		06/08/2019	0.5
		07/11/2019	0.5
3.	Mr. Nilesh Vikamsey	25/04/2017	1
		25/05/2017	1
		06/11/2017	0.5
		22/11/2017	0.5
		30/11/2017	0.5
		29/05/2018	0.5
		01/11/2018	1
		01/02/2019	0.5
		27/05/2019	0.5
		06/08/2019	0.5
		07/11/2019	0.5
4.	Mr. Pravir Kumar Vohra	25/04/2017	0.5
		25/05/2017	1
		09/08/2017	0.5
		25/09/2017	0.5
		06/11/2017	0.5
		22/11/2017	0.5
		30/11/2017	0.5
		21/12/2017	0.5
		02/02/2018	1
		01/03/2018	0.5
		26/03/2018	0.5
		29/05/2018	0.5
		07/08/2018	0.5
		01/11/2018	1
		01/02/2019	0.5
		27/05/2019	0.5
		06/08/2019	0.5
		07/11/2019	0.5

**Review of the Program**

The Programme will be conducted on an "as needed" basis during the year and will be reviewed by the Board from time to time to make necessary revisions.